

# **SELF STUDY REPORT**

**FOR**

**3<sup>rd</sup> CYCLE OF ACCREDITATION**

## **SHIVAJI EDUCATION SOCIETY'S SHIVAJI ARTS AND COMMERCE COLLEGE**

**SHIVAJI ARTS AND COMMERCE COLLEGE, BAAD, KARWAR  
581304**

**[www.shivajidegreecollege.org](http://www.shivajidegreecollege.org)**

**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**(Draft)**

# **1. EXECUTIVE SUMMARY**

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## **1.1 INTRODUCTION**

### **Introduction**

The Shivaji Education Society's Shivaji Arts & Commerce College was established in 1970 to cater to the noble cause of educating the poor and backward communities of Karwar, comprising farmers, fishermen, labour class and other professional groups. The College itself is located in semi Urban area.

With clearly stated vision, mission goals and accountability to reach to these goals , the college has been rendering a unique role in the goal of imparting quality education.

Spirit of social equity, employability, value based education, environmental sensitivity, respect for each other, play significant role in achieving the objectives of the institution.

The College offers UG Program in Arts , Commerce and BCA (Self-financed). The college is affiliated to Karnataka University, Dharwad & is awarded with 2(f) and 12(B) status.

The College has undergone two accreditation cycles by NACC and has been accredited with B+ and B Grades.

### **Vision**

To be pioneers in uplifting the downtrodden and inspiring the talented students to render their best to the nation and mankind as a whole.

### **Mission**

- To harness the potentials by imparting quality education in Arts, Commerce & Computer Application by awakening their aesthetic sense, inculcating entrepreneurial skills and igniting the hidden powers to face the challenges of the modern competitive world.
- To foster the employability skills among students.
- To strive towards their cultural and ethical upliftment.
- To develop creativity in thought and approach.
- To create an academic environment conducive to quality teaching, learning and research studies with timely training programs.
- To provide access to excellent higher education for the youth.

## **1.2 Strength, Weakness, Opportunity and Challenges(SWOC)**

## **Institutional Strength**

### Strength

1. Automation of library –from partial towards complete automation
2. Consistent academic excellence & sports achievements since the last 48 years of its inception
3. Dedicated staff
4. Supportive administrative staff
5. Track record of University Blues in sports events.
6. Gold medal awardees and 100% marks awardees in University examination.
7. Mentor or Tutor –ward system
8. Award of Scholarships to deserving students
9. Add-on course on yoga
10. Certificate course in Tourism & Tally
11. Extensive extension activities
12. Student centric teaching method.
13. Welfare schemes for staff and students.
14. University gold medalists.
15. Coaching classes for competitive examinations.
16. Faculty Development Program encourages staff for improvement and enhancement of skill.
17. Active placement cell to render campus recruitment.
18. Uttara Kannada is emerging as a tourist centre of national importance. Conducting programs related to tourism.

## **Institutional Weakness**

### Weakness

1. Vacancies are not filled up regularly by the government . The dirth of faculty is to be substituted by the Management.
2. Limited time frame for extra-curricular activities in the semester system
3. Difficulty in paying fees by rural students.
4. Lack of opportunity in curriculum designing.

## **Institutional Opportunity**

### Opportunities

1. Scope for widespread research activities
2. Strengthening the library service
3. Subscribe e-Journals and E-books'
4. Opportunity for sports participation & achievements.

## **Institutional Challenge**

### Challenges

1. Competition from Government Colleges, where fee concessions are introduced to girls.
2. Students who come from economically and socially backward area and communities are well versed in regional language.
3. Payment of good salary to Management appointees as the number of Management appointed staff is exceeding.
4. Common trend of proceeding to bigger cities to pursue Higher Education.
5. Karwar being a small city, but number of degree colleges is 6. The students get distributed as a result of which the strength gets decreased.
6. Lesser job opportunities for general education.
7. Absence of industries and corporate companies which provide job opportunities.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

#### Curricular Aspects

The curriculum is designed by the University after consulting all stake holders. The affiliated Colleges have to follow the same curriculum. Yet, the College has its strategy of moulding the curriculum as per the expectations of the stake holders.

The curricular and Co-curricular programs of the institution are focussed towards fulfilment of the vision, mission and objectives of imparting quality education to the students and fostering sense of equity and also increasing the employability of students.

Along with regular BA, Bcom, and BCA programs, the institution has commenced two self financed certificate courses in Tourism and Tally programming. In addition to these, a value added course in yoga is also introduced. To make the regular teaching-learning methods more effective, curriculum delivery techniques such as adhering to a working lesson plan, academic calendar, content formation are practised. Student feedback is obtained on curriculum delivery and analysed & the results of the same are incorporated. The institution follows a highly transparent method of student admission based upon principle of equity. 50% of the present students represents SC/ST/OBS and about 16.1% of the total students constitute girls. The teaching faculty is competent enough to deliver quality education, with MPhil, Ph.D Degrees, NET.SLET degree. They constantly keep themselves occupied with participation and presentation of papers in national and International seminars.

### **Teaching-learning and Evaluation**

One of the faculty has delivered lectures at Police Training School (DAR).

Another faculty has delivered spoken English program in a summer camp.

The teaching-learning process is participatory & experimental learning, method are followed more student-centric. The teacher, indeed, plays a vital role. His role is that of a mentor and counsellor. The students study in a stress-free and pleasant environment. Consistent academic excellence is achieved which is demonstrated by high level of passing percentage at the University level examination, ,most of the classes have shown excellent results with nearly 15 students scoring 100out of 100 and totally 3 students have bagged gold medals.

The evaluation method is highly transparent. As per the academic calendar the CIE (Continues Internal Evaluation) is conducted. The marks allotted are displayed on the notice board so as to give chance for them to discuss about the marks allotted to them.

At the end of each program the COS, POS & PSOS are measured and the outcome is analysed & incorporated in teaching method.

The teacher quality is enhanced by participating in various training programs such as orientation , refresher course and workshop organised by various institutions.

is competent enough to deliver quality education, with MPhil, Ph.D Degrees, NET.SLET degree. They constantly keep themselves occupied with participation and presentation of papers in national and International seminars.

### **Research, Innovations and Extension**

Higher education gains relevance on the basis conducted by the faculty. In the area of research, note worthy attempts have been made by the institution. Faculty participation in national and international seminars, presentation of papers, publication in National and International seminar proceedings, publications in National and International seminar proceedings, publication in National and International Journals, enhances their research quality. Participation in professional development programs such as orientation and refresher courses enhances their professional skills.

Up gradation of Knowledge is done through pursuing Ph.D & M Phil courses. One of the best practices of the College is the encouragement to undertake student projects One of the Faculty was a recognised research guide of Rayal Seema and JYT Universities.

The College has made note worthy contribution in the field of extension. It has adopted a locality called 'Vajantriwada' . The NSS Unit and its Co-Coordinator, Principal A.G. Kerlekar with the help of local donors have constructed a community hall in this locality at a cost of Rs.3 lakh. Renovation of Ganesh temple has been done. A Children amusement park has been constructed. The wing distributes uniforms to school children in the adopted village. Every year summer Camp and one day tour program are conducted.

The NSS wing is actively engaged in rallies and jathas related to environment issues, swachata mission, etc. Road safety measures are explained to students. Blood Donation & grouping camps are often conducted. A functional MOU is signed, with an NGO called 'Azad Youth Club.

### **Infrastructure and Learning Resources**

The learning environment is sustained through good infrastructure. The College has spacious lecture halls with LCD Projectors, well-equipped computers Lab with Wi-fi connectivity, separate rooms for staff, an auditorium, administrative wing, common room for girls, washrooms, gym facility, canteen, a ramp facility for physically challenged, and other infrastructural facilities for both teaching learning and for sports and games. The library is partially automated with latest library Management software.

### **Student Support and Progression**

Academic achievements, student friendly mentor system, student counselling, strong alumni linkage, sports achievement are the areas of strength of the college. Student centric activities focus on student centric activities focus on the upliftment of students, their progression to higher studies, career opportunities & placements.

The College has an effective mentor system. class of 50 students is under the charge of a mentor who takes care of academic and personal problems of the students. The counselling cell looks after ventilation of grievances.

The placement cell of the College is indulged in conducting campus interviews. Training for competitive examinations is given. The College is in Collaboration with Vidya Poshak, Chanakya Career academy Dharwad, and Winners career academy Davangere for career guidance. The College provides different types of scholarships provided by the Government and other organizations. The students belonging to economically backward sections are encouraged to practice 'exam while you learn' scheme.

Students are supported to under take small projects to develop research culture. The learning output may be revealed through results. The students have excelled in academics. The students have scored 100 out of 100 in various subjects. 3 students have won gold medals for securing highest marks in University examination. Sports too have made considerable contributions. The college has produced 9 university Blues in the last 5 years. One student attended the pre-RD Camp at Tamilnadu & Mysore.

The anti-ragging committee, Discipline committee, prevention of sexual harassment cell are constituted which aim at the welfare of students.

### **Governance, Leadership and Management**

The institution is governed by the management. The vision and mission goals of the institution have been translated into action plans. The Governance is purely democratic. Responsibilities are decentralised.

Faculty performance is assessed on the basis of their self-appraisal reports and students evaluation. Department wise budgetary allocations are made, resources are mobilised and utilised. The budget is audited internally and externally.

The IQAC is the medium through which quality initiatives are undertaken. It monitors all the activities of the college. It monitors the faculty development initiatives and quality of teaching-learning process. The IQAC conducts the academic audit for assessment of students performance and teacher performance for achieving better results. The policies and mechanics of the institution are communicated to the internal and external stake holders through prospectus, handbook, notice board & college website. The fact that the institution has taken care to address itself sincerely to the earlier NACC recommendations indicate the institution's willingness to move forward & achieve success.

The students belonging to economically backward sections are encouraged to practice 'exam while you learn' scheme.

### **Institutional Values and Best Practices**

- Enhancing the communication skill
- Promoting research attitude
- 'Earn while you learn' scheme.
- Emphasis on Yoga
- Value Education
- Blood Donation
- Mentor/Tutor ward system
- Career Counselling
- Training for competitive examination
- Faculty exchange programs are conducted in collaboration with Govt.Womens College, Karwar and Kamadhenu BCA College, Karwar.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	Shivaji Education Society's Shivaji Arts And Commerce College
Address	SHIVAJI ARTS AND COMMERCE COLLEGE, BAAD, KARWAR
City	KARWAR
State	Karnataka
Pin	581304
Website	<a href="http://www.shivajidegreecollege.org">www.shivajidegreecollege.org</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	A.G.KERLE KAR	08382-225241	8277026541	08382-225241	shivajikwr@rediffmail.com
Associate Professor	A.M.NAIK	08382-226198	9449574264	08382-	njeevana2012@rediffmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	15-06-1970



**University to which the college is affiliated/ or which governs the college (if it is a constituent college)**

State	University name	Document
Karnataka	Karnataka University	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date
2f of UGC	29-01-1977
12B of UGC	27-03-1999

**Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)**

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

**Details of autonomy**

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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**Recognitions**

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	SHIVAJI ARTS AND COMMERCE COLLEGE, BAAD, KARWAR	Urban	5.3	4538.4

## 2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Ba	12	PUC	English,Kanada	360	56
UG	BCom,Bcom	12	PUC	English	300	219

### Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				10				7			
Recruited	0	0	0	0	1	1	0	2	4	3	0	7
Yet to Recruit	0				8				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				15
Recruited	5	0	0	5
Yet to Recruit				10
Sanctioned by the Management/Society or Other Authorized Bodies				5
Recruited	4	1	0	5
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	1	1	0	2
Yet to Recruit				0

### Qualification Details of the Teaching Staff

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	2	0	2
M.Phil.	0	0	0	0	1	0	1	0	0	2
PG	0	0	0	1	0	0	3	1	0	5

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	3	3	0	6

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	0	0	1

<b>Details of Visting/Guest Faculties</b>				
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
		0	0	0

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

<b>Programme</b>		<b>From the State Where College is Located</b>	<b>From Other States of India</b>	<b>NRI Students</b>	<b>Foreign Students</b>	<b>Total</b>
UG	Male	116	0	0	0	116
	Female	225	0	0	0	225
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>						
<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	
SC	Male	11	10	14	11	
	Female	9	9	9	8	
	Others	0	0	0	0	
ST	Male	0	0	0	1	
	Female	0	0	0	1	
	Others	0	0	0	0	
OBC	Male	73	70	84	89	
	Female	263	239	234	205	
	Others	0	0	0	0	
General	Male	37	38	18	20	
	Female	92	85	51	36	
	Others	0	0	0	0	
Others	Male	0	0	0	0	
	Female	0	0	0	0	
	Others	0	0	0	0	
<b>Total</b>		<b>485</b>	<b>451</b>	<b>410</b>	<b>371</b>	

### 3. Extended Profile

#### 3.1 Programme

Number of courses offered by the institution across all programs during the last five years

Response : 2

Number of self-financed Programmes offered by college

Response : 1

Number of new programmes introduced in the college during the last five years

Response : 2

#### 3.2 Student

Number of students year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
275	341	371	410	451

Number of seats earmarked for reserved category as per GOI/State Govt rule year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
50	50	50	50	50

Number of outgoing / final year students year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
93	155	156	141	143

Total number of outgoing / final year students

Response : 688

#### 3.3 Academic

**Number of teachers year wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
10	10	11	13	13

**Number of full time teachers year wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
10	10	11	13	13

**Number of sanctioned posts year wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
17	17	17	17	17

**Total experience of full-time teachers****Response : 10****Number of full time teachers worked in the institution during the last 5 years****Response : 30****3.4 Institution****Total number of classrooms and seminar halls****Response : 10****Total Expenditure excluding salary year wise during the last five years ( INR in Lakhs)**

2017-18	2016-17	2015-16	2014-15	2013-14
72.50	83.30	84.04	66.99	65.36

**Number of computers****Response : 56**

**Unit cost of education including the salary component(INR in Lakhs)**

**Response : 19169**

**Unit cost of education excluding the salary component(INR in Lakhs)**

**Response : 5442.82**

NAAC



## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

##### 1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

##### Response:

The curriculum is designed by the University after consulting all the stake holders. The affiliated colleges have to follow the same curriculum. Yet, the college follows its own strategy to make students aware of the current trends and latest innovations through informed discussions, talks by eminent persons, career guidance lectures, etc. Our goal is not only to train the students to face the examination but also to mould them to face the life with all its complexities.

At the beginning of the year academic calendar and calendar of events are prepared which decide the time frame for the curricular programming. The activities are conducted as per the calendar providing scope to operationalise the curriculum within the time frame visualised by the university.

Effective teaching depends upon a well planned lesson plan. The teachers maintain a lesson plan at the beginning of each semester and adhere to the plan while delivering the curriculum. In addition to it, effective classroom management techniques are also followed such as establishing a positive classroom environment, creating a non-threatening learning environment, co-operative & supportive learning activity, establish classroom norms, rules & procedures, maintaining students attention, summarising and revising lessons, making a smooth transition into next lesson etc. Efforts are made to develop positive teacher-student relationship. A good teacher will always be a positive role model for the students. Efforts are made to see that they set an example for the students. The misbehaviour of students are corrected with patience.

Each teacher maintains a regular weekly work diary to record the planned work and to identify and get done the activities which are not yet conducted.

The curriculum delivery at the institutional level is achieved through the time table. Classroom teaching is given enough weightage. The teachers make attempt to complete the curriculum within the prescribed time frame provided by the time table.

To accomplish effective teaching goals, ICT enabled classroom teaching methods are adopted. The classes are conducted using both traditional as well as modern methods of teaching. The LCD Projectors are often used to make teaching more effective.

Efforts have been made to prepare course files in every subject taught in all branches. This huge stack of information is specially prepared by the respective faculty members with examinations in mind. Easy course materials are prepared keeping in view the weaker students & extra materials are provided to the bright students.

Special lectures are organised by inviting experts from various fields to share their experience.

Supportive remedial classes are being regularly conducted for the students of socially and intellectually deprived class.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 1.1.2 Number of certificate/diploma program introduced during the last five years

**Response:** 3

#### 1.1.2.1 Number of certificate/diploma programs introduced year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	0	0	0

File Description	Document
Details of the certificate/Diploma programs	<a href="#">View Document</a>

### 1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

**Response:** 38.2

#### 1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	4	4	6	5

File Description	Document
Any additional information	<a href="#">View Document</a>
Details of participation of teachers in various bodies	<a href="#">View Document</a>

## 1.2 Academic Flexibility

### 1.2.1 Percentage of new courses introduced of the total number of courses across all programs

**offered during the last five years**

**Response:** 50

1.2.1.1 How many new courses are introduced within the last five years

Response: 1

File Description	Document
Details of the new courses introduced	<a href="#">View Document</a>

**1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented**

**Response:** 0

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

File Description	Document
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>

**1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years**

**Response:** 12.72

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
90	30	30	30	30

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	<a href="#">View Document</a>

### 1.3 Curriculum Enrichment

**1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum**

**Response:**

For second semester B.A and B.C.A students, there is a compulsory subject called Human Rights and environmental studies. Human right addresses gender issues pertaining to rights of women. Students are enlightened about the various rights enjoyed by women, their limitations, cases of atrocities against women & their repercussions, etc. They are intimated about the various national and international measures which strive towards the upliftment of women. There is provision for faculty exchange program as far as Human rights program is concerned. The faculty from other colleges are invited to deliver lecture on different aspects of Human rights. The faculty of the college are invited by other colleges to deliver lecture.

The ladies department works for the cause of women empowerment. This forum focuses on empowering women by introducing the students to the legal aspects of women related issues, strategies to be adopted in fighting atrocities against women, skill development programmes etc. To inculcate human values special lectures from eminent persons are organised. Interactive sessions are organised to sensitize students on gender issues.

In addition to these core programs, there are collaborative programs conducted for the upliftment of women. Women are urged to undergo training related to self defence techniques.

For, third semester B.Com, there are subjects called HRM (Human Resource Management ) & Business Environment which teach the significance of Human values & Professional ethics.

The eco club of our college takes initiative to sensitize the students to environmental issues. Environmental science has been integrated into the curriculum of 2nd semester undergraduate course. This course helps to enhance environmental awareness and social responsibility.

The placement cell of the college is actively involved in bringing job opportunities to the notice of the students, helping them to prepare for competitive exams and interviews . The NCC wing inculcates discipline and patriotism and the NSS Unit imparts the attitude of service and social concern. The physical education department trains the students not only in games but builds up supportive environment.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 1.3.2 Number of valued added courses imparting transferable and life skills offered during the last five years

**Response: 1**

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 1

File Description	Document
Details of the value-added courses imparting transferable and life skills	<a href="#">View Document</a>

<b>1.3.3 Percentage of students undertaking field projects / internships</b>	
<b>Response:</b> 18.18	
1.3.3.1 Number of students undertaking field projects or internships	
Response: 50	
<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>

## 1.4 Feedback System

<b>1.4.1 Structured feedback on curriculum obtained from 1) Students 2) Teachers 3) Employers 4) Alumni 5) Parents For design and review of syllabus semester wise/ year wise</b> <b>A. Any 4 of the above</b>  <b>B. Any 3 of the above</b>  <b>C. Any 2 of the above</b>  <b>D. Any 1 of the above</b>  <b>Response:</b> C. Any 2 of the above	
<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

<b>1.4.2 Feedback processes of the institution may be classified as follows:</b> <b>A. Feedback collected, analysed and action taken and feedback available on website</b>  <b>B. Feedback collected, analysed and action has been taken</b>  <b>C. Feedback collected and analysed</b>  <b>D. Feedback collected</b>  <b>Response:</b> C. Feedback collected and analysed
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<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>

NAAC

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average percentage of students from other States and Countries during the last five years

**Response:** 0.07

##### 2.1.1.1 Number of students from other states and countries year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	0

#### File Description

#### Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

#### 2.1.2 Average Enrollment percentage (Average of last five years)

**Response:** 59.61

##### 2.1.2.1 Number of students admitted year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
275	341	371	410	451

##### 2.1.2.2 Number of sanctioned seats year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
620	620	620	620	620

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

#### 2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

**Response:** 42.4

2.1.3.1 Number of actual students admitted from the reserved categories year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
21	22	21	23	19

File Description	Document
Any additional information	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.2 Catering to Student Diversity

**2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners**

**Response:**

At the beginning of the course, every teacher regularly devotes a few hours to provide connection between the previous level and the current program of study. At present this serves the purpose of a bridge course in the absence of a formal one. Some of the faculty conduct examination at the beginning of the course to identify academically weak students.

At the same time the institution identifies the advanced learners too. Through direct interaction with the advanced learners and on the basis of feed back of the concerned teachers they are given opportunities and assistance to prove their skills through various modes like presentations in class, writing articles for magazine, news letters, participating in competitions, projects etc. They are also advised to take up extra reading beyond the prescribed curriculum. Participating in interdepartmental & inter collegiate level academic programmes provide opportunities for achievers to experience academic satisfaction. These opportunities are kept open even for the slow learners who are brought into the main stream by encouraging the advanced learners to team up with them.

Program for slow learners –

- Slow learners are identified.
- Bilingual explanations in classroom lectures and discussions.
- Concept clarification and problem solving exercises.
- Remedial coaching classes are conducted for SC/ST Students.
- Simplified version of books are recommended to them.
- Revision of topics and special tests are conducted for them.
- Written notes on difficult topics and are circulated among students for reference and study.
- Previous years questions papers are made available to students in library and solved in the



- classroom.
- Peer learning is encouraged.

<b>File Description</b>	<b>Document</b>
Link for Additional Information	<a href="#">View Document</a>

<b>2.2.2 Student - Full time teacher ratio</b>	
<b>Response:</b> 30.56	
<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>

<b>2.2.3 Percentage of differently abled students (Divyangjan) on rolls</b>	
<b>Response:</b> 0	
2.2.3.1 Number of differently abled students on rolls	
<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.3 Teaching- Learning Process

<p><b>2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences</b></p> <p><b>Response:</b></p> <ol style="list-style-type: none"> <li>1. Problem solving methodology.</li> <li>2. Illustrating through examples.</li> <li>3. Classroom based and field based experimental learning like field work, visit to industries, courts, Z.P Office, socio- economic surveys, voter's survey and organizing seminar based on curriculum.</li> <li>4. Interactive method, organizing seminars based on the curriculum.</li> <li>5. Project based learning with study oriented tour/field work, socio-economic, and political surveys based on the syllabus.</li> </ol> <p>Enquiry based teaching is adopted in some departments which inspires students to learn more thoroughly. The teachers are the facilitators of their student's enquiry. Active learning techniques are adopted by some</p>
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departments to enhance critical thinking among the students. Co-operative learning is followed in departments where students have to perform a research project as part of their curriculum. Students have adopted techniques like a chance to speak, share personal views and develop the skill of working with others. The group members work together to complete a given task.

The faculty use all these student centric methods in addition to the usual lecture method. Students are given time to think about the topic, turn to their bench mates for a short discussion, and then share the concept with the rest of the class. Brain storming is used for some of the topics in the class. Debates are staged in class, which are effective tools for encouraging students to think about several aspects of an issue. Some of the departments encourage the students to Role play. Through role play students actually experience the materials they are studying for eg: Mock Parliament session. Commerce department uses many case studies to make students understand/gain the practical working in industries.

Activities like “Read a book, get a pen” and 5 minutes speech on the topic of their choice are conducted. Students are engaged in part time jobs under ‘earn while you learn’ scheme as it is practised in the western society. Such students are identified and are provided with additional guidance and course materials.

Students are taken to small scale industries, stock exchange and Panchayats to experience the actual working of these units.

Above all, the mentors take continuous care of students. They guide the students in all curricular and extra-curricular activities. The grievance redressal cell identifies the problems of students and suggests remedies.

Opportunities are provided for skill development in writing resumes, event management, cultural programs, deliver speeches & extempore, etc

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

**2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.**

**Response:** 77.78

**2.3.2.1 Number of teachers using ICT**

**Response:** 7

File Description	Document
List of teachers (using ICT for teaching)	<a href="#">View Document</a>

**2.3.3 Ratio of students to mentor for academic and stress related issues****Response:** 45.83**2.3.3.1 Number of mentors**

Response: 6

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	<a href="#">View Document</a>

**2.3.4 Innovation and creativity in teaching-learning****Response:**

The institution makes concrete effort to create creativity in teaching-learning process. Innovative ideas are learnt and incorporated in teaching such as introduction of a learning plan for students, upgradation of course material and individual attention. In addition to these normal activities efforts are made to implement certain innovative steps such as:

- Through Communicative skill training the students are trained to build up their communication skill.
- Ensuring students participation interaction group discussions are conducted. students are motivated to speak on a topic of their choice.
- ICT enabled teaching method is practised by the faculty.
- Industry visit, visit to historical places and panchayats are arranged so that experiential learning is made possible.
- The project based learning strategy creates interest regarding research among the learners.
- The event management or compering skill of students is improved through opportunity for event managing.
- Various competitions such as quiz, elocution ,essay, etc. and also the cultural programs conducted by the college provides opportunity for the students to widen their creativity.
- Writing articles, poems, shayaries, develop creativity of students.
- Activities like mock parliament provides opportunity to develop their leadership qualities.
- Training in developing aquarium makes the students productive.
- Faculty guide the assignment and student projects.
- Opportunity for peer group study.
- Industrial training program.
- Faculty exchange program in human rights, environmental studies ,tally ,English and Hindi.
- Display of educational & motivational CDS to motivate the staff & students.
- Linking lessons to real world learning with the help of illustrations which make lessons more interesting.
- An open minded attitude through giving scope for welcoming new ideas. Each of the students has his own creative ideas allowing them to express their idea.

## 2.4 Teacher Profile and Quality

### 2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

**Response:** 67.06

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	<a href="#">View Document</a>

### 2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

**Response:** 21.33

#### 2.4.2.1 Number of full time teachers with Ph.D. year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	3	2	2	3

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	<a href="#">View Document</a>

### 2.4.3 Teaching experience of full time teachers in number of years

**Response:** 1.11

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	<a href="#">View Document</a>

### 2.4.4 Average percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

**Response:** 0

#### 2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

**Response:** 0

##### 2.4.5.1 Number of full time teachers from other states year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

<b>File Description</b>	<b>Document</b>
List of full time teachers from other state and state from which qualifying degree was obtained	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

**Response:**

1. Reforms in continuous Internal Evaluation system at the Institutional level.

The Institution monitors student performance through a well maintained system of CIE.

2. In the previous examination model adopted by the universities & affiliated Colleges, Students performance was assessed on the basis of Examinations conducted at the year end. But in the present semester system there is a wider scope for the continuous internal evaluation .

The continuous internal evaluation or assessment is having a weightage of 20% and the student performance in the semester end examination is having a weightage of 80% . All the U.G theory courses are evaluated out of 100 marks where 80 marks will be based on the semester end examination and 20 marks will be based on the continuous internal evaluation. The institution has built up a mechanism through which student performance can be evaluated. .

3. CIE Components

CIE I : Internal marks                      10

CIE II : Assignment	03
CIE III : Attendance	04
CIE IV : Skill/general behaviour	03
<b>Total</b>	<b>20</b>

CIE I : Internal test - There are two internal examinations conducted in each semester carrying a weightage of 20 marks each. The average is taken as out of 10 marks.

#### CIE II : Assignments

Assignments are given for each course as per the schedule given in the calendar. The assignments are evaluated out of 3 marks.

#### CIE III : Attendance

A student can attain maximum of 4 marks based on his/her attendance percentage for each course. If attendance is in the range 95% 4 marks out of 4. If attendance is in the range 90% to 85% 3 out of 4 marks. If attendance is in the range 75% to 85% 2 out of 4 marks will be given.

#### CIE IV : Skill/General Behaviour

If students are active in seminars, group discussions, class tests, etc they are given 3 marks out of 3.

The course instructors evaluate the performance of the students internally on a continuous basis depending upon the 4 key indicators i.e performance in internal examinations, duly written & submitted assignments, 75% attendance and skill or general behaviour amounting to the participation in seminars, class tests etc. The distribution of weightage is decided by the course instructors and it is announced in the class soon after the internal examination are over.

The students and the newly appointed teachers are informed about the pattern of continuous internal evaluation system well in advance so that they can wilfully adhere to the same.

The greatest advantage of this system is that the percentage of students qualifying in the internal examinations is very high and it has its impact upon the examination result of external examination also.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

#### Response:

Students are informed about the mode of examination, pattern of question paper, method of evaluation in the prevailing examination system during the course of study. Model question papers are discussed in detail. The scheme of evaluation obtained by teachers during pervious university valuation is discussed in the class. All most all the teachers are in the BOE panel of examiners and hence are involved in the university paper valuation. This allows them to critically understand the process and pass on this information to the students.

Semester system has been adopted in UG Course, with internal assessments based on the regularity of the student attendance and student performance in class tests and assignments . This has facilitated continuous evaluation of the students. Students are also assessed based on the seminars and presentations they give and their overall performance in class.

The college follows all the university procedures and these are intimated to the stake holders from time to time. Tests and assignments are conducted in the college continuously. The college makes sure that the entry of marks in the online format is also tracked to ensure error free submission to the university.

Internal evaluation system designed to test the cognitive skills of the students is based on tests, assignments, quiz, field trip, reports, seminars etc.

Rigour and transparency in the internal assessment is ensured in each department. The internal assessment marks are given on the basis of the students attendance, performance in seminars, tests and assignments.

The details of marks scored by the students are maintained in the department register which can be assessed by the student if required and informed to the parents during parent and teacher meetings. 50% weightage is given to the two I.A . test , 20% weightage is given to attendance, 15% weightage to their assignments and 15% weightage is given to seminar presentation and overall behaviour in the class room and campus.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### **2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient**

#### **Response:**

The college follows the continuous system of evaluation. The University has introduced semester system from 2005-2006 replacing annual system. According to this system, semester ending examination is conducted by the university consisting of one paper in each subject of 80 marks. The internal evaluation consists of 20 marks in each subject is conducted by the college examination committee.

The examination committee looks after and redresses the grievances of the students regarding inability to attend any test due to ill health, marks allotment etc. The students are also given opportunity to go through the assessed answer scripts.

Evaluation of the papers of the semester ending exams of the university level is done at the central valuation camp by the board of examination panel appointed by the Registrar evaluation of the University. The University rules apply in the redressal of the grievances regarding evaluation and the anomalies in the declaration of results. The students are advised to apply for retotalling, revaluation etc, in case if they are not satisfied by the marks allotted to them.

At the college level a few teachers designated as liaison officers and the student welfare officer and the office staff acts as a link between the college and the University. They are specifically assigned with the task of redressing the problems regarding evaluation and results declaration.

Rigour and transparency in the internal assessment is ensured in each department. The internal assessment marks are given on the basis of the students attendance, performance in seminars, tests and assignments.

The details of marks scored by the students are maintained in the department register which can be accessed by the student if required and informed to the parents during parent and teacher meetings. 50% weightage is given to the two I.A . test , 20% weightage is given to attendance, 15% weightage to their assignments and 15% weightage is given to seminar, presentation and overall behaviour in the class room and campus.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

#### 2.5.4 The institution adheres to the academic calendar for the conduct of CIE

##### Response:

Yes. Tthe institution adheres to the academic calendar for the conduct of CIE. The academic calendars are prepared well in advance for two semesters .

Even semester calendar – January to April.

Odd semester Calendar – July to December.

Specific dates are mentioned for the two Internal Assessment tests per Semester in the academic calendar. Before finalising the dates, it is made sure that syllabus is covered appropriately. For the first CIE Test, Unit I & II are to be completed & for the second CIE Test, unit III & IV are to be covered. The attendance in these two tests is compulsory. Internal assessment marks are announced in the class and



displayed on the notice board as per University norms.

In order to ensure that there is satisfactory syllabus coverage, the principal conducts frequent meetings of HOD's and other staff and motivates the faculty to speed up the syllabus coverage and also to conduct remedial programs for slow learners.

To see that the students are serious about the CIE, written instructions are sent to the classes and also displayed on the notice board. The dates & portion of internal assessment tests are intimated well in advance to ensure students compulsory attendance. As information is provided well in advance students get prepared thoroughly and do well in the tests. Even all previous question papers are provided by the library and the concerned staff which help in their thorough preparations.

50% weightage is given to the two I.A tests, 20% weightage is given to attendance, 15% weightage to their assignments and 15% weightage is given to seminar, presentation and overall behaviour in the class room and campus.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

**2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students**

**Response:**

**Course out comes (COS) for all courses**

**BA Degree Course**

- Helps to understand and incorporate values in their life.
- Helps to be good citizens.
- Enables to understand the civic responsibilities, rights and duties.
- Enhances their communication skills in both English and vernacular language.
- Creates understanding regarding rich cultural heritage of our composite culture.
- Creates Job opportunity in various state and central government services.
- BA Degree course blended with computer knowledge enables students to be Data analysts, and administrators.
- Projection of higher studies.

**B Com Degree Course**

- The course enlightens students about corporate entities
- Wider scope for auditing profession
- Develops critical thinking
- Provides suitable business environment
- Provides Job profiles such as Chartered Accountants, Company secretary, HRM, Banking Service, entrepreneurship, Accounts officer, Tax consultants, statisticians, etc.

### BCA Degree Course

- Applying software and hardware skills
- They can work as computer programmer, system analyst, database administrator, software publisher, system administrator, computer support service specialist, software developers, web designer, project leader etc.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

#### Response:

The college has a well established Arts section with a small but enthusiastic group of students completion of the 6 semester degree program, the students will be able to :

P O–1 Demonstrate an understandings of the role of the human services worker in a variety of social service settings such as banks, small scale industries, firms, local politics.

P O–2 Examine current social issues and their impact on society.

P O–3 Compare and lead a well established family system and multi dimensional systems in relation to human behaviour and environment.

P O–4 Apply Interpersonal and group leadership skills in helping relationships

P O–5 Apply administrative skills, including documentation, assessments, planning etc.

P O–6 Demonstrate the ability to adhere to professional, ethical standards including confidentiality, sensitivity when working with diverse population and responsibility.

P O-7 Students will be able to improve their communication skills .

P O-8 Students will be able to do higher.

The College has a well established commerce section with a considerably large group of students. After completion of the 6 semester degree program, the students

P O-1 A thorough knowledge of the fundamentals of commerce, management and finance.

P O-2 The practical industry based exposures which would enable the students to face the challenges of the modern world.

P O-3 Increase the employability skills of students.

The college has a self-financed BCA Course. After 6 semester degree program, the students are able to :

1. Specify, design, develop, maintain usable software systems.
2. Manage the information technology resources of an Individual or Organization.
3. Provide IT Service to help an Individual or organization to achieve his/its goals.
4. Design the required software tools for various organizations

#### PROGRAM SPECIFIC OUTCOME (PSO)

PSO -1 Students are able to demonstrate knowledge in setting up a computerised set of accounting books.

PSO -2 Students will be and are able to demonstrate progressive learning of tax issues related to individuals. Many of our commerce students are working in tax consultancies.

PSO -3 Students are able to learn financial accounting career skills.

PSO -4 Students learn various management accounting skills

PSO-5 Students are able to play role of effective businessmen, entrepreneurs, managers, consultants and react with critical thinking & decision making power when called upon to do so.

PSO-6 Students acquire effective communication skill and problem solving skill in day to day business affairs.

PSO-7 They are able to do higher education in the field of commerce and finance.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 2.6.3 Average pass percentage of Students

**Response:** 86.02

2.6.3.1 Total number of final year students who passed the university examination

Response: 80

2.6.3.2 Total number of final year students who appeared for the examination

Response: 93

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

**Response:**

File Description	Document
Database of all currently enrolled students	<a href="#">View Document</a>

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

**3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years**

**Response:** 0

3.1.1.1 Total Grants for research projects sponsored by the government/non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of project and grant details	<a href="#">View Document</a>

**3.1.2 Average number of research projects per teacher funded by government and non government agencies during the last five years**

**Response:** 0.07

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 2

File Description	Document
List of research projects and funding details	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Funding agency website URL	<a href="#">View Document</a>

### 3.2 Innovation Ecosystem

**3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge**

**Response:**

**Incubation centre – Innovation eco system**

The institution provides congenial environment for research and dissemination of knowledge through the incubation centre.

**1. Incubation centre****Objectives**

- 1.To provide common facilities to incubate through office support, equipment support and technology support.
- 2.To give training and guidance for setting up small business ventures.
- 3.To support and encourage entrepreneurship quality.
- 4.To assist for conducting talent exhibition & awareness camps.
- 5.To conduct programs such as workshops & seminars.
- 6.To provide information about financial institutions for establishing industries/workshops.

**Research Committee**

The institution facilitates research culture among the faculty . Research committee encourages faculty members to take up research activities utilising the existing facilities.

**Functions of the committee :**

- Motivating to undertake Major/Minor research projects from various funding agencies.
- Encouraging faculty to participate and present papers in National & International Seminars.
- Motivating Faculty to publish papers in reputed, refereed, National and International Journals.
- Encouraging Faculty, both permanent and temporary, to register for Ph.D.
- Recommend to conduct seminars & workshops.

**Impact Factor :**

- One faculty has completed PhD, Two of the faculty have registered for Ph.D. As a result of recommendations of the committee, the number of minor research projects has increased.
- The level of faculty participation and presentation of papers in seminars and conferences has considerably increased.
- There is increase in the publication rate by faculty.
- Students have come up with small projects.
- Faculty members have started initiation to actively participate in professional bodies.
- Initiation by the faculty for faculty exchange program.
- Delivering special lectures at police training schools.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

**3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-**

**Academia Innovative practices during the last five years****Response:** 16

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	4	4	3	1

**File Description****Document**

List of workshops/seminars during the last 5 years

[View Document](#)**3.3 Research Publications and Awards****3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research****Response:** Yes**File Description****Document**

Institutional data in prescribed format

[View Document](#)**3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards****Response:** No**File Description****Document**

List of Awardees and Award details

[View Document](#)**3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years****Response:** 0.03

3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	1	0	1

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

**Response:** 0.02

3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	0

File Description	Document
List books and chapters in edited volumes / books published	<a href="#">View Document</a>

## 3.4 Extension Activities

### 3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

**Response:**

#### Social issues and holistic developments

There are many enrichment programs which are regularly organised to develop different skills in students along with course work.

#### Moral and ethical values

The NSS and NCC unit of the college engage the students in community development activities. The students are also motivated by special lectures moral and ethical education courses are conducted.

#### Employability and life skills

The placement cell of the college invites reputed IT,BT and BPO companies to update the students on current industrial requirements. The programs conducted by placement committee train students on soft skills like spoken English communications, resume writing and leadership qualities. The college programs



and annual competitions build organisational, oratory and creative skills of the students. The students are also given responsibilities to organise cultural programs, competitions, seminars, workshops to improve their team building and organizational skills.

### Better career options

Placement cell conducts aptitude and pre-placement training in association with organisations such as Vidya poshak/Pragati Poshak, Chanakya Career Academy, Winners Career Academy, etc.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

**Response: 0**

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	<a href="#">View Document</a>

### 3.4.3 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., during the last five years

**Response: 50**

3.4.3.1 Number of extension and outreach programs conducted in collaboration with industry,community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc.,year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
10	10	10	10	10

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

**Response:** 27.84

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
100	100	100	100	100

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	<a href="#">View Document</a>

## 3.5 Collaboration

### 3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

**Response:** 10

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	2	1	1	0

File Description	Document
Number of Collaborative activities for research, faculty etc.	<a href="#">View Document</a>

**3.5.2 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)**

**Response: 11**

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	2	2	2	2

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc. during the last five years	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

**4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.**

**Response:**

The institution has adequate facilities for learning, viz, classroom, laboratories, computing equipments etc.

The college has made considerable efforts to increase existing facilities to keep pace with the academic growth in the outside world. Infrastructural facilities in the campus have adequately supported the growth of the institution. The institution has devised optimally planned curriculum schedule to increase the facilities available within the college campus to benefit the students. Before commencement of classes, the utilization of the existing facilities is planned by the time table committee.

The college is built on 5.03 acres and it includes a four storied independent building with a built up area of 4538.4sq.mts. It houses 9 classrooms, one library cum reading room, 2 administrative rooms, 2 staff rooms, 1 computer lab and 1 ladies room. The college has a spacious hall to conduct seminars, lectures and other co-curricular activities.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

**4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor) gymnasium, yoga centre etc. and cultural activities**

**Response:**

The college has ample space for sports and games including a cricket pitch, volley ball court, etc.

This space is also used by NCC for its parades and NSS for its activities. The physical education department also has a well equipped gymnasium. The seminar hall is also being used for cultural activities and inter college competitions and practising yoga.

The facilities in the campus have adequately supported the growth of the institution. The institution has devised optimally planned curriculum schedule to increase the facilities available within the college campus to benefit the students. Before commencement of classes, the utilization of the existing facilities is planned by the time table committee.

The college is built on 5.03 acres and it includes a four storied independent building with a built up area of 4538.4sq.mts. It houses 9 classrooms, one library cum reading room, 2 administrative rooms, 2 staff rooms, 1 computer lab and 1 ladies room. The college has a spacious hall to conduct seminars, lectures and other co-curricular activities.

soft skills like spoken English communications resume writing and leadership qualities. The college programs to annual competitions build organisational, oratory and creative skills of the students. The students are also given responsibilities to organise cultural programs, competitions, seminars, work –shops to improve their team building and organizational skills.

### Better career options

Placement cell conducts aptitude and pre-placement training in association with some organisations.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

**Response:** 60

#### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 6

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>
Link for additional information which is optional	<a href="#">View Document</a>

### 4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

**Response:** 3.93

#### 4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
1.2	8.39	5	0.8	0.5

File Description	Document
Details of budget allocation, excluding salary during the last five years	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

### 4.2.1 Library is automated using Integrated Library Management System (ILMS)

#### Response:

There is an advisory committee for the library headed by the principal and the librarian. Our library, the store house of knowledge is spacious, properly ventilated and equipped with nearly (college books 23585-3000 donated books) 32 educational CD's, subscribes 23 magazines and 7 newspapers. The library has 2 computers with internet facility, 2 printers, 01 t.v, Xerox machine and generator.

#### The library provides the following

- The library is digitalised and E-Lib software has been implemented.
- The library is equipped with INFLIBNET.
- Two computers with internet facility are provided for the students.
- The reading room with a capacity of 100 students has been renovated.
- Water purifier has been installed to provide safe drinking water.
- Reprographic facility is provided.

### 4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

#### Response:

The library has a total number of 585 books 25 magazines. It subscribes periodicals, newspapers, competitive examination materials, employment news & women's magazines.

The library has the following manuscript –

Name of the Manuscript-Arthashastra

Name of the Publisher-

Name of the Author-Kautilya

Number of copies-01

Year of publishing-

The library has a total no of 23585 books and 25 magazines. It subscribes periodicals, News papers, competitive exam materials, employment news and womens magazines.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

#### 4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

**Response:** C. Any 2 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	<a href="#">View Document</a>

#### 4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

**Response:** 1.03

4.2.4.1 Annual expenditure for purchase of books and journals year wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.75	0.46	0.58	0.85	2.5

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>

4.2.5 Availability of remote access to e-resources of the library	
<b>Response:</b> No	
File Description	Document
Details of remote access to e-resources of the library	<a href="#">View Document</a>

4.2.6 Percentage per day usage of library by teachers and students	
<b>Response:</b> 40.49	
4.2.6.1 Average number of teachers and students using library per day over last one year	
Response: 115	
File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>

### 4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi
<p><b>Response:</b></p> <p>Institution frequently updates its IT facilities including Wi-Fi.</p> <p>Higher education has undergone profound transformation due to recent technological advancements. Realising this goal, the college has been making remarkable efforts towards technological advancement.</p> <p>For technological innovation and advancement the following steps are undertaken:</p> <ul style="list-style-type: none"> <li>• Provision for more number of Computers with good configuration.</li> <li>• Internet connectivity to departments such as SC/ST Cell, NSS Sports room, IQAC, Network Resource Centre, and individual faculty.</li> <li>• LAN Wi-Fi connectivity in administrative and computer laboratory.</li> <li>• Office Automation and Library Automation.</li> <li>• Student centered classrooms, with teachers as facilitators, coaches &amp; guides.</li> <li>• Students not only rely upon the course material provided by the faculty but also on resource sharing through net/web.</li> <li>• ICT based lectures.</li> </ul>



File Description	Document
Link for Additional Information	<a href="#">View Document</a>

#### 4.3.2 Student - Computer ratio

**Response:** 4.91

File Description	Document
Student - Computer ratio	<a href="#">View Document</a>

#### 4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

<5 MBPS

5-20 MBPS

20-35 MBPS

35-50 MBPS

**Response:** 5-20 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

#### 4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

**Response:** No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>
Link to photographs	<a href="#">View Document</a>

### 4.4 Maintenance of Campus Infrastructure

**4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years**

**Response:** 3.93

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
1.2	8.39	5	0.8	0.5

**File Description****Document**

Details about assigned budget and expenditure on physical facilities and academic facilities

[View Document](#)

**4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

**Response:**

There are established systems and procedures for maintaining and utilising physical, academic and support facilities – laboratory, library, sports complex, computers, classrooms, etc.

The college has well established system and procedure for maintenance & utilisation of available supporting facilities.

**The Physical Facilities**

The Physical Facilities including Laboratories, classrooms, computers are made available for the students who are admitted in the college.

**Laboratory**

The college has a spacious computer lab with Wi-Fi Connectivity on the first floor adjacent to the classrooms. The Lab is maintained by the non-salary grants of the institution.

**Classrooms**

There are well ventilated classrooms situated in almost every floor. Each classroom is equipped with LCD Projectors conducive to teaching –learning process. The maintenance and cleaning of classrooms is regularly done by the non-teaching staff.

**Garden**

College garden is maintained by the gardener appointed by the management.

**Computers**

The college has adequate number of computers with internet connection, printers, scanner, etc. The computers are installed in different units like administrative wing, computer lab, library, departments, etc. There is a LAN Facility in the computer lab.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

NAAC

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

**Response:** 62.54

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
152	241	165	296	316

File Description	Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	<a href="#">View Document</a>

#### 5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

**Response:** 8.35

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
30	30	30	30	30

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 5.1.3 Number of capability enhancement and development schemes –

##### 1. For competitive examinations

2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

**Response:** B. Any 6 of the above

File Description	Document
Details of capability enhancement and development schemes	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

#### 5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

**Response:** 22.27

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
80	80	80	80	80

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>

#### 5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

**Response:** 5.82**5.1.5.1 Number of students attending VET year wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
80	0	0	0	0

**File Description****Document**

Details of the students benefitted by VET

[View Document](#)

Any additional information

[View Document](#)**5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases****Response:** Yes**File Description****Document**

Details of student grievances including sexual harassment and ragging cases

[View Document](#)**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 11.24**5.2.1.1 Number of outgoing students placed year wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
16	18	12	13	15

**File Description****Document**

Any additional information

[View Document](#)

Details of student placement during the last five years

[View Document](#)**5.2.2 Percentage of student progression to higher education (previous graduating batch)**

**Response: 16.13**

5.2.2.1 Number of outgoing students progressing to higher education

Response: 15

**File Description****Document**

Details of student progression to higher education

[View Document](#)**5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: NET/SLET/GATE/ GMAT/CAT, GRE/ TOFEL/ Civil Services/State government examinations)****Response: 23.33**

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/SLET/GATE/GMAT/CAT, GRE/TOFEL/Civil Services/State government examinations) year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	1	0	0

5.2.3.2 Number of students who have appeared for the exams year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	8	6	1	1

**File Description****Document**

Number of students qualifying in state/ national/ international level examinations during the last five years

[View Document](#)

Any additional information

[View Document](#)

### 5.3 Student Participation and Activities

**5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.****Response: 0**

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>

### 5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

#### Response:

Students association is constituted of all the students of the college who elect the office bearers by indirect election. Each class from all the three streams elects its Representatives by secret ballot; the representatives in turn elect the office bearers.

The college is permitted to collect fee towards the students council from each student per year. The fund is utilised to conduct the various activities of the student council. The office bearers of the student council are actively involved in all the activities of the college and their opinions and suggestions are considered while organising the activities.

The constitution of the student council is as below :

Sl No	Secretaries	Class
1.	General Secretary Union	Final year Student
2.	General Secretary gymkhana	Final year Student
3.	Ladies Representative	
4.	Union Secretary	
5.	Secretary for reading room	
6.	Secretary for minor games	
7.	Secretary for cultural activities	
8.	Secretary for kabaddi	
9.	Secretary for Football	
10.	Class representatives – one from each section.	



The following are the activities of the student council :

- Organising all the national and regional festivals i.e Independence day, Republic Day, Rajyotsav day, Womens Day, Martyr's Day, Youth Day, Gandhi Jayanti etc.
- Organising college inaugural day, Traditional day and Annual social gathering.
- Conducting fresher's day and farewell function.
- Act as an active link between student community and staff.

General secretary for union and general secretary for gymkhana represent the students in IQAC. All the secretaries represent the various

departments.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

**Response:** 7.8

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
8	8	7	8	8

File Description	Document
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>

## 5.4 Alumni Engagement

**5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years**

**Response:**

The College has an Alumni Association with reputed persons, academicians, entrepreneurs, businessmen as its members. It acts as a bridge between the former students, present students and also the faculty. The college organises Alumni meet once in a year and interacts with the Alumni. The goals and

objectives, the steps taken to achieve those goals are explained to the Alumni and the active support of the alumni to fulfil these goals is sought.

The Alumni association of the college has congenial relationship with the college.

The Alumni, one of the stake holders of the college, share a strong bonding with their friend, philosopher & guide their teachers. They visit us during their visit to home tours and share their opinion with us. Some time their suggestions are quite useful while dealing with the students.

The reputed alumni who have gathered recognition in society are invited to our college as chief guests for student centric activities.

Sometimes they are even invited as judges for various competitions. Their mere presence in the college motivates our young students to step into their footsteps to succeed in life. Some of our past students who were sportsmen during their college days are good entrepreneurs today.

In the past some such affluent alumni have provided sponsorship for conducting seminars, workshops and sports competitions. At that point of time they have sponsored the function by contributing in cash & kind.

In the last 5 years twice we had the opportunity to have our alumni as our chief guest and a resource person. While one was assigned the responsibility of coaching the under 14 cricket team in Britain, the other was an academician, a professor in a government degree college, who has done his Ph. D recently in the last 5 years. In the recent past few years our students have excelled in their academics by scoring 100 out of 100 in some subjects. They have excelled in their career too. Three Arts students Miss Madhura Vaze, Miss Ausha Kapadaskar, Miss Mamata Bhor have won gold medals. On 27th April 2016 we honoured them all and by honouring them we have motivated our students to set the same goal in life i.e. to be an achiever.

We honoured one of our past students for winning the chief minister's medal for his best services in the Police Department. Miss Seema Chawadi secured 2nd rank in LLM Examination and Miss Vaishali Warkar cleared her NET examination.

1. Award of cash prize to top scorers in final year & also to the best sportsmen.
2. Short-term in –plant training to the students at the industrial units owned by the alumni.
3. Organisation interaction of alumni entrepreneurs with the aspiring student entrepreneurs.
4. In the past alumni have contributed for the construction of college garden.
5. Alumni has rendered voluntary service and acted as Judges at the time of Karnataka University weight lifting & best Physique selection trial and also volley ball, ball badminton selection trials conducted in our college.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

**5.4.2 Alumni contribution during the last five years****<1 Lakh****1 Lakh - 3 Lakhs****3 Lakhs - 4 Lakhs****4 Lakhs - 5 Lakhs****Response:** <1 Lakh

<b>File Description</b>	<b>Document</b>
Alumni association audited statements	<a href="#">View Document</a>

**5.4.3 Number of Alumni Association / Chapters meetings held during the last five years****Response:** 5**5.4.3.1 Number of Alumni Association /Chapters meetings held year wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

<b>File Description</b>	<b>Document</b>
Number of Alumni Association / Chapters meetings conducted during the last five years.	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

##### Response:

##### VISION

To be pioneers in uplifting the downtrodden and inspiring the talented students to render their best to the nation and mankind as a whole.

##### MISSION

- To harness the potentials by imparting quality education in Arts, Commerce & Computer Application by awakening their aesthetic sense, inculcating entrepreneurial skills and igniting the hidden powers to face the challenges of the modern competitive world.
- To foster the employability skills among students.
- To strive towards their cultural and ethical upliftment.
- To develop creativity in thought and approach.
- To create an academic environment conducive to quality teaching, learning and research studies with timely training programs.
- To provide access to excellent higher education for the youth.

##### Objectives

- Improvement in the quality of education.
- Equity in education.
- Creation of adequate infrastructure for Higher education.
- Adoption of ICT in higher education.
- Value based education.

The institution's vision, mission displayed on college website, college prospectus & display boards reflect the goals and objectives of the higher education policy.

Both vision and mission statements of the college have been designed to achieve the national policy. The college is striving hard to redesign the curriculum along with the University so as to meet the global challenges.

To bring equity in education which is the urgent need of the time, admissions are given to students on the basis of Government reservation policy. Majority of our students belong to the different backward categories. Majority of our students are girls giving scope for gender equity.

The vision and mission of the institution guide the students to be intellectually competent, spiritually matured, morally upright, culturally nourished, physically healthy and socially acceptable.

All these qualities help them to be the responsible citizens of the country.

The governance aspect of the institution is managed by the management. It has taken keen interest in translating the vision and mission of the institution into an action statement. The governing council takes suitable policy decisions to translate the institutional vision & mission into reality. To harness this noble venture, all work together. The involvement of management in ensuring policy action plans for fulfilment of the stated mission is contributory to the formulation & implementation of action plans delivered by the faculty in carrying out the teaching –learning process.

Institutional strengths and weaknesses are apprehended every year with the involvement of the management & Principal and are conveyed to the teaching staff, administrative staff in frequent intervals, which are further conveyed to the students by the teachers, which are passed on to the parents by the students. The decisions taken by the management and Principal in confirmation with the staff & students are incorporated in the form of policies. The governing body designs & executes the short term & long term plans. The Policy and planning are carried out in consultation with stake holders.

All the systems work together as a team aiming to be champions of organisational change. All the departments build a healthy competitive atmosphere among themselves & each one strives to excel in their standards.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 6.1.2 The institution practices decentralization and participative management

**Response:**

The college follows the policy of decentralisation and participative management through the following measures.

- The governing council delegates all the academic and organisational decisions based on the institutions administration to the Academic body headed by the Principal.
- The Academic body takes the decisions through democratic method of opening discussions.
- Common working procedures are set and the implementation is entrusted to the HODs of various departments.
- A team of faculty members and students representatives co-ordinate the Co-Curricular and extra curricular activities. For that timely meetings of faculty and representatives are conducted.
- The faculty are involved in decision making as the chairmen or convenors of various committees .
- Students are involved in formal decision –making process as the representatives of various committees.
- There is an effective Tutor-ward system maintained in the college. Tutorship of each class is given to teachers . They acts as mentors and heed to all sorts of problems of their wards. Through the mentors the demands and aspirations of the students are heard and incorporated in policy decisions.
- Every faculty member is involved in various academic, administrative and statutory committees. Regular trainings are provided to the faculty to take up responsibilities.
- There are effective faculty performance appraisal system through which faculty performance is evaluated.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

#### Response:

The college ensures disciplined behaviour on the part of the students. The teachers adhere to the academic and evaluation plan as notified by the college and University.

#### Academic plan

The academic programs of the college are monitored by an academic calendar. The academic calendar is notified at the beginning of the year. The teachers strictly adhere to the academic calendar. The calendar includes the schedule for commencement of classes, internet test (CIE), and semester end examinations.

#### Teaching plan

At the beginning of each semester, lecture plans are prepared by faculty members.

Curriculum delivery is done through adherence to teaching plan.

The students are informed of the academic plan and examinations through notices. The syllabus is conveyed to all students in the class. On the first day of the class, the teacher concerned explains the course structure and the topics to be covered on priority base. The teaching plan ensures control on the total syllabus and its timely completion.

Course materials are prepared & evaluation plan is circulated among students.

### **Evaluation plan**

The academic calendar also contains details regarding CIE. In each semester, 2 internal tests are conducted. The answer scripts of these tests are shown to students, in order to maintain transparency in the evaluation process.

The final marks are then displayed on the notice board and submitted to the University through online submission.

Along with internal tests unit tests after each unit are also conducted by teachers.

### **Methods of learning experiences provided to students.**

- There is conventional lecture method supplemented with modern ICT lecture method.
- Students are encouraged to interact & participate in seminars,
- Tutorials or home assignments are got written. Several groups of students are engaged in subject related projects.
- Certificate courses in Tally programming and Tourism are going on.
- Eminent speakers are invited to motivate students.
- Experimental learning methods are also followed, such as visit to Kandla (mangrove) forest, industries, stock market, bank, Panchayats, historical places etc.

### **Techniques used by the faculty for effective teaching**

Apart from regular black board and white board teaching, faculty members also adopt various innovative measures such as power point presentation, display of educational and motivational CDs, etc.

### **Content/knowledge management**

Conducting workshops / seminars.

Conducting guest lectures.

All these activities are monitored by the IQAC.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>
Strategic Plan and deployment documents on the website	<a href="#">View Document</a>

**6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism**

**Response:**

**ORGANOGRAM OF THE INSTITUTION**

**Organogram of the Institution**

Management
------------





	President		Secretary		Treasurer			Executive member	
	College								

Principal	
Vice- Principal	
All HODs	
Librarian	
Physical Director	
Office/ Administrative	wing
IQAC	
Academic committeese	

The management takes policy decisions. It decides all the activities of college. The staff council headed by the principal is responsible for academic plans, teaching learning process, scheme of examination, etc. The vice principal co-ordinates the activities of all departments. The HODs monitor the activities of the department. The librarian facilitates the task of learning. The sports wing is maintained by the physical director. He is the convener of yoga also. The administrative wing has an effective mechanism which actually brings the policies into action. IQAC is the mechanism to monitor the whole system of education. The Academic Committees such as the library committee, counselling cell, SC/ST cell, Time

Table committee, Examination committee, Internal Assessment committee, etc facilitate the different academic programs of the institution.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

**6.2.3 Implementation of e-governance in areas of operation: 1.Planning and Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support 5.Examination**

**A. All 5 of the above**

**B. Any 4 of the above**

**C. Any 3 of the above**

**D. Any 2 of the above**

**Response:** C. Any 3 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	<a href="#">View Document</a>

**6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions**

**Response:**

Woman Empowerment through Ladies Department

The Ladies Department plays an important role in the attainment of ultimate goal of the institution. The college is comprised of 66.1% of girls. The department strives towards the welfare of the girls by conducting number of activities such as legal awareness programs, talks by eminent doctors, skill development, talent exhibition, indoor and out door fun games, extra-curricular activities, etc.

Every year on 8th march, International women's day is observed, stressing the significance of Women's day.

Depending upon the minutes of meetings, the following actions have been conducted in the last 5 years.

- The institution always remains in contact with the police and civil administration of the district regarding safety measures of our students. It conducts the following programs:
- Empowering women through awareness programs.
- Creating awareness regarding health & hygiene by inviting eminent doctors.
- Create legal awareness programs.
- Conduct talent exhibition program for girls.
- Conduct self defence training program.

Body/ cell/Committee	Agenda & resolutions	Evidence Implementation
Ladies department meeting held on 7.09.2012.	To invite women entrepreneurs to motivate students.	Mrs. Poornima D on the topic "Wom
Ladies department meeting held on 9.02.2013	Decided to invite lady doctor to understand the problems of girls	Dr. Vahini Nayak 'Home medicine'.
meeting held on 4.03.2014	It was decided to conduct women's day in a unique way.	Talent exhibition v
meeting held on 6.03.2015	It was decided to conduct women's day in a unique way.	Talent exhibition v
meeting held on 3.10.2016	Resolved to invite a psychiatrist to solve the Psychological problems.	Dr. Girish a psy addressed the stud
meeting held on 29.01.2016	To conduct program on defensive strategy.	Dare Foundation techniques & eve t
meeting held on 6.03.2016	Resolved to conduct Legal awareness to girls.	Legal awareness Advocate Varada students.
meeting held on 6.03.2017	Decided to conduct talent exhibition on the eve of women's day.	Talent exhibition p

<b>File Description</b>	<b>Document</b>
Link for Additional Information	<a href="#">View Document</a>

### 6.3 Faculty Empowerment Strategies

#### 6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

**Response:**

Faculty welfare schemes include provision for housing loan, solar loan, vehicle loan and loans from other investments. Faculty appointed prior to 2009 are entitled for pension and family pension. Others who come under NPS Scheme enjoy contributory pension after retirement.

Sl.No	Welfare schemes	No of Faculty availed
1.	Housing loan facility	06 (claiming income tax benefit)
1.	Loans from LIC	04
1.	Vehicle loan	02
1.	Maternity & paternity leave	—

<b>File Description</b>	<b>Document</b>
Link for Additional Information	<a href="#">View Document</a>

#### 6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

**Response:** 44.48

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	5	5	5	5

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	<a href="#">View Document</a>

### 6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

**Response: 2**

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	2	2	2

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<a href="#">View Document</a>

### 6.3.4 Average percentage of teachers attending professional development programmes viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programme during the last five years

**Response: 8.9**

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

File Description	Document
Details of teachers attending professional development programs during the last five years	<a href="#">View Document</a>

### 6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

**Response:**

The institution makes good use of the self –appraisal method and comprehensive assessment by the students to assess the performance of the faculty and staff. The feed back obtained from the students is communicated to the teachers and suggestions for betterment given by the principal and confidentiality is maintained in the entire process. Necessary staff meetings are conducted to improve upon the specific issues which are collected from the students feedback.

College determines the needs of training and development on the basis of performance appraisal reports and takes proper decisions regarding training at proper time. The Principal and the staff council motivate the staff according to their working results and give guidance to the staff. Institution intimates these by ways of circulars and notices. In addition to this, general staff meeting is conducted to communicate the matters. The IQAC takes active initiation in this regard.

**6.4 Financial Management and Resource Mobilization****6.4.1 Institution conducts internal and external financial audits regularly****Response:**

The accounts are audited regularly. The internal audit is done by the principal on a regular basis by verifying the Day Book and cash book. Besides, the cash book of every account of the college is regularly verified and signed by the principal.

External audit system has been introduced by the management. Both concurrent as well as the statutory audit is done by the chartered Accountant .

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

**6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III)****Response: 2.05**

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.25	0.45	0.45	0.45	0.45

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	<a href="#">View Document</a>

### 6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

#### Response:

Any voluntarily contribution for the development of the college is accepted towards college Department fund against receipt. On special activities such as fest, exhibition, workshops, seminars and inter collegiate competitions depending upon the scale of such activities appeals are sent to banks, business houses and individuals to sponsor the event. Premashrama Charitabale Trust of Amadalli, Karwar and the staff council of our college contribute to help the poor and deserving students.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

## 6.5 Internal Quality Assurance System

### 6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

#### Response:

The College is committed to provide quality education to our students.

Monitoring and enhancing quality are the key activities of IQAC. In this direction the college has developed several strategies providing good Infrastructure to the students to create an environment for learning which is one of the main aims of the institution. The College through the Research advisory committee encourages and motivates teachers to apply for research projects. Teachers are given freedom to conduct their research activity. Students projects too are being regularly taken up in various departments.

During the present re-accreditation cycle one of the faculty completed her Ph.D. We have two on-going Ph.D programs one article published in edited book with ISBN No. 08 seminar papers were published in National journals with ISBN Number 05 seminar papers published in international Journals



with ISBN Number.

Mentor System is one of the examples of an initiative that can create a student focused culture. The class in charges act as mentors. They monitor the overall academic progress of the students. They act as friend, philosopher, guide to their mentees.

They ever redress their grievances within their limits. They also convince students not to indulge in anti-social activities which may prove fatal to their future.

The interaction between the students and the teacher has become more informal, frequent and sincere. The class has a mentor to whom students can look upto for encouragement, support, correction, sharing of problems ranging from academics to impersonal relations. The mentors become a strong link between students, various functional bodies of the college and parents. This is since, most of the students who come to our college are socially and economically challenged section, who have no support system elsewhere. The important method of obtaining informal feed back from students regarding their experience in the college has been through mentors. Mentors also meet regularly to Co-ordinate, discuss and implement measures that benefit students. The Principal of the College always chairs their meetings and guides the mentors. The student welfare officer regularly interacts with the students.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

#### Response:

Improving teaching learning process is the primary concern of the institution and IQAC. Hence the teachers and the students are encouraged to express their opinion regarding the quality of teaching learning. The Principal & the HODs collect the feedback through out the semester and the corrective measures are implemented. Teachers and student representatives express their views in IQAC meetings. Tests and assignments bring about effectiveness in the teaching-learning mechanism.

Apart from this, student feed back is taken at the end of each semester. A questionnaire regarding the teacher quality, functional efficacy, communication, subject knowledge is given. The data collected is submitted to the Principal , who takes necessary action.

In the IQAC meetings the teachers are asked to pay attention to the needs of fast learners, slow learners and regular absentees. The regular absentees are pin-pointed and consistently counselled that has led to the regularity of such students in the classes. The fast learners are provided with extra study materials & books. Special classes are engaged to slow learners and are helped to sort out their weak points.

Bridge courses are conducted at the beginning of the semester to bridge the gap between slow learners and advanced learners.

The decisions of the IQAC are considered with seriousness by the administrative head. All decisions arrived at by the IQAC have found support. Hence decisions have been translated into actions. The resolutions are enlisted below:

1. Promoting the usage of ICT.
2. Mapping course outcomes and educational objectives
3. Arranging training on latest technological developments.
4. Mentors also play the role of course Co-ordinators. They monitor the teaching –learning process of each subject in the semester.

Besides regular classroom learning innovative teaching methods are adopted. These are

- Industrial visits
- Guest lectures
- Conducting seminars
- Project based learning method
- Faculty development programs

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

**Response:** 24

#### 6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
20	29	40	17	14

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	<a href="#">View Document</a>
IQAC link	<a href="#">View Document</a>

**6.5.4 Quality assurance initiatives of the institution include:**

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
- 2.Academic Administrative Audit (AAA) and initiation of follow up action**
- 3.Participation in NIRF**
- 4.ISO Certification**
- 5.NBA or any other quality audit**

**A. Any 4 of the above**

**B. Any 3 of the above**

**C. Any 2 of the above**

**D. Any 1 of the above**

**Response:** B. Any 3 of the above

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Annual reports of institution	<a href="#">View Document</a>

**6.5.5 Incremental improvements made during the preceding five years (in case of first cycle) Post accreditation quality initiatives (second and subsequent cycles)****Response:**

- Upgrading of the library facility.
- Installation of CCTV.
- Ungradation of class rooms into ICT enabled classes with LCD Projectors.
- Intensification of research activities through Ph.D Programs & student projects.
- Publication in research Journals/Seminar papers.
- Revitalizing mentor system.
- Strengthening feedback mechanism.
- Implementation of community program.
- Enhancing the college property.
- Establishment of multi-gum (upgradation of physical structure)
- Encouraging sports activities.
- Bio-metric attendance system for staff.

- Linkage regarding Faculty exchange.
- MOU regarding extension activity

NAAC

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

**Response:** 30

##### 7.1.1.1 Number of gender equity promotion programs organized by the institution year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
10	5	5	5	5

#### File Description

#### Document

List of gender equity promotion programs organized by the institution

[View Document](#)

#### 7.1.2

##### 1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

**Response:**

Institution shows gender sensitivity in providing facilities such as

##### a. Safety and security

- The college widely follows safety norms in every aspect. Its gives highest priority to the safety of students and staff.
- The college is surrounded by a big campus consisting of 5 sister institutions comprising other schools & colleges. The campus is well maintained by the security personnel of all these institutions. Safety and security of girls is maintained by these personnel.
- Responsible faculty members, who show parental care, look after the security of girls.
- In case of emergency, girls are taken to the nearest medical practitioner. The lady faculty voluntarily take care of them.
- The ladies department is keen to deal with their problems.
- There is CC TV surveillance through which the Principal monitors the classrooms and corridors .

## Counselling -

- There is an effective mentor/ Tutor ward system established.
- The class teachers play the role of mentors. They guide and counsel the students as far as their personal and academic problems are concerned. They keep a track of their progress.
- In case of poor attendance, poor academic performance or any psychological or social problems, parents are intimated. Most of the responsible parents are in good touch with the teachers.
- The placement cell guides the students regarding placement activities.

**7.1.3 Alternate Energy initiatives such as:****1. Percentage of annual power requirement of the Institution met by the renewable energy sources****Response:** 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 12

**File Description****Document**

Details of power requirement of the Institution met by renewable energy sources

[View Document](#)**7.1.4 Percentage of annual lighting power requirements met through LED bulbs****Response:** 100

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 2

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 2

**File Description****Document**

Details of lighting power requirements met through LED bulbs

[View Document](#)**7.1.5 Waste Management steps including:**

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

**Response:**

Waste management steps

Solid waste management – The garbage found in the campus is gathered and sent for recycling.

Liquid waste:- The liquid waste produced from wash rooms & toilets is properly let out through the pipelines. Efforts are made to see that waste water is not left to accumulate leading to spread of contaminated diseases.

E-waste Management

Dumping of broken electronic items is not allowed. They are collected in separate dustbins and are sent for recycling with the help of Municipal Garbage collecting vehicles which attend to this work regularly. The used CD's, floppy disks, cartridges, etc are also sent for recycling. The attenders and peons maintain this work on regular basis.

<b>File Description</b>	<b>Document</b>
Link for Additional Information	<a href="#">View Document</a>

**7.1.6 Rain water harvesting structures and utilization in the campus**

**Response:**

Our college is in Karwar which is situated on the coastal line. As there is no water scarcity, the need for rain water harvesting does not arise. As our college is situated at a distance 3 kms from the sea, the ground water level is high to suit the basic requirements.

The liquid waste produced from wash rooms & toilets is properly let out through the pipelines. Efforts are made to see that waste water is not left to accumulate leading to spread of contaminated diseases.

E-waste Management

Dumping of broken electronic items is not allowed. They are collected in separate dustbins and are sent for recycling with the help of Municipal Garbage collecting vehicles which attend to this work regularly. The used CD's floppy disks, cartridges, etc are also sent for recycling. The attenders and peons maintain this work regular basis.

4 Our college is in Karwar which is situated on the coastal line. As there is no water scarcity, the need for rain water harvesting does not arise. As our college is situated at a distance 3 kms from the sea, the ground water level is high to suit the basic requirements.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 7.1.7 Green Practices

- **Students, staff using**
  - a) **Bicycles**
  - b) **Public Transport**
  - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

#### Response:

- More than 50% students use bicycles for their daily transportation . Nearly 20% students depend upon public transport system i.e by bus and auto service. Nearly 10% students use pedestrian friendly roads while remaining 20% students use motor bikes & scooters.
- Students are strictly advised not to throw plastic nor to use them in the campus. As most of the students are from the localities close to the college and as there is a well maintained canteen they do not require the food bags or food items to be carried. Thus the campus is free from plastic.
- As the office is computerised and the systems are automated, lesser consumption of paper is maintained. All mails are posted through email system. Department of collegiate education is also accustomed to mailing through internet.
- The college campus has good number of fruit bearing trees like coconut, mango etc. These old trees are protected. Through programs like vanamahotsava , new plants are planted . College has a well maintained garden and indoor plants.



<b>File Description</b>	<b>Document</b>
Link for Additional Information	<a href="#">View Document</a>

### 7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

**Response:** 1.36

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

<b>File Description</b>	<b>Document</b>
Details of expenditure on green initiatives and waste management during the last five years	<a href="#">View Document</a>

### 7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

**A. 7 and more of the above**

**B. At least 6 of the above**

**C. At least 4 of the above**

**D. At least 2 of the above**

**Response:** C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>
link to photos and videos of facilities for Divyangjan	<a href="#">View Document</a>

### 7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

**Response: 23**

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	5	4	5	5

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>

### 7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

**Response: 23**

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	5	4	5	5

File Description	Document
Details of initiatives taken to engage with local community during the last five years	<a href="#">View Document</a>

### 7.1.12

**Code of conduct handbook exists for students, teachers, governing body, administration including**

**Vice Chancellor / Director / Principal /Officials and support staff****Response:** Yes

<b>File Description</b>	<b>Document</b>
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	<a href="#">View Document</a>

**7.1.13 Display of core values in the institution and on its website****Response:** Yes

<b>File Description</b>	<b>Document</b>
Provide URL of website that displays core values	<a href="#">View Document</a>

**7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations****Response:** Yes

<b>File Description</b>	<b>Document</b>
Details of activities organized to increase consciousness about national identities and symbols	<a href="#">View Document</a>

**7.1.15 The institution offers a course on Human Values and professional ethics****Response:** Yes

<b>File Description</b>	<b>Document</b>
Provide link to Courses on Human Values and professional ethics on Institutional website	<a href="#">View Document</a>

**7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions****Response:** Yes

<b>File Description</b>	<b>Document</b>
Provide URL of supporting documents to prove institution functions as per professional code	<a href="#">View Document</a>

**7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years**

**Response:** 40

**7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities**

**Response:**

Sl No	Dates	Important Events/days	Significance
1	12th January	Vivekanand Jayanthi	Birth anniverasary of swami Vivekananda
2	26th January	Republic day	Implementation of constitution
3	30th January	Martyrs day	Death anniversary of Gandhi
4	19th February	Shivaji Jayanthi	Birth anniverasary of Shivaji
5	8th March	International womens day	Women empowerment day
6	14th April	Ambedkar Jayanthi	Birth anniverasary of Ambedkar
7	21st June	National Yoga day	Significance of yoga
8	15th August	Independence day	Celebration of Independence
9	5th September	Teachers day	Birth anniverasary of Dr Radhakrishnan
10	2nd October	Gandhi Jayanthi	Birth anniverasary of Mahatma Gandhi
11	31st October	Rashtriya Ekta Diwas	National Integration day
12	14th November	Children's day	Birth anniverasary of Pandit Nehru

**7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions**

**Response:**

During the union meeting at the beginning of the every academic year, the Principal, HODs ,physical director and administrative wing discuss regarding the required fund allocation of various departments.The various items are discussed and distributed and the same are utilized.

The external auditor verifies income and expenditure statements.Receipts and vouchers of daily transactions are checked and audited statements are prepared and submitted to the management .

The motto of education is not only the assimilation of knowledge but also inculcating values and norms among students such as self-help, spirit of humanism etc. The institution strives hard to achieve success in all its endeavors.

## 7.2 Best Practices

### 7.2.1 Describe at least two institutional best practices (as per NAAC Format)

**Response:**

**1 Title of the Practice :**

Creating and strengthening research culture among faculty and students .

**2 Objectives of the practice:**

- To create research culture and spirit among the faculty so that they will prove themselves educationally, institutionally as well as globally.
- To fulfil the aim of higher education, the faculty must get involved in research activities funded by agencies like UGC.
- Idea of Research methodology to students.
- Helping students to get involved in subject related student projects.

**3 The Context :**

The faculty are involved in minor research projects, presentation & publication of research articles.

**4. The practice :**

The committee strives hard to encourage the following initiatives:

- Encouraging the faculty to publish their papers in National /International peer reviewed Journals.
- Encouraging the full time and part time faculty to pursue doctoral students.

- Encouraging students to undertake student projects.

## 5. Evidence of success :

The practice has led to considerable positive impact related to faculty involvement in research publications and research participation during the last 5 years.

Ex

- One faculty has completed Ph.D.
- One faculty has registered for Ph.D .
- Two faculty have obtained M.Phil degree.
- Two MRPs have been completed and reports have been sent to UGC.
- **02** research papers have been published in peer reviewed international journals.
- About **06** Research papers have been presented & published in peer reviewed national conferences.
- About **03** Research papers have been presented & published in international conferences.
- About **5 to 6** groups of students are involved in projects.

## 6 Problems encountered and resources required:

- Paucity of time and other facilities to engage in research due to semester system.

## II 1 . Title of the practice .

- Enhancing the communication skill of the students.

### 1.Objectives of the practice :

- The aim of this practice is to enhance the communication skill of the students.
- The purpose of the practice is to put forth the hidden talents of the students.

## 3 . The context :

The events are managed by the students. Faculty stand as a support system for the students. Students are involved in compering, group discussions, seminars, etc which provide scope for enhancing the communication skill of the students.

## 4. The practice :

All activities are organised and managed by the active collaboration of staff council and student council.

Further, students are involved in effective classroom interaction and group discussions.

The students are also encouraged to participate in seminars.

Some of the departments engage the students in delivering 5 minutes talk on topic of their choice.

**5. Evidence of success:**

The practice has led to positive student involvement and interactive learning. The practice outcomes being :

- Improvement in the communication skill of the students.
- Enhancement of creativity in thought and approach and independent outlook regarding life.
- Fosters good interpersonal relationship among students.

**6.Problems encountered & resources required :**

- In the initial stage, students were hesitant to come forward.
- But when motivated, they accepted the responsibilities & delivered well.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

**7.3 Institutional Distinctiveness****7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust****Response:**

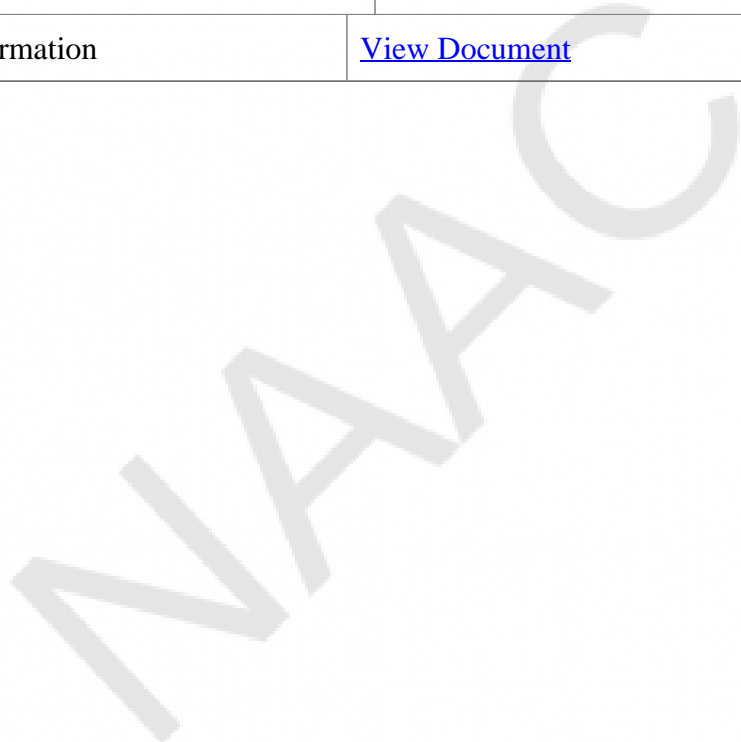
To substantiate the vision of the College, that is to maintain equity and uplift the downtrodden:

- The College fulfils the requirements related to admission and to provide quality education to all.
  - To help the poor and needy students , fee concession and incentives are given, by the staff council.
  - The management provides cash prizes to poor and meritorious students.
  - The college maintains all the requirements of the departments such as infrastructure, Library, campus, learning resources and extension activities.
  - Equity measures are followed while dealing with students belonging to SC/ST, OBC and minority communities.
  - The number of students belonging to these categories is considerably large.
- There is CC TV surveillance through which the Principal monitors the classrooms and corridors .

**Counselling -**

- There is an effective mentor/ Tutor ward system established.
- The class teachers play the role of mentors. They guide and counsel the students as far as their personal and academic problems are concerned. They keep a track pf their progress.
- In case of poor attendance, poor academic performance or any psychological or social problems, parents are intimated. Most of the responsible parents are in good touch with the teachers.
- The placement cell guides the students regarding placement activities.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>





## 5. CONCLUSION

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### **Additional Information :**

The institution adheres to the vision and mission statements and hence makes these statements and goals known to all internal and external stakeholders through displaying it on the college website, college prospectus, display boards, etc.

With functional MOUs signed with Career Counseling cells and NGOs, it strives towards achieving excellence, social service, inculcation of values and increasing employability efficacy.

The institution has conducted number of programs addressing the interests and need of students. During the last 5 years one national seminar on Yoga and Meditation was conducted. The Centre for Yoga and Meditation, under its able convener, conducts number of health related yoga exercises which not only benefit the students but even the locality surrounding the institution.

### **Concluding Remarks :**

The College inspite of the challenges faced by itself ,is making remarkable achievements in the field of teaching-learning, student progression, extension activities, placement opportunities & value system.

The post NAAC accreditation initiatives undertaken by the institution throw light on the spirited accountability and commitment of the college to fulfil its goals. With all these committed efforts, the college is striving towards excellence.