

SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

ANJUMAN ARTS AND COMMERCE COLLEGE

CTS NO 3929, OPPOSITE TO BELAGAVI DISTRICT COURT, BELAGAVI-16
590016

www.anjumancolbgm.com

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

January 2018

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Introduction:

Anjuman Arts & Commerce College, Belgaum is a premier higher education institution in Belgaum, run by Anjuman-E-Islam, Dist: Belgaum society. The college was established on 25th July 1983 and has successfully completed 34 years of its service in imparting value-based education to the poor, minority, farming community and downtrodden people like SC / ST / OBC of this region and caused a good change in their socio-economic and academic lives.

Type of the Institution: The college has been permanently affiliated to Rani Channamma University, Belagavi and offering B.A. & B.Com. degree courses since its establishment and has stated M.Com. course in the academic year 2014-15. All the three courses are co-education with a good number of girl students. The college obtained '2f' and 12 B status from University Grant Commission in 1987 and 2007 respectively. The college was brought under grant-in-aid scheme of Karnataka state government in September 1990 and started receiving salary grants since then. The College underwent the First cycle of National Assessment and Accreditation Council (NAAC) process in 2004 and obtained 'B' Grade with Institutional Score 71.5; and in the 2nd Cycle in 2011 the college obtained 'B' Grade with 2.77 CGPA from the NAAC.

Location: The College is housed in the spacious building, which located at Anjuman Campus, opposite to the District Court, Belgaum-16. The location of the college is a few steps from the Rani Channamma Circle that is the heart of the city and connected by roads from all directions.

Vision

VISION

'An Educated, Vibrant and Pro-Active Society'

Mission

MISSION with Objectives:

'Improving the life standard of the minority and downtrodden people of this region through value based Education'

Objectives:

- ♦ To create healthy atmosphere for the development of education

among the underprivileged youths.

- ♦ To inculcate self-respect, discipline, social service and patriotism through value-based education.
- ♦ To provide a quality education without any discrimination of caste and creed.
- ♦ To motivate the students for higher education.
- ♦ To impart updated knowledge in the field of Arts & Commerce to the students.
- ♦ To sharpen the students' skill needed for the modern business world.
- ♦ Empowerment of women through higher education.
- ♦ To inculcate research culture among the teachers and students.
- ♦ To develop religious-harmony through cultural activities.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Permanent University Affiliation.

UGC 2f and 12B status.

NAAC – B Grade

Permanent staff with Grant-in-aid salary.

Sufficient land available for infrastructure development.

Institution is managed by a Minority community society.

The location of college is more convenient for the students to reach the institution.

The college has 12B status and receiving UGC grants for general development and other activities.

PG Program: M.Com. Course

Active functions of Human Right club, Research Forum, Readers Club, Eco Club and Department Planning Forums.

Institutional Weakness

Less number of research activities.

Less demand for B.A. course among the students.

Experienced permanent teachers are at the edge of the retirement.

Drop-out of girl-students due to marriage.

Institutional Opportunity

Demand for B.Com. Course and chances of increasing the college student's strength.

Starting B.B.A and B.C.A. Courses.

More girl students opt for degree courses in this institute because of its location proximity to their residential area.

Institutional Challenge

Easily available Distance education programs reduce the strength of the institutions.

Threat to the Survival of social Sciences and humanities as subjects in the B.A course as no demand for this subject among the youngsters.

Newly established Government colleges with the same course in the city.

Very Less fee for girls in the government colleges may reduce girls strength in the college.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Curricular Aspects:

As the institution is affiliated one, it has limited role to design its curriculum. The affiliating University prescribes the curriculum and the same is duly supported by the institution, and takes up the responsibility of imparting it to the students through B.A, B.Com. and M.Com. courses.

The institution ensures effective curriculum delivery through a well planned and documented process. All the departments have 'Planning Forum' to prepare curricular and co-curricular activities such as class room seminar, group discussion, field study, project works, industrial tours, guest lecture program, assignment writing, syllabus based quiz program and syllabus based objective tests etc for effective implementation of university prescribed curriculum.

Some of the faculty members served and some of them are presently serving as nominated BoS members at affiliating Rani Channamma University and in the autonomous colleges also. It has extended the faculty members' academic contribution up to university and autonomous colleges.

The departments focus on field study and project works to give a chance to the students to involve in research field. The students come in contact with academicians, industrialists and general public. Field work and project work activities are strengthen college research activities and 77% of students were involved in it during the academic year 2016-17.

The feedback on syllabus from the students and teachers is analyzed and the report are intimated to the concerned departments' Board of Studies (BoS) in the affiliating university for their perusal.

Teaching-learning and Evaluation

TEACHING, LEARNING AND EVALUATION

The average percentage of student's enrollment in the last five years is 56 % against institution's intake capacity. The students from SC / ST / OBC / Minority communities occupy average 81 % seats in the last five years. The institution has given a considerable stress on the academic improvement of socially and economically backward students. Personal care is given to them under 'Adopt for Excel' scheme.

The lecture method is supplemented by modern teaching methods like Interactive method, use of Power Point Presentation through LCD, Home Assignment, Class-room Seminar, Syllabus based Objective Type Test, Group Discussion, Field visit and Project-work.

The college has 12 fulltime permanent teachers and 10 full-time temporary teachers in UG; and 7 full-time management appointed faculties in P.G. section.

The college has limited role in the evaluation process as it is an affiliated institution. The college and the university share 20: 80 ratio in the evaluation process. The college conducts two Internal Assessment Tests for 14 marks (First test for 4 marks and Second Test for 10 marks), 3 marks for writing Home Assignment and 3 marks for attendance. The affiliating University conducts examinations for 80 marks on each paper. The students are well informed about the facilities available in respect of evaluation with the affiliating University such as re-totaling, re-valuation, appearing for improvement, etc.

The institution obtains good results in the university semester examinations. The average success rate is 86 % in the last five years.

Research, Innovations and Extension

RESEARCH, INOVATION AND EXTENSION

The Institution believes that research is a part and parcel of higher education institution's activities. The research activities are moderate in the institution as it is imparting under graduate courses for a long time and P.G. course M.Com. has been started recently in 2014-15 academic year. The 'Research Forum' has been working to promote research activities in the institution. The faculty members are encouraged to attend and present papers in seminars / conferences / workshops by providing seed money to prepare research papers and duty leave to attend academic events sponsored by UGC and other funding agencies.

At present the college has six Ph.D. holder faculties and one faculty in Kannada department is a research guide and 6 candidates are pursuing Ph.D. under him. He also completed Minor Research Projects funded by the UGC. A few faculties presented and published their research papers in seminars and conferences proceedings with ISSN. The departments completed 34 project works done by the students and guided by the faculty members.

The institution is discharging its social responsibilities and obligation by conducting extension activities. The college NSS unit, Red Ribbon Club, Eco Club, Heritage Club and a few departments conduct extension activities on health & hygienic, literacy, environment, heritage etc.

The institution has signed ten MoU with some reputed educational institutions and industries for the benefit of students. The activities were conducted under MoU in which 1170 students were benefited during the

last five years.

Infrastructure and Learning Resources

INFRASTRUCTURE and LEARNING RESOURCES

The college campus located in the heart of the city spreads over 21 acres of land. The main building of the college measures 2824 sq.meters with well ventilated spacious class rooms, library, computer lab, staff cabins and a beautiful auditorium. The green garden and sports ground add attraction to the campus.

The campus facilities are sufficient to carry out the curricular, co- curricular and extra- curricular activities. The college library with 7412 volumes of books. The library is fully automated with 16.2 version e-lib software. It has a good number of subject journals, magazines, news papers and other periodicals. Xerox machine is installed to give copier facility to the reference section of the library.

The college computer lab has 20 systems with broad band internet connection. The lab is spacious and made free from air and sound pollution.

The well equipped sports department is educating and coaching sports men and athletes in a systematic manner. The sports men are given incentives and sports dresses to encourage their sports spirit. Gymnasium is the attractive part of the sports department. Conducting inter-collegiate and University zonal level tournaments is a regular practice of the sports department.

Separate teaching-staff cabins, rest room for lady students, health centre, canteen, purified drinking water, class rooms equipped with LCD – automatic wall mound screen –podium, spacious auditorium, well furnished IQAC office, periodically updated website etc are unique features of infrastructure of the institution.

Student Support and Progression

STUDENTS SUPPORT & PROGRESSION

The student-strength of the college is moderate but it comprises of a good number of students belonging to socially and economically backward communities like SC / ST / OBCs and Minority communities. The students support system such as Institution Scholarship, guidance for Competitive Examinations, Adapt and Excel for personal care, Students Welfare Officer, SC/ST Cell, Ladies Association for girl students' care, Placement Cell, Book Bank Facility, Career Guidance and Counseling Cell, Language Lab, Yoga center etc. are effective to carryout the students support activities.

The college has well organized students Grievances Redressal mechanism. The students Grievances Redressal committee which comprises senior faculty members and the principal as its chairperson is functioning well. No sexual harassment and ragging cases reported in the history of the college.

The students' participation and performances in sports is excellent. The sports teams of the college participated in many district, university, state and national level tournaments and secured prizes.

The college Alumni Association is actively participating in the growth of the institution. It donates books to

central library and department libraries; also it extends financial help to poor students.

The college Students' Council is functioning well. The students are members of the various co-curricular and administrative committees and are contributing in the growth of the institution.

The institution made available the government sponsored scholarships to the students. The department sponsored Institution Scholarships are given on the basis of merits and economic backwardness criteria. The meritorious students are felicitated at Department Day functions.

Governance, Leadership and Management

GOVERNANCE AND LEADERSHIP

The management is the Instrumental in defining the quality policy and in providing the required Infrastructure, finance and recruitment of faculty. The Principal as the ex-officio secretary provides to the management the required data received from the state government, central government, the UGC, the affiliating University and other concerned administrative and academic bodies. The college managing committee in consultation with the principal takes decisions of quality policies for enhancement of better teaching learning environment.

The organizational sector of the institution for the governance has three tiers i.e the governing council, the college IQAC with the principal as its chairperson and other college committees. The college committees headed by the faculties play a vital role and strengthen the hands of the management and principal in materializing the vision and mission of the institution. The governing responsibilities are decentralized among the management governing council, the principal and college committees.

In the beginning of every academic year, the college constitutes various committees and cells to carry out curricular, co-curricular activities and other activities. The following committees are formed regularly: Cultural Activities Committee, Admission Committee, Library Advisory & Development Committee, Sports Committee, College Examinations Committee, Students Welfare & S.C. / S.T. Cell, Time-Table Committee, Ladies Association, Medical & Hygienic Care Committee, Campus Discipline Committee, Grievances Redressal Cell, Career Guidance & Counselling Cell, Students' Council Formation Committee. These committees include teaching faculties, non-teaching staff and students.

Institutional Values and Best Practices

Institutional Values and Best Practices:

The institution maintains gender equity by conducting various activities like women's day, legal awareness programs for girls, women rights issues etc. It takes good care of safety and security of its girl students. Anti-Sexual Harassment Cell and Anti-Ragging committee are in well placed and available for help at any time. The college Ladies Association conducts various activities for girl-students on life skill.

The college takes good care of solid waste, liquid waste and e-waste disposal management. The college gives it's at most care on the implementation of its green policy. It keeps the campus plastic free and conducts tree plantation program every year to keep the campus green. The college Eco Club takes care of environment

related matters and conducts Green Audit to assess and improve the environment condition of the campus.

The institute organizes activities related to constitutional obligations such as constitution day, human rights day and awareness programs on rights and duties of citizens. It also focuses on Human values & ethics, non-violence, peace, national integration and communal harmony. It also organizes activities of national festivals, anniversaries of birth and death of great personalities to inculcate patriotic and humanitarian values.

The institution gives special attention to the students who belong to socially backward classes like SC / ST and OBCs. Also the economically weaker students and physically challenged students are provided all possible help to overcome their problems.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	ANJUMAN ARTS AND COMMERCE COLLEGE
Address	CTS No 3929, Opposite to Belagavi District Court, BELAGAVI-16
City	BELAGAVI
State	Karnataka
Pin	590016
Website	www.anjumancolbgm.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	H.I. TIMMAPUR	0831-2421932	9844041532	-	anjumancollegebgm@yahoo.com
Associate Professor	M. MAHEEN	0831-4205481	9482945670	-	maheen_1962@yahoo.co.in

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	Yes
If Yes, Specify minority status	
Religious	Muslim Religious
Linguistic	
Any Other	

Establishment Details											
Date of establishment of the college	25-07-1983										
<table border="1"> <tr> <td colspan="3">University to which the college is affiliated/ or which governs the college (if it is a constituent college)</td> </tr> <tr> <td>State</td> <td>University name</td> <td>Document</td> </tr> <tr> <td>Karnataka</td> <td>Rani Channamma University</td> <td>View Document</td> </tr> </table>			University to which the college is affiliated/ or which governs the college (if it is a constituent college)			State	University name	Document	Karnataka	Rani Channamma University	View Document
University to which the college is affiliated/ or which governs the college (if it is a constituent college)											
State	University name	Document									
Karnataka	Rani Channamma University	View Document									
Details of UGC recognition											
Under Section	Date	View Document									
2f of UGC	06-07-1987	View Document									
12B of UGC	01-05-2007	View Document									
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?	Yes
If yes, has the College applied for availing the autonomous status?	No

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	CTS No 3929, Opposite to Belagavi District Court, BELAGAVI-16	Urban	21	2824

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,History Sociology Political Science Economics Urdu Hindi Kannada	36	PUC PASS	English + Kannada	360	156
UG	BCom,Commerce	36	PUC PASS	English + Kannada	360	216
PG	MCom,Commerce	24	B.Com. PASS	English	40	31

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				20				0			
Recruited	0	0	0	0	9	1	0	10	0	0	0	0
Yet to Recruit	0				10				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				15			
Recruited	0	0	0	0	0	0	0	0	5	10	0	15
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				13
Recruited	6	2	0	8
Yet to Recruit				5
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	1	0	0	1
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	2	0	0	0	0	0	2
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	7	1	0	0	0	0	8

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	1	0	3	0	0	4
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	9	0	11

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
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	0	0	0	0

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

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

Self Study Report of ANJUMAN ARTS AND COMMERCE COLLEGE

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	175	2	0	0	177
	Female	194	1	0	0	195
	Others	0	0	0	0	0
PG	Male	15	0	0	0	15
	Female	16	0	0	0	16
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	16	12	9	8
	Female	8	4	4	7
	Others	0	0	0	0
ST	Male	5	9	18	22
	Female	2	2	2	2
	Others	0	0	0	0
OBC	Male	146	154	155	158
	Female	157	140	147	131
	Others	0	0	0	0
General	Male	21	34	37	44
	Female	17	37	23	32
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		372	392	395	404

3. Extended Profile

3.1 Program

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

Response : 3

Number of self-financed Programs offered by college

Response : 1

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

Response : 1

3.2 Students

Number of students year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
372	392	395	404	505

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

2016-17	2015-16	2014-15	2013-14	2012-13
380	380	370	360	360

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

2016-17	2015-16	2014-15	2013-14	2012-13
138	123	136	143	203

Total number of outgoing / final year students

Response : 743

3.3 Teachers

Number of teachers year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
23	26	26	22	22

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

2016-17	2015-16	2014-15	2013-14	2012-13
23	26	26	22	22

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

2016-17	2015-16	2014-15	2013-14	2012-13
25	28	28	24	24

Total experience of full-time teachers**Response : 412****Number of teachers recognized as guides during the last five years****Response : 1****Number of full time teachers worked in the institution during the last 5 years****Response : 34****3.4 Institution****Total number of classrooms and seminar halls****Response : 15****Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)**

2016-17	2015-16	2014-15	2013-14	2012-13
19.13	14.33	14.32	25.72	28.42

Number of computers

Response : 50

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

Response : 90405

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

Response : 5144

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 institution is an affiliated college hence curriculum is designed by the affiliating university, however the college developed and deploys various actions for effective implementation of the curriculum through the following academic activities:-

Syllabus copies of all subjects are made available for the students.

Semester wise 'Teaching Plan' is prepared based on the teaching days of the college. The teaching plan is implemented accordingly and the same is mentioned in the 'Work Dairy' of the teaching staff.

The 'Department Planning Forum' meetings are conducted in which the co-curricular activities are planned and implemented accordingly.

As per the Department Planning Forum decisions the departments conduct Class-Room Seminars, Group-Discussions, Assignment Writings, Guest –Lecture Programmes, Syllabus Based Objective Type Tests etc to enhance the teaching – learning process very effectively.

The departments also conduct Field-Study Programs, Study-Tours And Industrial Visits to get practical knowledge for the students,

Special Lecture Programmes are arranged in which eminent scholars in the subjects are invited to deliver lecture.

The college IQAC monitors the activities of the departments.

The teachers are preparing Teaching Plans for timely completion of the syllabus.

Enrichment classes for above average students and Remedial classes for slow learners are conducted for effective curriculum delivery.

Institutional level seminars / Special Lectures / Field Study / Industrial Studies / Study Tours are conducted and through these activities the curriculum of the university is fully delivered to students.

Audio-Visual enabled classrooms help the faculty to use education CDs, PPT presentation on important topics to enrich the students through the figures, pictures and charts.

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

Response: 0**1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of the certificate/Diploma programs	View Document

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: 54.62****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**

2016-17	2015-16	2014-15	2013-14	2012-13
3	2	4	2	2

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility**1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years****Response: 33.33****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	View Document

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	View Document

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:** 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document

1.3 Curriculum Enrichment

- o
- o
- o
- o

The list of core courses:

1) B.A. 2) B.Com. 3) M.Com.

o

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

Response: 0

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

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 14.78

1.3.3.1 Number of students undertaking field projects or internships

Response: 55

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise

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
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:

A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: B. Feedback collected, analysed and action has been taken

File Description	Document
Any additional information	View Document
URL for feedback report	View Document

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

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	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: 56.03

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

2016-17	2015-16	2014-15	2013-14	2012-13
372	392	395	404	505

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

2016-17	2015-16	2014-15	2013-14	2012-13
760	760	740	720	720

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

applicable reservation policy during the last five years**Response:** 90.58

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

2016-17	2015-16	2014-15	2013-14	2012-13
334	321	335	328	356

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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:**

- ♦ The college departments conduct 'Induction Test' to check the depth of Students' knowledge in their subject offered.
- ♦ The departments prepare students profile on the basis of Induction tests. Accordingly the average, above average and below average students are identified.
- ♦ Remedial classes for below average students and Enrichment classes for above average students are conducted.
- ♦ The college conducts '**Induction Analyses**' for newly admitted students in the first year to check and identify their field of interest and other academic sports & extra curricular activities. According to Induction test findings the students are directed to participate in the programs of various wings and organizations of the college.
- ♦ The college conducts special classes for students who are weak in English basic knowledge.
- ♦ Commerce department conducts some 'Introduction classes' for the students who come from non-commerce streams such as arts, science & diploma courses.
- ♦ Each department conducts a first few classes as introductory lectures before the commencement of the actual syllabus of their subjects.

2.2.2 Student - Full time teacher ratio**Response:** 16.17

File Description	Document
Institutional data in prescribed format	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0

2.2.3.1 Number of differently abled students on rolls

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.3 Teaching- Learning Process

- ♦
- ♦
- ♦

♦

- ♦
- ♦

♦

♦

♦

elocution and debate are other means of nurtures oriented thinking.

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

Response: 86.96

2.3.2.1 Number of teachers using ICT

Response: 20

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 14.88

2.3.3.1 Number of mentors

Response: 25

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	View Document
Any additional information	View Document

- ♦
- ♦
- ♦
- ♦
- ♦

- ♦ Syllabus based objective test
- ♦ Syllabus based quiz programmes
- ♦ Field study
- ♦ Industrial visit.
- ♦ Study tours
- ♦ Project work.

The institution provides all facilities required to implement the above innovative teaching methods. The class rooms are well equipped with LCD projectors and automatic screen. Laptops, Pen Drives and other computer components are provided whenever necessary to the faculty.

The innovative teaching methods attracted the students towards classrooms and they learned very interestingly. Also these teaching methods promote students centric learning. The students get the opportunity to explore their talents and get practical exposures of conducting and managing such learning environment.

File Description	Document
Any additional information	View Document

2.4 Teacher Profile and Quality

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

Response: 92.21

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

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

Response: 14.42

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

2016-17	2015-16	2014-15	2013-14	2012-13
5	3	3	3	3

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience per full time teacher in number of years**Response:** 17.91

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	View Document

2.4.4 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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

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

Response:

The curriculum evaluation comes under the affiliating university's preview and the institution has limited opportunity to introduce reforms in the evaluation process. The institution adopted the evaluation reforms of university and supplemented it by introducing some other methods of evaluation of its own:

- ♦ Under semester system the university introduced 80:20 pattern of evaluation systems. University exams for 80 marks and 20 marks for internal assessment.
- ♦ The internal assessment mark (20) is awarded by conducting two tests, assignment writings and class attendance of the students (4+10+3+3=20).
- ♦ Some of the departments conducts syllabus based objective tests. Quiz programmes and project work to evaluate the students performance informally.
- ♦ In P.G. course M.Com. the same system of internal assessment as it is in the UG course is conducted to evaluate the students performance.

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

Response:

The institution ensures the internal assessment is transparent and robust through the following measures:

- ♦ The evaluation process is communicated to students through the college prospectus.
- ♦ The internal Assessment test and university examination schedules are mentioned in the academic calendar given in the college prospectus and the same is displayed in the college notice board.
- ♦ A consolidated mark sheet of internal assessment marks are displayed on the college notice boards to enable the students to assess their performance in the internal evaluation.
- ♦ The faculty members asked by IQAC to mention the schedule of internal test and university exam schedules in their department academic calendars.
- ♦ The faculty members prepare question papers of internal assessment well in advance and submit the same to the college examination committee. The exam committee maintains confidentiality in keeping question papers.
- ♦ The college examination committee is constituted by IQAC in the beginning of the academic year and one of the faculty members is made its chairman, and a few others are made its members. The rotation system is followed in appointing exam committee chairman and by this all the faculty members gets the chance to serve as chairman of Examination Committee.

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

Response:

The following steps are adopted for redressal of grievances of the students in evaluation method at college level:

- ♦ The aim of the college is no injustice to be done to the students in the evaluation of his / her performance in tests and other aspects of curriculum.
- ♦ The answer papers are shown to the students to find any errors in evaluation and necessary actions are taken to correct it.
- ♦ Internal marks are checked and countersigned by the students.
- ♦ Re-test are conducted for the students who absent in the tests with genuine reasons.

University Level:

- ♦ There are facilities like re-counting, re-valuation and challenging valuation to solve students' grievances regarding evaluation of the university examination.
- ♦ The college helps the students in maximum level to address evaluation related grievances.

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

Response:

- ♦ The Internal Evaluation process is communicated to students through the academic calendar of the college.
- ♦ The internal Assessment test and university examination schedules are mentioned in the academic calendar given in the college prospectus and the same is displayed in the college notice board.
- ♦ Internal Assessment Tests time-table is displayed well in advance on the college notice board.
- ♦ The departments of the college declares the Internal Assessment Tests results with in one week from the date of tests held and the results are displayed on the department notice boards for the students information.

File Description	Document
Any additional information	View Document

2.6 Student Performance and Learning Outcomes

B.A. Course Modules and Course Outcomes

Course Modules

- First Basic: **English**
- Second Basic: Any one of the following languages: **Kannada, Urdu & Hindi**

Compulsory Papers:

1. Indian Constitution (I-Semester)
2. Environmental Studies and Human Rights (II-Semester)
3. Personality Development & Communication Skills (III-Semester)
4. Computer Applications (IV-Semester)

- **Optional Subjects:** The students shall offer any one of the following subject combinations consisting of the equal importance:

Kannada(A3)	Sociology(C6)	History (E3)
Kannada(A3)	Sociology(C6)	Economics(D4)
Hindi(C3)	Political Science(B4)	History (E3)
Hindi(C3)	Economics(D4)	History (E3)
Urdu(A6)	Sociology(C6)	History (E3)
Urdu(A6)	Political Science(B4)	Economics(D4)

Course Outcomes:

Basic Language Papers: English , Kannada, Urdu & Hindi:

Students, at the end of the course, would be able to unlock the communicator in them by using International language Hindi & Urdu and regional language Kannada appropriately and with confidence for further studies or where these languages are the indispensable tool of communication.

Outcome of **Four Compulsory Papers:-**

- 1) The students obtained knowledge of fundamental Rights and Duties of Citizen, Structure & Function of governments, Judiciary, Legislature and Autonomous body like Election Commission.
- 2) Obtained good information on environmental science, its resources and Management. After completion of this course, they would be able to analyze the ways in which the natural environments impact the society. They would also gain knowledge of the means of managing the natural resources for the benefit of the society.

Outcome of **Optional Subjects:**

History / Sociology / Political Science /Economics

- ♦ **History:** The students obtain wider knowledge of facts and figures of the past and make the learner assimilate the same.

through multidisciplinary approach. It takes the learners into the intellectual forum through the study of his sense of nationalism to enable the student community to face the onslaught of communalism and casteism.

- **Sociology:** The Sociology students can develop the sociological knowledge and skills that will enable them imaginatively about society and social issues. Through coursework, internships, independent studies and with faculty, the Department encourages a commitment to social justice.
- **Political Science:** The students understand the basic principles of Politics including governing institutions wings and organizations, political behavior and the operation of government at both the national and state government and politics in a comparative perspective and understand government and politics in a global
- **Economics:** Students will be familiar with introductory, canonical models of consumer and producer behavior. They will have a basic understanding of the operation of a modern economy be able to evaluate the effects of government interventions in individual markets and in the macro economy. They can analyze operations of markets under different conditions.
- **Optional Languages Kannada, Urdu & Hindi:** Students will gain knowledge of the major traditions of national languages like Hindi and Urdu, also the regional language Kannada and an appreciation for the diverse social voices within—and sometimes marginalized by—those traditions.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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The departments conduct 'Induction Tests' for first year students in the beginning of their course to assess their depth of knowledge on their choice of subjects for the course. The question paper for Induction Test is prepared on the basis of students' qualifying course syllabus and some general aspects of the respective subjects. The induction tests' results and first Internal Assessment Tests' marks are used as parameters to classify the students as slow learners and others.

The Department Planning Forum design and implement the following co-curricular activities under the supervision of the college IQAC:

- Remedial Coaching Classes and Interactive teaching methods for slow learners.
- Writing Assignment
- Class Room Seminars
- Guest Lecture Programme
- Field Study
- Study Tours
- Syllabus based Objective Type Tests
- Project Work
- Guest Lecture Programme
- Group Discussion
- Interdisciplinary Programmes
- Syllabus based Quiz Programme
- General Knowledge Test for competitive examinations.

The affiliating university recommends the following method to evaluate the students' internally i.e. institutional level:- Conducting the First Test for 04 Marks after eight weeks from the beginning of the course, the Second Test for 10 Marks after 16 weeks, one Assignment for 3 Marks and 03 Marks for student's attendance.

For bringing a good course Outcome the institution conducts the second test covering the whole syllabus for 80 marks and then reduces into 10 marks. It serves the purpose of preparatory examination which helps the students to score good marks in the university examinations.

The institution is computing its course outcomes through students' performance in its co-curricular activities, internal assessment tests and university examinations. The outcome is ranked as follows:

Score 70 and above	Level - I
Score 50 to 59	Level – II
Score 40 to 49	Level - III

Generally, the institution maintains its course outcomes in Level I and II during the last five years.

2.6.3 Average pass percentage of Students

Response: 79.26	
2.6.3.1 Total number of final year students who passed the examination conducted by Institution.	
Response: 107	
2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution	
Response: 135	
File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process	
Response: 3.72	
File Description	Document
Database of all currently enrolled students	View Document

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 (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the 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)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of project and grant details	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Response: 4.35

3.1.2.1 Number of teachers recognised as research guides

Response: 1

File Description	Document
Institutional data in prescribed format	View Document

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.15

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

Response: 1

File Description	Document
Supporting document from Funding Agency	View Document
List of research projects and funding details	View Document
Funding agency website URL	View Document

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:

The institution has no formal incubation center for innovation; however the college has some clubs and cells for the purpose of creation and transfer of knowledge. The college has Research Club, Readers Club, Heritage Club etc help to link students, staff, alumni, industry representatives and other resource persons to promote the development of ideas and transfer of knowledge. Further, the faculty of the institution are members of various organizations and participating in their course of activities which help the faculty members to improve their personality and knowledge.

The institution has signed MoU with neighbouring colleges and local industries to promote the linkages between the stakeholders of the education. Under MoU, industrial visits have been conducted that helped the students to get practical knowledge. Heritage club of the college conducted some extension programmes to create awareness about the importance of Heritage and their protection. Many Scholars were invited to the college to deliver lectures in different subjects to enrich the knowledge of faculty and students. The college Research Club and Readers Club also conducted programs to promote research culture and reading habits among the faculty and students respectively.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

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: No

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 Ph.D.s awarded per teacher during the last five years

Response: 0

3.3.3.1 How many Ph.Ds awarded within last five years

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.3.5 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: 0.21

3.3.5.1 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

2016-17	2015-16	2014-15	2013-14	2012-13
2	1	1	1	0

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities

- ♦
- ♦
- ♦
- ♦

- ♦ The college 'Red Ribbon Club' conducts HIV / AIDS awareness program, Blood-donation and medical checkups for villagers are creating social responsibility among the students.
- ♦ The college 'Human Rights Club' conducts programs to promote awareness of the rights of citizen, Labors, Women, Children and students.
- ♦ The college Heritage club conducts programs with the aim of protect and preserve local historic monuments through students' involvement.

Impact of Extension & Outreach programs:

- ♦ The students get good experiences through interaction with the local people and they develop social sensitivity. A deeper understanding of commitment to the community is developed among the students.
- ♦ The extension and outreach activities inculcate a sense of social responsibility and patriotism among the students. Also they promote voluntarisms and philanthropy in the minds of the students.

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 8

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	3	1	1	1

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document
Any additional information	View Document

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: 35.42

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

2016-17	2015-16	2014-15	2013-14	2012-13
130	155	200	110	125

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document

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: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 9

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 (only functional MoUs with ongoing activities to be considered)

2016-17	2015-16	2014-15	2013-14	2012-13
0	8	0	1	0

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc. during the last five years	View Document

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 good infrastructure for teaching-learning process. Its campus is spread over an area of 21 acres of land.

- ♦ The infrastructure policy of the institution is to respond to the current requirement of effective teaching and learning as much as possible, also to meet the demands of new courses.
- ♦ Infrastructural requirement matters are discussed in the IQAC meetings primarily. The IQAC finalizes the requirements after taking all aspects into consideration, and submit the same to the college managing committee.
- ♦ The college managing committee chalks out plans to create a new infrastructure and to renovate the existing infrastructure. After its final decision and approval the plan is executed by the building committee.
- ♦ **Class-rooms:** The College has 14 class-rooms for effective teaching-learning purpose. The class-rooms have good ventilation and well equipped with lights, fans, study tables, chairs & desks; Some class rooms have LCD projectors and automatic wall mound screen.

ICT enabled learning facilities:

- ♦ Some Class-rooms are well equipped with LCD projectors and automated wall mound screen. Laptop is provided to the teaching faculties whenever necessary to conduct ppt. presentation, showing education CDs etc.
- ♦ The staff cabins are made technology enabled as they are provided computers with internet facilities.
- ♦ The college computer labs are equipped with 25 (UG-20, PG-5) computers and well connected to internet through wire mode.
- ♦ One room and Seminar hall are enabled with smart board facility.
- ♦ **Seminar Hall:** The Seminar hall with 100 seating capacity, with LCD projector, automatic wall mound screen, and good sound system is available to conduct seminar / symposium etc.

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

Response:

Sports: There is a separate physical Education department with spacious office. The department has multi-Gymnasium, Indoor and out-door sports equipments. The department has the following sports facilities:– Football, Hockey, Volleyball, Basket Ball. Etc.

Gymnasium:

The college has well equipped Gymnasium Hall with 10 Stations Multi Gym.

The Gymnasium room is 20 X 20 size. Year of Establishment: 2012

Auditorium:

The college has auditorium with 250 seating capacity. The auditorium is well furnished with chairs, good sound system, video facility, LCD & Screen facility is provided when ever required, generator for uninterrupted electric supply and separate gallery for Ladies. The size of the auditorium is 4800 square feet. Year of establishment is 2003. The auditorium is used for cultural activities.

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

Response: 40

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	View Document

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

Response: 8.41

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

2016-17	2015-16	2014-15	2013-14	2012-13
2.25	1.45	1.20	1.45	1.75

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document

4.2 Library as a Learning Resource

Response:

- ♦ Name of the ILMS software: e-lib
- ♦ Nature of automation (fully or partially): Fully
- ♦ Version: 16.2
- ♦ Computer: Two computers are provided to the library. One computer with bar coding system for book registering and circulation. Another one is kept for students and staff for access to the books list catalogue.
- ♦ Internet: Internet facility is provided and the students are allowed to use it free of cost.
- ♦ Band width: Broad Band with the speed of 2 Mbps.
- ♦ Reprographic Facility: Available.

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

The Library Advisory Committee implemented following significant initiatives to enhance the library services:

- ♦ Bar coding of Books.
- ♦ Separate space for research scholars.
- ♦ 'Browsing Corner' for accession of internet by the students & staff.
- ♦ Establishment of Readers' club to inculcate reading habit among the students.
- ♦ Book exhibitions and awareness programs by the Readers club.
- ♦ Audio-video facility to use education CDs and other documentaries.
- ♦ But no manuscripts and special reports available. Rare books list yet to be classified.

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: D. Any 1 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	View Document

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

Response: 0.65

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

2016-17	2015-16	2014-15	2013-14	2012-13
0.65	0.59	1.04	0.36	0.61

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: No

File Description	Document
Details of remote access to e-resources of the library	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 12.66

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 50

File Description	Document
Details of library usage by teachers and students	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Regular up-date of software of library and admission.

Using IT Infrastructure and associated facilities for Teaching – Learning process for maximum level.

Optimum use of UGC funds for deploying and upgrading IT infrastructure.

Making available the new technology for the college to cope with the growing needs of communication and information technology.

The college has the policy of providing new IT technology to the students as per the syllabus and beyond.

o

4.3.2 Student - Computer ratio

Response: 7.44

File Description	Document
Student - Computer ratio o	View Document

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

>=50 MBPS

35-50 MBPS

o

20-35 MBPS

5-20 MBPS

Response: <5 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	View Document

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	View Document

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: 3.26

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)

2016-17	2015-16	2014-15	2013-14	2012-13
0.32	0.96	0.83	0.25	0.33

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	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:

The college IQAC monitors that infrastructure (building) and equipment. It suggests and recommends about the up keeping of infrastructure and maintenance of equipment to the managing committee for implementation.

The managing committee has entrusted a team with a head for maintenance and repair infrastructure and equipment. The team includes carpenters, electrician, welder, plumber, Manson, computer technicians, Xerox technicians etc. to maintain and repair the building and equipment.

The college IQAC takes care of maintenance of equipment & instruments in generals. However, the management of the college pays special attention to keep the equipment in good condition by calibrating them in regular basis through expert maintenance team.

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: 19.52

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

2016-17	2015-16	2014-15	2013-14	2012-13
32	38	60	83	220

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document

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: 4.89

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

2016-17	2015-16	2014-15	2013-14	2012-13
20	20	20	20	20

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	View Document
Any additional information	View Document

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	View Document
Link to Institutional website	View Document

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: 17.19

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

2016-17	2015-16	2014-15	2013-14	2012-13
50	50	60	100	100

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years**Response:** 0**5.1.5.1 Number of students attending VET year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description**Document**

Details of the students benefited by VET

[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**

Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee

[View Document](#)

Details of student grievances including sexual harassment and ragging cases

[View Document](#)

Any additional information

[View Document](#)**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 4.9**5.2.1.1 Number of outgoing students placed year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
9	9	4	4	10

File Description	Document
Self attested list of students placed	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: 21.01

5.2.2.1 Number of outgoing students progressing to higher education

Response: 29

File Description	Document
Upload supporting data for student/alumni	View 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/ TOEFL/ Civil Services/State government examinations)

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

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

2016-17	2015-16	2014-15	2013-14	2012-13
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	View Document

o

o

o

2. Department Planning Forums.
3. College Cultural Activities Committee.
4. College Ladies Association.
5. College Sports Committee.
6. College Readers' Club.
7. College Heritage Club.

File Description	Document
Any additional information	View Document

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

Response: 5.4

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

2016-17	2015-16	2014-15	2013-14	2012-13
5	7	5	5	5

File Description	Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

- ♦
- ♦
- ♦
- ♦

encourage the students in the academic fields.

The college 'Department Planning Forums' includes a few members of college Alumni of their respective subjects and invite them to attend their meetings. The Alumni representatives of the College Department Planning Forum contribute to the Forum to design its academic & curricular activities plans.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Any additional information	View Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 10

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	2	2	2	2

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document
Any additional information	View Document



Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

- ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆

the heads of the departments and administrative office staff. The department heads decide matters related to co-curricular activities in consultation with the principal.

6.1.2 The institution practices decentralization and participative management

Response:

The management in consultation with Principal and other stakeholders frames the policies and plans for the improvement of the institution. The college IQAC plays important role in implementing the management's plans & Policies. The faculty members and students are actively involved in the execution of management's plans and policies. The outcomes of the implementation of plans and policies are reviewed in the management level meeting with IQAC, suitable changes for improvement are suggested and incorporated in the working system

- ♦ The Principal as the Chairman College IQAC play a role in the institution's growth.
- ♦ The IQAC Coordinator is a motivative force in the institution and plays a role of leadership to bring all the stakeholders in the process of NAAC accreditation of the college.

The faculty acts as the chairpersons of the Department 'Planning Forum' and play a lead role in the performances of the departments.

6.2 Strategy Development and Deployment

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

Response:

The institution has a 'Strategic Plan' on imparting education to change the life of downtrodden people especially the SC / ST / OBC / Minorities through higher education.

The Strategic Plan of the institution had been developed by the founder managing committee of this institution with the aim of promoting the downtrodden especially the Muslim Minority Community as they are most backward class educationally and economically in this region.

The management society had driven this inspiration of uplifting under privileged to the main stream from our constitution and the same is deployed for the commitment of the management to general public to improve the life standard of SC / ST / OBC / Minority people.

The Formal Quality Policy of the Management has been reviewed then and now because of the challenges that faced in the competitive and dynamic world and changes are incorporated when needed in the Quality Policy.

Every effort is made to train and develop the skills and creative thinking of the learners in order to excel in their chosen field and to provide the nation with skilled human resources.

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:

- ♦ The Anjuman-E-Islam, District: Belgau is the Governing Council with President, Vice-President, Secretary, Joint-Secretary and Treasurer to look after the administration of institution.
- ♦ The principal as the ex-officio member participates the governing council meetings and gives inputs of the institution's administration. Also he provides data received from the state and Central governments, the Affiliating University, the UGC and other academic and non-academic bodies.
- ♦ The day to day administrative decisions of the institution are handled by the principal in consultation with the management. The decisions regarding curriculum-teaching and other activities of the department- the respective departments' heads decide in consultation with the principal.
- ♦ The administrative staff of the college look after the work related to secretarial support and maintaining records pertaining to the service records of the staff and salary matters of aided and unaided staff.
- ♦ The college IQAC-with the Principal as its chairperson and other stakeholders as its members play a vital role in designing and implementing academic and administrative activities which helps to sustain and enhance the quality of the institution.

ORGANIZATION STRUCTURE

Anjuman-E-Islam Society, Dist: Belgau

President

President's Office Bearers

(Vice-Presidents/ Secretary/ Joint Secretary & Treasurer)

Principal

College IQAC

Department Heads.

Faculty Members

Office Staff

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: D. Any 2 of the above

File Description	Document
Screen shots of user interfaces	View Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	View Document
Any additional information	View Document

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

Response:

The college constitutes in the beginning of every academic year, various committees and cells to carry out curricular, co-curricular activities and other activities. The following committees are formed regularly: Cultural Activities Committee, Admission Committee, Library Advisory & Development Committee, Sports Committee, College Examinations Committee, Students Welfare & S.C. / S.T. Cell, Time-Table Committee, Ladies Association,

Medical & Hygienic Care Committee, Campus Discipline Committee, Grievances Redressal Cell, Career Guidance & Counselling Cell, Students' Council Formation Committee, Anti-Ragging Committee and Anti-Sexual Harassment Cell.

These committees include teaching faculties, non-teaching staff and students. The informal meetings are conducted by these committees with the principal to chalk out their activities.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff**Response:**

The management encourages and supports the staff for their contribution towards the efficiency of the institutional process by the following ways:

- ♦ The management provides service benefits like promotions, yearly increment, and sanctioning of leave in time.
- ♦ Providing salary certificate and under taking for banks to get cash loans.
- ♦ Nominating them as chairperson of various committees on rotation basis to expose their talent.
- ♦ Allowing them to attend academic events like seminars, conferences, workshops etc. conducted by other institutions.
- ♦ Suitable appreciations are given to them at college functions for their academic achievements.

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: 0**

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description**Document**

Details of teachers provided with financial support to attend conferences, workshops etc. during the last five years

[View Document](#)

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: 0**

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

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

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document

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

Response:

- ♦ The institution collected data from the teaching and non-teaching staff through the Performance Appraisal format at the end of every academic year about their performance.
- ♦ The self appraisal prepared by the faculty members on their performances are submitted to the college IQAC for Internal review.
- ♦ The self appraisal reports of the faculties are placed before the management council for informing them about the academic performance and other activities of the faculty.
- ♦ The management Council decides the staff's promotion and other service benefits on the basis of review reports of their self appraisal documents.

6.4 Financial Management and Resource Mobilization

Response:

- ♦ The college accounts are audited by internal and external auditors regularly. The internal audit is done by the college accountant. The external audit is done by the management appointed auditor who is the registered Chartered Accountant.
- ♦ The Annual Audit reports on the college accounts are placed before the management committee for approval.
- ♦ The college account is audited by an auditor from Indian Audit and Accounts department.
- ♦ The auditor's objections are taken into consideration and sincere efforts are taken to avoid them in future.

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)**Response:** 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources**Response:**

The institution does not mobilize any fund from external agencies or any other means. The excess expenditure if any is met by the management which has sufficient fund to meet such expenditure. The institution collects only fees from the students as per the guidelines from the government and affiliated university. Every year budget is prepared and expenditure is limited within the budget allocation generally. The accounts are audited by the registered Chartered Accountant. The institution receives UGC funds to meet purchase and maintenance of equipments.

6.5 Internal Quality Assurance System

Response:

- ♦ The college established its Internal Quality Assurance Cell (IQAC) in the year 2004. The institution has the Commitment of providing quality education to its students and makes them to meet the needs of global market and responsible citizen the country.
- ♦ The management of the institution is ensuring the quality to the stakeholders of college through the effective functioning of the college IQAC.
- ♦ The college IQAC with the Principal of the institution as its Chairperson and comprising of all stakeholders such as faculty members, students, Alumni, Parents and managing committee member works to enhance the quality education provided comprehensively.
- ♦ The college IQAC prepares prospective plans and takes steps to implement them for quality enhancement. It collects inputs from various departments and committees, analyses the same and place it to the management committee for further action of measures in quality improvement of the institution.

The following two programmes have been initiated by the College IQAC and successfully carry on:

- ♦ ‘Adopt & Excel’ Program for giving personal attention to promote weak students in their performance.
- ♦ Department ‘Planning Forums’ to design and execute co-curricular and extra-curricular activities of the departments.

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:

The college IQAC has a mechanism to continuous review of teaching, learning process by the following methods:

The college Principal regularly visits to the college class-rooms and informally collects feed-back on the teachers’ performances and gives proper guidance to the teachers who require training to deliver quality education.

The results of First Internal Assessment Tests are analyzed and discussed with the department heads and advised to take necessary actions to improve the results if the result is poor.

The Second Internal Assessment Tests results also analyzed and poor performers are advised to align with the study environment.

Students’ Feed-back is taken at the end of every semester on the teachers’ performances and teaching methods. The Feed-back’s analyses are discussed with the departments’ heads and necessary actions are taken.

The IQAC successfully implemented in conducting ‘Class Room Seminars’ for students to learn more about the subject and ‘Syllabus based Objective Type’ tests to check the students’

knowledge on the topic. Both the methods are received good support from the students.

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

Response: 1.8

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

2016-17	2015-16	2014-15	2013-14	2012-13
2	2	2	2	1

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document

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: D. Any 1 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document

accreditation quality initiatives (*second and subsequent cycles*)**Response:**♦ ***Teaching & Learning***

- ♦ The Department Planning Forums are empowered to design the entire curricular co-curricular and extra-curricular activities of the departments. The strategy adopted by the management enhanced the responsibilities of the faculty members of the department.
- ♦ The college IQAC monitors the quality aspects of teaching-learning process. It advises the faculty members to adopt new methods in teaching-learning in order to make the process more interesting.
- ♦ The departments planning focus on student-Centric learning to improve the quality of teaching-learning process.
- ♦ The departments conduct Class-room Seminars, Field Visits, Project Works, Industrial tours, Surveys on socio-economic issues etc. to keep the students very active in the learning process.
- ♦ Syllabus based objective type tests, Group Discussions and Quiz programs enable the students to get deep knowledge in the subjects.
- ♦ The departments arrange Guest lecture programmes by inviting subject experts.
- ♦ Feed-backs are taken on Teachers' performance from the students and the same is analyzed and necessary suggestions are given to the faculty members to improve their performances.
- ♦ The faculty members are given facilities to update their knowledge. Reference books, subject journals, internet connectivity and study materials are made available to faculty members for update their knowledge.

♦ ***Research & Development***

- ♦ The college IQAC encourages the faculty members to present research papers in seminars/conferences conducted by other institutions.
- ♦ The college 'Research Forum' gives all information's about Research Funding Agencies and trains the faculty to prepare research proposals for funding.
- ♦ The departments conduct Field Study and project works that infuses research culture among the students.

- ♦ Printed subject Journals and e-Journals are made available to students and teachers to update their knowledge in their respective subject

♦ ***Community engagement***

- ♦ The college NSS Unit conducts programs that extend help and support to the community people and build good community relation.
- ♦ College 'Red Ribbon Club' conducts AIDS / HIV awareness programs, Blood Donation programs etc inculcate selfless community service sense among the students.
- ♦ College 'Heritage Club' Conducts Heritage awareness programs, and its conservation and preservation activities create a sprit of protecting heritage among the students.

♦ ***Industry Interaction***

- ♦ The college signed MoUs with a few local industries for mutual cooperation in respect of exchanging expertise and employment.
- ♦ The department of Commerce arranges students' visits to Industries for getting practical knowledge about the functioning of Industries help the Commerce students to understand entrepreneurship.
- ♦ Inviting the personalities from the business and industries to the college functions create the chance

of interaction between industrialists and students.

- ♦ The students are given information about local industries and their employment nature.



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: 5

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

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	1

File Description	Document
Report of the event	View 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:

1. Safety and Security:

- ♦ Installation of CCTV Cameras on open space of campus area and in building verandas for better surveillances for safety and security of girl-students.
- ♦ Anti-Sexual Harassment Cell is functioning with senior lady-teaching staff for safety and security of girl students.
- ♦ Anti-Ragging committee is in force to prevent eve-teasing activities and other sexual harassments.

2) Counselling: The college Ladies' Association gives necessary guidance to the girl-students through a proper counseling.

3) Common Room: Common Room facility is available for girl-students for their personal use.

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: 6480

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:** 0

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

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 6480

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

Liquid Waste Management: The college has no liquid waste management plant of its own but liquid waste accumulated on the campus is disposed through channels which connected to the underground drainage maintained by the PWD of the government.

E-waste Management:

- ♦ The college generates very low e-waste which is handed over to the recyclers.
- ♦ No e-waste is let out to create any environment hazard in the campus.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Presently no formal Water Harvesting structure exists on the campus. However, the institution's stakeholders such as the management, staff and students fully understood the importance of water harvesting. Necessary work has been done on the campus to prevent the rain water to flow into the drain. Rain water is saved through small pits dug by the NSS volunteers and other students. So a good amount of rain water is absorbed by the soil. A good number of coconut trees are existing on the campus ground which is a good absorber of rain water.

Taking into the account of water harvesting's benefits the institution's management planning to construct the formal water harvesting structure very soon.

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:

The college takes the following efforts to keep the campus environment green.

The college maintains many trees and plants on the campus which concern for environmental factors like temperature, humidity, moisture-retention and soil conservation.

The college NSS unit conducts various awareness programs like World Environment Day, World Natural Heritage Day and Vanamohtsava every year.

By the instruction of the college the students are using bicycle and public transport to reach the college to avoid environmental pollution.

The students are strictly instructed to avoid the use of plastic in any form and plastic free campus is maintained.

In the college office six computers are in use and use of paper is considerably reduced.
The college NSS unit conducts Vanamohtsava Day and planted many trees.

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

Response: 0.08

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)

2016-17	2015-16	2014-15	2013-14	2012-13
0.02	0.02	0.01	0.01	0.01

File Description	Document
Green audit report	View Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

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: D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document

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

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document

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

Response: 4

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

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	0

File Description	Document
Report of the event	View Document
Details of initiatives taken to engage with local community during the last five years	View Document

Response: Yes	
File Description	Document
Any additional information	View Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website	
Response: Yes	
File Description	Document
Provide URL of website that displays core values	View Document

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	
File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

7.1.15 The institution offers a course on Human Values and professional ethics	
Response: No	
7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions	
Response: Yes	
File Description	Document
Any additional information	View Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

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: 10

File Description	Document
List of activities conducted for promotion of universal values	View Document

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

Response:

The institution celebrates and observes the following national importance day and Birth and death anniversaries of great personalities to inculcate nationalism, patriotism, human values and appreciating the people who sacrificed their lives for the nation.

Sl. No	National Importance Days Celebrated and observed	Date	Objective inculcated	
01	Independence Day	15th Aug	Patriotism	
02	Republic Day	26th Jan	Rights & Duties of the citizen	
03	Gandhi Jayanti	2nd Oct	Truth, Peace & Non-violence	
04	Martyrs Day	30th Jan	Sacrifice	
05	Dr. Ambedkar Birth Day	14th April	Empowerment of Knowledge	
06	Moulana Abdul Kalam Azad Birth Day (National Education Day)	11th Nov	Importance of education	
07	Dr. Radhakrishnan Birth Day as Teacher's Day	5th Sept	Honour to teachers	
08	National Sports Day	29th Aug	Encouragement to Sports men	
09	Kisaan Divas (Farmers' Day)	23rd Dec	Appreciating the effort of farmers	
10	Hindi Day	14th Sept	Importance of Language	Na
11	Yoga Day	21 June	Health Awareness	

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

Response:

Transparency Policy of the Institution:

Financial Transparency:

- ♦ The financial resources of the institution such as salary grants from the state government, UGC development grants from the Central government and fee collected from the students are audited and kept for public under RTI.
- ♦ The Income and Expenditure Statement are analyzed and approved by the management Committee.
- ♦ The UGC funds are utilized according to the 'Planning Board' of the college and audited income-expenditure statement and utilization certificate are submitted to the UGC office time to time.
- ♦ The accounts of the college are audited by the management appointed auditor and the auditor of collegiate education department, the state of Karnataka.

Academic Transparency:

- ♦ The admission process of the college is published on the college website and notice board.
- ♦ Fee details of the college displayed on the college notice board.
- ♦ List of students admitted is displayed on the college notice board once admissions are over.
- ♦ Student's signature is obtained on the internal assessment marks sheet.
- ♦ Students Internal Marks lists are displayed on the college notice board.
- ♦ Teacher's work diary is maintained and kept for scrutiny by higher authorities.

Administrative Transparency:

- ♦ The university rules and guidelines are followed in the admission process.
- ♦ The state government rules and guidelines are followed in the service matters of the staff.
- ♦ The college management takes decisions on academic and other matters in consultation with the principal and the staff.
- ♦ All the administrative decisions related to the college are taken in the staff meeting convened by the principal and the decisions are intimated to all the stakeholders.

Transparency in Auxiliary Functions:

- ♦ All the college committees, cells, clubs and wings are given freedom to convene meetings to take decisions.
- ♦ All the college committees, cells, clubs and wings are displaying their decisions on the college notice board and intimate all the stakeholders.

Efforts of the institution towards inculcation of human values and professional ethics in students, faculty and society:

The Institution added human value and professional ethics to the quality enhancement of the students by the following ways:-

The Planning Forums of the Departments design their curricular and co-curricular activities with the human values to the students' quality enhancement.

Field Visits, Surveys and Study-tours are organized to motivate the students to get practical knowledge on human values in the society.

Research Forum to motivate students to do research activities with human values and professional ethics.

Readers' Club to infuse reading habits among the students that help them to get knowledge of human values and professional ethics through reading of books.

A good number of cultural and social activities conducted by the college Cultural Activities committee to inculcate human values and professional ethics among the students.

The institution conducts programs like symposium, special lectures, seminars, debates etc in the college level to inculcate human values and professional ethics among the teachers and students.

The college NSS unit, Heritage Club, Eco Club and Scout conduct extension and outreach activities to promote human values and professional ethics among the people of the society.

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7.2 Best Practices

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1) *Title of the Best Practice: 'ADOPT FOR EXCEL'*2) *Objectives of the Practice:*

The following are the objectives of this best practice 'Adopt for Excel':-

- 1.To give personal attention to the students for their overall development.
- 2.To maintain teacher-student relation constantly.
- 3.To maintain continuous observation on the academically weaker students during their course time.
- 4.To excel the weak students in their personality development through personal counseling.
- 5.To establish the link of Teachers-Students-Parents for creating family atmosphere that helps mutual understanding between the important stakeholders of the institution.

Through this practice the institution would like to create disciplined, knowledgeable and value based character among the students.

3) *The Context:*

The best practice named 'Adopt for Excel' has been formulated by the college IQAC on the context of providing quality education with **Mother- Care** to the students who belonged to socially marginalized and economically backward students. Since its establishment the institution works for the upliftment of downtrodden and economically backward minority students with the vision of 'an educated, vibrant and pro-active society'. To materialize our vision the college IQAC devised this 'Adopt for Excel' program.

Note: The full text of both the Best Practices are given in the uploaded file in the 'Any Additional Information' 7.2.1 tag.

File Description	Document
Any additional information	View Document

7.3 Institutional Distinctiveness

- ♦ To provide a quality education without any discrimination of caste and creed.
- ♦ Empowerment of women through higher education.
- ♦ To develop religious-harmony through cultural activities.

The institution has realized the necessity of the empowerment of the students particularly the girl-students belonged to the minority community and other downtrodden to bring them in the main stream of the nation development. Hence the institution has given priority to the empowerment of minority and downtrodden students especially the girls students through quality education. For the purpose the institution formulated minority and downtrodden community oriented poor-friendly policy and implemented it successfully. They were:

1. Collecting only university and government prescribed fees from the students.
- 2.No donations are collected from the students.
- 3.Personal care is given to slow learners and necessary help extended by the faculty members to meet their academic expenses such as paying of admission and examination fees.
- 4.Minority scholarships from government and institution scholarships are made available to them.
- 5.The students are encouraged with felicitation for their good performance in the university semester examinations while studying in the first and second year by the departments in their 'Department Day' functions.
- 6.The college timing facilitates the poor students to take some part-time job in the evening to meet their education expenses. (Earn while Learn).
- 7.The college Committees, Cells, Clubs and wings give good opportunities to these socially & economically backward community students to organize various types of functions that help them to expose their hidden talents and develop their personality.

The institution's admission and result data clearly indicate that a large number of minority and downtrodden students especially the girls students benefited by the poor-minority-downtrodden friendly policy of the college.

Further, the institution has been fine tuning its function and growth based on its own experience, feedbacks from its stakeholders such as students, alumni, parents; and shared knowledge with other higher education institutions in the changing scenario in higher education. The college has the NSS unit that works in creating social service attitude among the students, the 'Red Ribbon Club' that makes awareness about health care, 'Readers Club' to inculcate reading habits among the students, 'Research Forum' to accelerate research activities among the faculty and students and 'Placement Cell' for guiding the students for searching job and facing campus interviews. The other features of the college such as personal care to the students, effective teaching-learning process with modern teaching aids, well equipped library, sports facilities, cultural activities etc which will help the students to develop their personality to face the global competency.

5. CONCLUSION

Additional Information :

Most of the students who already graduated and currently studying in the college belonged to socially, economically and educationally backward community.

A Good number of students who passed out from this institution so far are from villages and belonged to farmers' family.

The location of the college and safety & security of the college attracts good number of girl students.

The timing of the college enables poor students to take up some part time jobs and earning to meet their education expenses.

No report of event on caste, religious and political conflict among the students since the institution's establishment.

Concluding Remarks :

The college has stated its 3rd cycle accreditation process by constituting criterion-wise committees in which every staff member and students are actively involved in one or the other way. Also, we constituted a Steering Committee with the Principal as its chairman and a faculty in history as its coordinator to draft the Self-Study Report for NAAC re-accreditation.

The Steering Committees conducted a series of discourse meetings to perceive the criteria and innumerable questions asked therein. The criterion-wise committees had collected data pertaining to their respective criterion and the same were presented in the steering committee's meetings. After having wide deliberations on the data placed before it, the Steering Committee drafted the college SSR with utmost care.

The college continuously endeavours to achieve more notable recognition and wider acceptance from its stakeholders through a better grade of NAAC. As a first step of its endeavour the college submits this SSR to the NAAC for 3rd cycle accreditation. It is worth to mention here that the Steering Committee has completed this uphill task with the collective efforts rendered by the staff and other stakeholders of this institution.