

# **SELF STUDY REPORT**

**FOR**

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

**SRI POORNAPRAJNA EVENING COLLEGE, UDUPI**

SRI POORNAPRAJNA EVENING COLLEGE, UDUPI

576101

[www.specudupi.ac.in](http://www.specudupi.ac.in)

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**February 2018**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Sri Poomaprajna Evening College was founded by His Holiness Sri Sri Vibudhesha Theertha Swamiji of Sri Admar Mutt, Udupi in November 1966. This institution of higher education is promoted and managed by Udupi Sri Admar Mutt Education Council, Bangalore. With the ideal guidance and divine blessings of His Holiness Sri Sri Vishwapriya Theertha Swamiji the present President of Udupi Sri Admar Mutt Education Council and with the timely support and co-operation of the College Management Committee, Sri Poomaprajna Evening College is steadily progressing towards a "Successful Institution of Higher Learning".

Like all other Educational Institutions Promoted & Managed by Udupi Sri Admar Mutt Education Council, Sri Poornaprajna Evening College also draws its inspiration from Sri "Madhwacharya" who with his Dwaitha Philosophy has enormously enriched the spiritual heritage of our country. This college is designed to meet the long felt need of college education for employees in and around Udupi. Needless to say, the paramount endeavour of Pormaprajna institutions is to create a real academic atmosphere so that the students are enabled to shape themselves into enlightened and responsible individuals making their own contributions to the glory of our great nation.

We have been able to get B Grade Accreditation with 2.47 CGPA in March 2013 reaccreditation assessment by NAAC. It is our resolve to work for still higher levels in the field of education. Now we are gearing up to submit our reaccreditation process under new set of criteria of NAAC.

### Vision

- **AMRITAM TU VIDYA:** Education is a never ending Process.
- Proper education leads from darkness to Light, from ignorance to Wisdom, and from goodness to Spirituality.
- Empowerment of students to shape themselves into responsible and enlightened citizens
- Inculcation of values and leadership qualities , sense of co-operation and healthy citizenship in students through community service
- An educational Institution cannot function in a vacuum. It needs to operate within the social and cultural milieu aiming at intellectual, physical and spiritual development of the students.

### Mission

- Facilitating continuation of college education for those who are employed and also for those who are not able to continue their education during day time to other reasons.
- The end of all education is to translate these objectives into reality.
- The paramount endeavour is to create a real academic atmosphere, perfectly conducive to attain this goal.
- Provision of extension activities through NSS, NCC, ROTRACT, YOUTH RED-CROSS, etc., wherein the youth will imbibe and nurture these qualities.
- Amalgamation of these diverse perceptions and demands in order to generate a relevant, significant and

quality education through curricular and co-curricular activities.

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

### Institutional Strength

1. Topographically the college is located at the center of Udupi town amidst of the sylvan surrounding campus is well connected by the main road & also by the sub ways.
2. Library has three computers with internet connection; and library services are computerized with Easy-Lib software.
3. Two seminar halls with LCD projectors for presentations and English Lab cum Internet Resource Centre enhance the quality of teaching-learning.
4. Sufficient facilities are available for indoor and outdoor sports and games.
5. The infrastructure is used by all sister institutions in the campus. The management takes care of the maintenance of the infrastructure facilities by appointing a campus manager. The college reaches out to the citizens through its website providing all necessary information. With the generous support from the UGC, Alumni, PTA, College Management, faculty and staff the college has undertaken the construction of a new block. The college is better placed in ICT facilities with an internet centre.
6. The departmental libraries have more than 600 books. The College has the necessary support facilities like canteen, auditorium, audio-visual hall, cool 0-B drinking water out-lets, etc. Hostel facilities provided by the mutts are of great help to the students from far off places. The college enjoys the uninterrupted power supply through the power back up.
7. Hostel facilities is available to men & women students
8. Good Playground
9. Indoor Stadium
10. Full Staff, Teaching and Non-teaching

### Institutional Weakness

- Though it is an aided college owing to the policy of Economy measure of the Government the regular recruitments are not being made since 1990 both for the Teaching and Non-teaching posts. Though it affects the quality of teaching the management has struggled to compensate this by recruiting management staff. Consequently the management is burdened through such appointments.
- Decreasing trend towards Humanities Courses. It is big challenge in the aided colleges. Govt. has started the Degree College in nearby areas, most of the students who opt for Humanities subjects are from low Income group categories. They find in difficult pay the fees of the college all though it is less than the fess of other courses (B.Com.)
- Further the students of the Humanities streams have inability to communicate in English. They are not able to study their subjects in English. They write University examinations in Kannada. So they find difficult to get placement in the recruitment drive conducted by our career guidance cell.
- The grant under RUSA is not provided to the aided colleges so it is not possible to provide ICT facility to all the class rooms. Which is require to conduct technology based classes.
- As our college is an aided college it is not possible for us to introduce any new discipline to the Humanities course (B.A.) As per Govt. rules aided and unaided subjects not combined together. It becomes an hindrance to attract more students to B.A.

## **Institutional Opportunity**

- Provision of collegiate education to the employed and the social and economic inclusion of students from disadvantaged sections of the society.
- Peaceful environment.
- Scholarships and Fee concessions SC/ST and OBC Category.
- Special Scholarship from Sri Sri Vishwapriya Theertha Swamiji Fund.
- Opportunities to the students to participate in inter collegiate competitions, seminars and workshops.
- The college has following clubs and cells to give opportunity to the students have express their talents:

**HRD CELL:** College has HRD Cell Consisting of following

### **Sections.**

Students's Welfare Council

Students' Grievance Redressal Cell

Students Counselling Training & Placement Cell

**N.S.S :** There are 2 units in the college. The intake is 200 and is open to both men and women.

**N.C.C :** The students of the college are given an opportunity to participate in NCC Programme in Collaboration with the Day College.

**ENGLISH LAB CUM INTERNET RESOURCE CENTRE:**The Centre is established with the assistance from the U.G.C. housing 10computers in order to provide our students internet access and facilitate them to improve their skill and competency level in English. With an understanding with GLOBERINA, the software provider for the English Lab, we plan to develop it in near future to be LEVEL-I TESTING CENTRE for NASSDAQ.

**RED RIBBON CLUB:** RRC has been established in the college as a part of Karnataka State AIDS Prevention Society, Government of Karnataka to Create awareness among the students about the menace of HIV –AIDS.

## **Institutional Challenge**

- Competitions from the Govt. degree colleges in near by area.
- Increasing financial burden on the Management to run the institution
- The college is having Deficiency of permanent staff members both teaching and nonteaching. It affects the quality of teaching.
- Dwindling students strength in Humanities stream
- The admission to M.Com. course is not sufficient.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

The course options truly reflect the mission of the College. In B.A., we offer traditional subjects like History, Economics and Sociology; and in B.Com, we offer subjects in Commerce and Management. Besides, we offer C.A Integrated course and add-on certificate courses in Basic Accountancy & Taxation and Spoken English classes. A very good percentage of progression to higher studies speaks of the institution's commitment to provide excellent training to students. The emphasis of the training is on value orientation through various means of experiential learning. The college justifies its existence though its reach to those who are employed during day time and could not continue their education; SC/ST and women students from the economically disadvantaged section in semi-urban and rural areas. The job-oriented subjects prepare students well for the employment market.

We follow Credit based Semester system of Affiliating University in the degree courses. The involvement of senior teachers in BOE and BOS has been a great strength to change the syllabus frequently to the changing environment. Preparation of projects by students as part of Mini Research Projects, though not a part of the curriculum, gives better exposure to students. The inclusion of topics such as Soft Skills, Presentation skills, Communicative English, Basic Accountancy & Taxation etc. in the revised syllabus in different subjects and Certificate courses, takes care of the need to meet the current market demand from the graduates.

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

The college doesn't follow any cut off percentage for admission. The students are directed to appear for an interview with their parents/ guardians, before the admission.

Our teachers put maximum efforts to ensure effective teaching. We mainly use chalk & talk method in teaching. Further we use Teachers extensively use interactive methods in teaching such as group discussions, role-plays, film shows, documentaries and PowerPoint presentations. Project-based as well as experiential learning help the students to develop their character, competitiveness and confidence.

Computer Aided Learning is used by teachers and students. Life skills program helps them to gain skills necessary to face the world outside. Through their access to latest journals, magazines and internet, they keep pace with new developments.

Teachers keep themselves abreast by attending conferences, workshops. Regular faculty development programs are organized. The Management shows tremendous interest in faculty development programs by offering financial support for such programs. Teachers interact with parents to discuss the progress of their wards. Students are exposed to new developments through study visit and guest lecturers. Add-on certificate courses help the students to equip themselves with necessary skills. Excellent student-teacher relationship makes learning a pleasant experience in the campus.

Tutorial, Remedial and Counselling sessions help them to cope with new situations. The learning levels of the students are evaluated by maintaining progress reports. The remedial classes are conducted to slow learners and advanced learners are given different opportunities to consolidate their skills

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

The college gives equal importance to research activities. Out of three permanent faculty members, one has Ph.D and two have M.Phil degrees. Among others, one has Ph.D. and two have registered for Ph.D, and their

work is in progress.

Dr. Sukanya Mary J, Principal, conducted a research on Hindi ke Rekhachitra: Vivid Aayam and Dr. Ramaksrihna Udupa Lecturer in Sanskrit research in Varaha Mihirasya Bruhtajatakasya Rudra Virachita Teekayaha Sameekshatmakam Adhyanam

The college maintain Research Committee to encouraged research culture among the faculty members. It encourages the faculty members present papers in National and International Seminars and some of their papers have been published in ISBN Numbers. Three of the faculty members have been resource persons for National Seminar. The campus has a Research Center name Poornapajna Research Center. Our faculty members are visiting this center to enhance the knowledge.

Almost all the teachers are involved in some form of honorary consultancy service. Students are involved in extension activities through NSS, NCC, Rotract, Youth Red Cross, Red Ribbon Club etc.

The outreach activities of the college include AIDS awareness, Legal Awareness, Consumer Awareness, visits to the “homes for the mentally challenged”, including programs on Entrepreneurship among students and Self-employment training.

In carrying out the outreach programmes, the college collaborates with local Government bodies, NGOs and local organizations like Rotary and Red Cross.

### **Infrastructure and Learning Resources**

The college has necessary infrastructure for effective teaching learning process. It has a library with over 26000 books, adding around 4000 books during the last 5 years and it has a flexible timing to encourage the reading habit among the students. Library has enough space for reading room and stock-keeping. The library starts functioning at 2 pm, well before the classes start; and closes at 8.30 pm.

Library has three computers with internet connection; and library services are computerized with Easy-Lib software.

Three seminar halls with LCD projectors for presentations and English Lab cum Internet Resource Centre enhance the quality of teaching-learning.

Sufficient facilities are available for indoor and outdoor sports and games.

The infrastructure is used by all sister institutions in the campus. The management takes care of the maintenance of the infrastructure facilities by appointing a campus manager. The college reaches out to the citizens through its website providing all necessary information. With the generous support from the UGC, Alumni, and Management, the college has undertaken the construction of New Principal's Chamber & Staff Room. The college is better placed in ICT facilities with an internet centre.

The departmental libraries have more than 600 books. The College has the necessary support facilities like canteen, auditorium, audio-visual hall, cool 0-B drinking water out-lets,etc. Hostel facilities provided by the mutts are of great help to the students from far off places. The college enjoys the uninterrupted power supply through the power back up.

## **Student Support and Progression**

The college has many proactive measures to encourage students to go for higher studies by providing career guidance to them. If many of them have gone for PG studies, some of them have gone for courses like MBA and MSW. We have signed MOU with V Reach Academy for company secretary course and also with PIM for faculty sharing.

Students are also helped to get placements through the college placement cell. Various scholarships are available to ease the financial burden of the students. Mentors and counselors take care of addressing the emotional needs of the students. The Grievance Redressal Cell looks into the grievances of the students and staff.

The Alumni association has done a lot. They contributed significantly towards the development of college through the financial and non-financial contributions. They gave big financial contribution of a new Principal's chamber & Staff room in the golden Jubilee year 2016.

Students get opportunities to bring out their talents through competitions such as Talents Day, in addition to the regular art and literary competitions. The students are encouraged to participate in art and literary and sports competitions and students have won many prizes. One of our students named Devidas Pai continuously for 4 years represented Mangalore University Chess team in South Zone inter University Chess Team. Shakshath has passed Senior National Arbitrator Examination conducted by All India Chess Federation Chennai. The students' participation in the college activities is encouraged through an elected Students' Council.

## **Governance, Leadership and Management**

The college was started by a true visionary and it continues to follow his vision through its activities like keeping the doors open to the students who are employed and could not continue their education; and also to those from the disadvantaged sections of the society. The principal is given full freedom to take decisions on all matters.

The principal with his dynamic nature has transformed the college into a vibrant institution. She has taken it to new heights by way of getting more funds, better academic and co-curricular activities; and performance and development of the faculty as well.

The administration is decentralized with clear assignment of responsibilities from top to bottom and sideways. The department-wise division of responsibility, the system of academic counsellor and mentoring along with IQAC and Students' Bodies with students as members, effectively monitor the quality enhancement in the institution.

Different committees are examples of decision-making process being decentralized. Regular meetings are held to plan the academic activities in the college. Faculty members are exposed to new developments through faculty development programs. The non-teaching staff members are also encouraged to attend programs on management and IT application in administration. The team work and the family concept among the faculty and the staff in the college has been a pillar of strength while organizing programs.

In the last five years the college has succeeded in getting more than ₹11,66,960 assistance from UGC alone by

way of grants.

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

Our college is committed to maintain social and ethical values since its inception. Education to all people irrespective of caste, creed and religion is our goal. So we are admitting the students without any cut off percentage of marks.

We give priority to gender equity. We have maintained women empowerment cell with one of the senior faculty member as the coordinator and two student representative. It looks into the issues related to safety and security of women students as well as faculty members. Has most of our students are matured so far we did not receive any complaint regarding the harassment of women.

The college prescribed the code of conduct which consists of 10 points to promote social justice, respect to elders and to remain sincere and honest.

The campus is cool and green because of these giant trees. Further to develop environmental awareness our NSS, Red Cross and Eco Club organises programmes regularly. The campus manager takes step for proper waste management.

NSS, NCC, ROTRACT, YRC activities; and Guest Lectures and discussions conducted on women and child welfare issues and other social issues develop in students the attitude of social responsibility which in turn, helps them to work for national development.

Aids awareness programs, Legal Awareness programs, socio- economic survey conducted by Sociology, and commerce departments through Mini Research projects, create in students an attitude of social responsibility.



## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	SRI POORNAPRAJNA EVENING COLLEGE, UDUPI
Address	SRI POORNAPRAJNA EVENING COLLEGE, UDUPI
City	UDUPI
State	Karnataka
Pin	576101
Website	<a href="http://www.specudupi.ac.in">www.specudupi.ac.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	DR. SUKANYA MARY J	0820-2520743	9448262319	0820-252567 6	sppecudupi@gmail.com
IQAC Coordinator	DURGALAX MI	0824-2485580	9483457464	-	drglxm@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Evening

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	16-06-1966

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

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

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	07-05-1981	<a href="#">View Document</a>
12B of UGC		

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

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

**Details of autonomy**

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

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	SRI POORNAPRAJNA EVENING COLLEGE, UDUPI	Urban	6.49	1517.8

## 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,Arts	36	PUC	English	300	52
UG	BCom,Commerce	36	PUC	English	540	460
PG	MCom,Commerce	24	B.COM. BBM	English	120	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				0				12			
Recruited	0	0	0	0	0	0	0	0	1	2	0	3
Yet to Recruit	0				0				9			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				17			
Recruited	0	0	0	0	0	0	0	0	9	8	0	17
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				6
Recruited	6	0	0	6
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				6
Recruited	6	0	0	6
Yet to Recruit				0

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

### Qualification Details of the Teaching Staff

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

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	0	0	1
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	7	8	0	15

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

<b>Details of Visting/Guest Faculties</b>				
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
		2	0	0

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

<b>Programme</b>		<b>From the State Where College is Located</b>	<b>From Other States of India</b>	<b>NRI Students</b>	<b>Foreign Students</b>	<b>Total</b>
Certificate	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
UG	Male	361	1	0	0	362
	Female	150	0	0	0	150
	Others	0	0	0	0	0
PG	Male	19	0	0	0	19
	Female	12	0	0	0	12
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	13	7	7	10
	Female	3	3	2	1
	Others	0	0	0	6
ST	Male	9	7	7	2
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	187	194	176	184
	Female	53	60	57	62
	Others	0	0	0	0
General	Male	121	112	111	136
	Female	42	58	54	71
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
<b>Total</b>		<b>428</b>	<b>441</b>	<b>414</b>	<b>472</b>

### 3. Extended Profile

#### 3.1 Program

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

Response : 4

Number of self-financed Programs offered by college

Response : 2

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
513	434	441	427	439

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
256	217	220	213	219

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

2016-17	2015-16	2014-15	2013-14	2012-13
173	112	139	143	136

Total number of outgoing / final year students

Response : 703

#### 3.3 Teachers



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

2016-17	2015-16	2014-15	2013-14	2012-13
22	22	23	25	25

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

2016-17	2015-16	2014-15	2013-14	2012-13
16	16	16	18	17

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

2016-17	2015-16	2014-15	2013-14	2012-13
16	16	16	18	17

**Total experience of full-time teachers****Response : 176****Number of teachers recognized as guides during the last five years****Response : 2****Number of full time teachers worked in the institution during the last 5 years****Response : 18****3.4 Institution****Total number of classrooms and seminar halls****Response : 12****Total Expenditure excluding salary year-wise during the last five years ( INR in Lakhs)**

2016-17	2015-16	2014-15	2013-14	2012-13
24.02	22.03	43.28	20.54	32.37

**Number of computers**

**Response : 22**

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

**Response : 0.19**

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

**Response : 0.05**

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 subject-wise and class-wise time tables are prepared at the beginning of every academic year. The classes are assigned according to the number of hours stipulated by the Affiliating University. The Departmental Meetings are held at the beginning and end of each semester to distribute and assess the teaching works.

**Teaching Plan:** A tentative Teaching Plan covering the whole semester is prepared by all the teachers. Then on the basis of teaching plan, the syllabus is covered. The implementation of the teaching plan is monitored periodically by the Heads of the Departments. Teachers are required to report to the Principal on the details of the syllabus covered as well as to be covered.

**Support to the teachers from the institutions for knowledge enhancement:** As our institution is an Affiliated College, we are not framing the syllabus. However, for the effective implantation of the curriculum our college deputed teachers to participate in the workshops organised by the University and subject associations. In case of the revision of the syllabus teachers of the subject concerned are deputed to attend such workshops with O.O.D. facility. They actively participate in the workshop and communicate the outcome to other teachers.

We have a Library with an adequate number of books. All the teachers are provided with 20 books at a time for reference. Additional books are also provided if needed.

Departmental Libraries are maintained for ready use by teachers. Computers with internet facilities are provided to the faculty members.

We have three ICT enabled classrooms for conducting classes with technical support (Power Point Presentation).

Guest lecturers are arranged by all the Departments.

Work Diaries are maintained by all the teachers and these are signed by H.O.D.s besides the Principal. If any deficiency is observed in the teaching work, directions are given for improvement.

**Role of IQAC in ensuing effective teaching:** The IQAC prepares Action Plan for every academic year specifically by dividing curricular & co-curricular activities of the college. It gives directions from time to time for the timely finishing of portions. It monitors all the activities of the college. It advises the mentors to identify the slow learners for conducting remedial classes. It conducts workshops to improve the quality of teaching. Eminent resource persons are invited to orient the teachers on effective delivery of the curriculum.

Students are given home assignments for evaluation by teachers and proper guidance is given for improving their skills in analytical writing. Surprise tests as well as practice tests are conducted by all the teachers.

Newly appointed teachers are given proper guidance by their seniors for effective teaching.

Teachers are always encouraged to use innovative teaching methods.

**Lecture Method:** We mainly follow Chalk & Talk lecture method which is accepted as the basic method of teaching.

**Interactive Method:** Students are encouraged to learn through interactive methods which include group discussions and debates, reading and reciting selective texts and poems, role plays etc.

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

**Response:** 1

#### 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	1	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:** 30.12

#### 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
1	1	2	1	0

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

## 1.2 Academic Flexibility

<b>1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years</b>	
<b>Response: 50</b>	
1.2.1.1 How many new courses are introduced within the last five years	
Response: 2	
File Description	Document
Details of the new courses introduced	<a href="#">View Document</a>

<b>1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented</b>	
<b>Response: 33.33</b>	
1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.	
Response: 1	
File Description	Document
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>

<b>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</b>				
<b>Response: 3.22</b>				
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
32	28	15	0	0

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

## 1.3 Curriculum Enrichment

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

#### Response:

There is no core course in our college addressing Gender Environment and Sustainability, Human Values and Professional Ethics.

However the following steps are taken to integrate the cross cutting issues like Gender, Environment & Sustainability, Human Values and Professional Ethics in to the Curriculum.

The students of the 1st year Degree have to compulsorily study one paper on Human Rights, Gender Equity & Environmental studies.

The college maintains the Women Empowerment Cell as per the directions of UGC, Department of Collegiate Education and Affiliating University.

Smt. Lavita D'Souza Lecturer in Commerce is the coordinator of the Cell. The Cell is entrusted with the responsibility to see that no cases of women harassment occurs in the campus. There has been no incident of sexual harassment in the campus. The Cell readily responds to any proposal/ suggestion from the women students and staff members to ensure safety and security of women.

The following programmes were conducted the by women empowerment cell of the college in the last five years.

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

#### Response: 1

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

Response: 1

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

<b>1.3.3 Percentage of students undertaking field projects / internships</b>	
<b>Response: 0</b>	
1.3.3.1 Number of students undertaking field projects or internships	
<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>

## 1.4 Feedback System

<p><b>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</b></p> <p><b>A. Any 4 of the above</b></p> <p><b>B. Any 3 of the above</b></p> <p><b>C. Any 2 of the above</b></p> <p><b>D. Any 1 of the above</b></p> <p><b>Response: E. None of the above</b></p>	
<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>

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

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

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

**Response:** 54.87

##### 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
513	441	427	427	439

##### 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
960	870	780	750	750

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

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



**Response:** 21.87

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
49	48	51	49	48

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

## 2.2 Catering to Student Diversity

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

**Response:**

Our college has the definite mechanism to assess the learning levels of the students. Evaluation is the best method to assess the knowledge and academic performance of the students. We conduct internal assessment examinations as per the guidelines of the Affiliating University and further we conduct class tests.

In the very first week of admission of the first year degree students of all streams, we arrange an Orientation Program in which the coordinator of the examination committee enlightens the students over our assessment methods.

**We assess the learning levels of the students on the basis of the following:**

- Marks in the qualifying examinations
- Class tests in all subjects
- First Internal Assessment Examination
- The students who secured less than an aggregate of fifty per cent in all the three tests combined they are considered as slow learners.
- Those who secured more than 75% are considered as advanced learners.

**The following steps are taken to bridge the knowledge gap of students.**

- Mentor Counseling.
- Communicative English Classes.
- Imparting instructions in Kannada (local language) for a few days in the beginning of Academic year.
- **Special programmes to slow learners**
- As mentioned earlier, slow learners are identified on the basis of their marks scored in their

qualifying examination, and on the basis of their performance in class tests. Personal counseling is done by the mentors to their wards.

- Remedial Classes in all subjects.
- Remedial methods involve additional coaching, providing and helping them solve the old question papers, giving assignments, additional tests, and arranging peer-group study.
- As most of our students are employed, remedial classes are conducted even on Sundays and public holidays.
- Special coaching and Library facilities for SC/ST students.
- Tutoring is done by all teachers when the students approach them with the specific needs, by way of clarification.
- **Programmes for advanced learners.**
- Advanced learners are given opportunity to improve further and share their knowledge with other students through seminars, presentations, arranging Guest lectures on selected topics.
- Opportunities are provided to interact with eminent personalities.
- Advanced learners are deputed to participate in inter collegiate competitions, workshops and seminars which would help them to improve their academic performance.
- Question Banks are provided both to the advanced learners and slow learners.
- Tutoring is done by all the teachers when the students approach them with their specific needs, by way of clarification.
- **Strategies adopted for facilities slow learners and advanced learners.**
- Preparatory examinations, class seminars, classes to the slow learners by the advanced learners.
- The Principal of our college presents the report on the learning levels of the students in the Annual Meeting of Udupi Sri Admar Mutt Education Council in its Head office at Bengaluru. The council issues appropriate instructions for progression on various segments.
- Parents are also kept in constant touch by the Principal and teaching fraternity who are freely available for discussion.

### 2.2.2 Student - Full time teacher ratio

**Response:** 32.06

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

### 2.2.3 Percentage of differently abled students (Divyangjan) on rolls

**Response:** 0.19

#### 2.2.3.1 Number of differently abled students on rolls

**Response:** 1

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

## 2.3 Teaching- Learning Process

### 2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

#### Response:

Learning is made student centric by involving students in seminars, workshops, study tours, field visits and also by conducting programmes for students which are useful for acquisition of skills necessary for life.

- Instilling values through the best practices of the college like time - management and discipline.
- Using the board placed in front of the college for writing THOUGHT FOR THE DAY.
- Through NSS and ROTRACT activities, students learn to serve the community.
- Personality Development and Soft Skill Training Programs are being conducted.
- *Encouraging to enact role plays, participate in group discussions internalize the good values.*
- Involving students in organizing programs including National Level or State Level Seminars/conferences and 7 days NSS annual special camp to help them to learn the values of co-operation, teamwork and leadership.
- Students are included in different committees/associations to enable them to acquire the skills related to teamwork, leadership, decision making and stress management.
- Students are given opportunities to be in various clubs and associations as office- bearers, to help them acquire leadership skills.

#### • **Experiential learning:**

Students are provided opportunities to have practical knowledge through activities and extension programs organized by NSS, Red Ribbon Club, Rotract and Red Cross wings of our college.

Associations like Humanities and Commerce arrange programs such as Industrial visits and study tours to heritage sites.

Students are taken to history museum for gathering first-hand knowledge.

By giving students opportunity to anchor various programmes conducted by the college which facilitate the process of learning communication and language skills.

Most of the NSS activities are planned to take the student-volunteers through the process of not only learning by doing, but also the experience of doing by learning.

The teachers are encouraged to use innovative teaching methods.

#### **We follow the following methods:**

- **Interactive Method and Problem solving Method:**

Students are encouraged to learn through interactive methods. Group discussion, debates, reading and reciting selective texts & poems, book review, role plays in case of plays.

- **Participative learning and problem solving methodologies to enhance learning experiences:**

Students are motivated to participate in the seminars and works shops conducted by the college and other institutions. They are encouraged to present papers in the seminars.

Students can approach the faculty members in case of doubts & problems in the subjects. All the faculty members are accessible to the students for the clarification of the doubts.

Institution ensures the effective learning experiences to the students by providing technology based learning experiences.

- Computer aided learning experience is provided
- Use of LCD projectors in the teaching learning process
- Audio visuals are made use by showing Historical films and films based on English novels and plays like Riding Miss Daisy (courtesy: British Council, Chennai)
- Geographical and Historical maps are used for experiential learning
- Students are encouraged to browse the net while preparing for the class presentations
- Students makes power point presentations with all multi-media applications

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

**Response:** 93.75

#### 2.3.2.1 Number of teachers using ICT

**Response:** 15

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

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

**Response:** 28.5

#### 2.3.3.1 Number of mentors

**Response:** 18

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

### 2.3.4 Innovation and creativity in teaching-learning

#### Response:

We follow mainly the traditional class room method of teaching (Chalk & Talk) because we consider it as best method of teaching as it focuses on teaching with good eye contact. However we don't have any rigidity to adopt the modern method i.e. technology based teaching. We have three ICT enabled rooms two for PG and one for UG where classes with power point presentations are conducted.

The following steps are being taken for the effective teaching.

- Teaching plan for each semester is prepared.
- Planning the teaching for everyday with the maintenance of work diary.
- Arranging guest lectures
- In house faculty development programmes

#### Innovation during the last five years.

- Giving opportunities to the students to present the topic taught in the class.
- Asking the students to prepare questions on their topic.
- Visits to research centres.
- Using the slides & Maps in the History classes
- Practice of singing in the language classes to improve the vocabulary and pronunciation of the students.
- Home Assignment
- Classes by the advanced learners to the slow learners
- Slow learners are also given opportunities to make the presentations on the topics of their choice related to the subject
- Group Discussions in the Classes
- Assigning Books Reviews to encourage the reading habit of the students.
- Open book examinations.

#### Institutional Support to the Faculty Members to adopt new and innovative approaches in teaching

Institution supports the faculty members to participate in the seminars, workshops & conferences organized at National & International level by the University, other colleges and the Dept. of collegiate education to update their knowledge.

- OOD facility is provided to the staff members to attend the workshops and seminars.
- Peer learning among the faculty members to share the knowledge.
- Encouragement for research.
- Deputation to attend the refresher & orientation courses.
- Two computers are provided with internet facility to the faculty members.

### Impact of Innovative practices on the students

- Students are volunteered to present the topics connected to the syllabus in their classes.
- Their performance in the examinations is improved.
- The confidence level of the students increased and they are coming forward to participate in inter collegiate competitions.
- Our students have won many prizes in the intercollegiate competitions.
- The students have become confident to face competitive examinations and interviews.

The overall performance of the students increased in recent years. They have become confident to express their talents both in curricular and extracurricular activities.

## 2.4 Teacher Profile and Quality

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

**Response:** 100

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

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

**Response:** 9.79

#### 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
2	2	2	1	1

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

**2.4.3 Teaching experience per full time teacher in number of years****Response:** 11

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

**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	<a href="#">View Document</a>
e-copies of award letters (scanned or soft copy)	<a href="#">View Document</a>

**2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years****Response:** 0

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

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	<a href="#">View Document</a>



## 2.5 Evaluation Process and Reforms

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

#### Response:

Reforms in continuous internal evaluation system at the institutional level. As our college is Affiliated College we have to follow University guidelines in evaluation system. So we have no freedom to bring about reforms in that aspect. However we continuously evaluate the students through the following steps:

Examinations in the college level for Internal Assessment marks.

Their participation in class seminars, class tests and group discussions.

The Affiliating Mangalore University follows the credit based semester system and our college has implemented the system in both letter and spirit.

In the last five years we made the following reforms in the Evaluation system:

Two college level Examinations in each semester on the model of University Examinations.

Earlier Internal Assessment marks were awarded on the basis of the performance of students one examination and one Home Assignment.

Now we conduct two examinations to maintain transparency and rigor in the evaluation system and to prepare the students to write the University Examinations without any stress and fear.

Model Question papers are given to the students at the end of each semester.

Taking the signatures of the students for their presence in the examination.

Maintaining absentee records.

Adhering to the academic calendar in conducting examinations.

Re –examination to the genuine absentees.

Preparing the Question papers strictly according to the rules of Affiliating University.

Giving the questions in Kannada also to the B.A students.

The above reforms are made in the interest of students.

#### Reforms in awarding marks for extracurricular & co-curricular activities

The Affiliating University fixed fifty marks for extracurricular & co-curricular activities for the first four



semesters. These marks are awarded on the basis of their attendance, participation in inter collegiate competitions and the medals won by them.

The reforms are made known to all the stakeholders in the beginning of the academic year, during orientation programme.

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

#### **Response:**

We have strong commitment to maintain transparency and robust in examination system.

For this purpose our college maintains one examination committee with one of the senior faculty members as the coordinator and two faculty members and one office staff as the members. At present Smt. Shalini Lecturer in Sociology is the Coordinator. This committee takes charge of conducting examinations and sorting out all examinations related issues.

In order to maintain transparency and robust in examination system we strictly follow the rules of Affiliating University. It is compulsory for the students to attend two Internal Assessment Examinations. In no case the students are allowed to take any material related to examination. The Principal and members of the examination committee giving surprise visits to the examination halls. In case of any malpractice the students are disqualified for that examination.

In no case the students without the attendance of 75% are allowed to take the examinations as per the directions of the affiliating university.

All the teachers prepare the question papers strictly according to the pattern of the university.

Answer books are signed by the invigilators. The attendance registers are strictly maintained and signature of the students are taken.

Absentee registers are maintained. Evaluated Answer books are distributed in the class and necessary guidance is given for the improvement of the student performance in the examination.

When the answer papers are distributed in the class the students get an opportunity to clarify their doubts on the marks awarded and rectify the mistakes if any.

The progress of the students is discussed with mentors. The progress reports of all the students are maintained in which the marks of the students in all subjects are mentioned.

This progress reports are shown to the parents in the Annual Parent Teacher Association meeting. The signature of the parent is taken in the progress card.

Internal assignment marks are displayed on the notice board of the college. Further transparency is maintained as the consolidated marks lists are made available to the students. Signature is taken to confirm their marks. The students are given one week time to rectify any mistake found in their marks.

Re-examinations are conducted to the genuine absentees. But such students have to produce necessary certificates to get the permission from Principal to write the examination.

Necessary care is taken to see that the manuscript are not fallen into the hands of student.

The principal gives visit to all rooms of examinations.

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

#### **Response:**

The Examination Committee deals with all the grievances with complete transparency and efficiency in the specified time. The rules for the examinations are prescribed by the Affiliating University. We strictly follow these rules. In each semester two Internal Assessment Examinations are conducted. The principal gives the notice of the examination to the students before 15 days of the commencement of examinations. The faculty members are also given the time of 15 days to prepare and submit the question papers. Evaluated answer scripts are to be shown to the students after seven days of the examination. If any student finds any mistake in his marks it would be rectified immediately.

The re-examinations are conducted in case of absence of the students for genuine reasons. In no case the students are allowed to write re-examinations without producing medical certificate by a qualified physician. We are always committed to conduct examinations with complete transparency and efficiency to improve the academic performances of the students.

Soon after the second internal examinations, the internal assessment marks are displayed on the notice board and the students have to verify their marks and in case of grievances if any, they can approach the academic counsellor and the concerned subject teacher.

Transparency is maintained as the consolidated marks lists are made available to the students and they sign the mark sheet to confirm their marks. In case any grievances the committee take the steps for their redressal.

#### **Mechanism to deal with University examination related grievances:**

- Students can apply for re-totalling' if they are not satisfied in their marks.
- Students can also apply for re-valuation' of their answer scripts on payment of prescribed fee within a stipulated period.
- Students are allowed 'personal seeing' of their answer scripts after evaluation, if they are not satisfied with the marks awarded.
- Students can apply for Xerox copy of their answer scripts
- From the year 2016-17 the speed revaluation started for the final years students.

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

##### Response:

Our college adheres to the academic calendar for conducting continues internal evaluation. The Affiliating University fixes the dates of internal examinations for every semester. So we adhere to that and we conduct internal examinations in the specified time. The dates of examinations are mentioned in the calendar and hand book of the college for the knowledge of the students. . If college schedule does not permit to follow the specified date because of unavoidable reasons we modify the date with slight difference. Further the principal gives notice to the students before 15 days of commencement of examinations. All the teachers are also given notice to prepare the question papers as per the pattern of the University and to submit to it to the Principal before 10 days of the commencement of examination. Further they have to collect the answer scripts immediately after the examination and submit the marks list within 7 days after the completions of the examinations.

Re-examinations are also conducted as per the schedule of the University.

Progress reports are sent to the parents after the 7 days of the examination in the 2nd, 4th and 6th semester.

We submit internal assessment marks of the students to the university website on the time specified by the university without fail. The marks of students in internal assessment marks are displayed on the college notice board before submitting the marks to the university website.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

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

##### Response:

At present our college offers B.A., B.Com. and M.Com. courses. We have not fixed any definite programme out comes for these courses. Still we are committed to shape the personality of the students which would enable them to become good citizens so as to lead a happy and contented life.

##### Programme outcome for B.A.

We offer B.A. degree course with 3 major subjects History, Economics, Sociology and languages English, Kannada/Sanskrit/Hindi. Further the two compulsory papers on Indian Constitution and General Studies.

**P.O. 1:** Knowledge on Indian History, Culture, evolution of Social and cultural institutions, & Indian and World Economy in the changed scenario.

**P.O. 2 :** Knowledge to analyse the socially relevant topics and to develop critical thinking.

**P.O. 3:** Improvement of vocabulary linguistics skills, and development of communicative abilities.

**P.O. 4:** Giving Practical knowledge to the students on recent challenges of society by conducting mini field research projects.

**Programme Specific Outcome:**

**PSO 1 :** Understanding of Human Society its evolution, problems and challenges.

**PSO 2:** Understanding of economic policies of our nation and world.

**PSO 3:** Gaining knowledge on social problems and the issues which give threat to the life of the people.

**PSO 4:** Students are acquiring the qualification to pursue Master Degree in their core subjects and Languages.

**Course Outcome:**

**CO 1 :** The students are acquiring the qualification to pursue B.Ed. degree to become teachers in secondary schools.

**CO 2:** Acquiring qualification to pursue PG in Social Work, Business Administration and Bachelor Degree in Law.

**Programme outcome for B.Com.**

**PO1 :** Knowledge on the developments which takes place in the field of Commerce.

**PO2:** Maintaining Office, Accounts and Correspondence.

**Programme Specific Outcome:**

**PSO 1:** The study B.Com. course provides the students with skills, knowledge and experience to pursue a carrier within the business professions Govt. and non-profit section.

**PSO 2 :** It teaches the students how business organisations operate.

**Course Outcome:**

**CO 1 :** The students are acquiring the qualification to pursue Master Degree in Commerce and Business Administration and Bachelor Degree in Law.

**CO 2 :** Helps the students to take up the occupation company secretaries and Chartered Accountant

**Programme outcome for M.Com.**

**PO 1 :** Advanced knowledge on Finance and Insurance

**PO 2 :** Gaining knowledge on Industrial establishments and business concerns.

**Programme Specific Outcome:**

**PSO 1:** Acquiring greater analytical capacity.

**PSO 2 :** Advanced Knowledge on maintenance of Accounts and Records

**Course Outcome:**

**CO 1 :** M.Com degree serves as a foundation for further advanced studies and research in this area such as Ph.D. and M.Phil. Degree in Commerce.

**CO 2 :** M.Com graduates can choose for further advanced studies and career in different specializations of Commerce such as in Statistics, Accounting & Finance, Insurance etc.

**CO 3 :** During Master's degree in Commerce, a student can apply for the UGC-NET or JRF exam. After these exams, they can go for teaching or research area, Corporate Sector & engage in entrepreneurship

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

**Response:**

Method of measuring Programme out comes and others:

In order to measure the attainment of programme outcomes the following steps are being taken:

**Examination:**

It is the main method we follow to measure the programme outcome in all the three courses offered by our college.

Two Internal Assessment Examination are conducted in every semester.

The Progress Reports are maintained. The mentors give specific goals to the students for the improvement of the academic performance of the students in all subjects.

**Home Assignments:**

To develop the writing and analytical skill of the students the regular Home Assignments are given.

They are evaluated and necessary instructions are given for further improvement.

**Class presentation:**

To measure the presentation skills of the students the opportunity is given to them to present a topic in the class.

This practice helps the students to improve their vocabulary and communication skills.

**Support in the N.S.S. Special Camp:**

To develop the leadership quality of the students group leaders and unit leaders are appointed. They are given the task of organising programmes on socially relevant issues.

Their performance is measured on the basis of their behaviour, relations with fellow students.

**Debate Competitions :**

One of the programme outcomes of general education is to make the students to develop good analytical capacity. For this purpose debate competitions on contemporary issues are conducted. It helps the students to respect the views of others.

Correspondence skills are measured by asking the students to write mock letters for the redressal of grievances connected to the communities like regular water supply, good transportation facility, road repair etc.

Marketing skill of B.Com students is measured by conducting Mock Add competitions.

The specific PO of B.A.is to prepare them as teachers.

So they are given opportunity to present a topic on all subjects in every week.

Their presentation and communication skill is monitored by the concerned teachers.

Seminars and group Discussions are conducted.

Level of Attainment is measured through examinations. i.e., measured Distinction –75 % above. 60 to 74 First class, 50-59 Second class and 35- to 49 Pass.

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**2.6.3 Average pass percentage of Students**

**Response:** 89.94

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2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 143	
2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution	
Response: 159	
<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process	
Response: 3.6	
<b>File Description</b>	<b>Document</b>
Database of all currently enrolled students	<a href="#">View Document</a>

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

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

**Response:** 0

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

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

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

**3.1.2 Percentage of teachers recognised as research guides at present**

**Response:** 0

3.1.2.1 Number of teachers recognised as research guides

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

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

**Response:** 0.28

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	<a href="#">View Document</a>
List of research projects and funding details	<a href="#">View Document</a>



## 3.2 Innovation Ecosystem

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

**Response:**

Our institution has not created eco system for innovation

However for the creation and transfer of knowledge we have the following facilities. Our management has established a Research centre named Poornaprajna Research Centre in the campus. It is open to our college also. It gives encouragement and support for research activities and transfer of knowledge. Guest lectures are being arranged from this centre in our college.

The student are using their acquired knowledge from this college in the Inter collegiate competitions like Debate, Elocution, Essay and seminars organised by other institutions. While conducting Mini Research Project on local issues the students use their analytical capacity acquired from this institution. They apply their analytical capacity to interact with local communities in their mini research projects.

They apply their knowledge to write articles to the college magazine and local newspapers.

The Principal of our college gave a talk on 'Importance of the National language Hindi' to the students of SMS English Medium School, Brahmavar on 21.10.2016

During Annual Special Camp of N.S.S. our students and faculty members conduct English speaking classes to the Kannada Medium students.

A group of our students conducted English speaking classes to the Kannada Medium students of Higher Primary School at Katapady in the year 2016-17. In the same year senior students of B.Com. gave an orientation programme on Present Banking System in India to the students of SVS English Medium School, Katapady.

N.S.S. volunteers and the members of Eco Club organise Awareness Programmes on Environmental Issues to the local communities regularly.

The students use the knowledge acquired in this institution to write competitive examinations.

File Description	Document
Any additional information	<a href="#">View Document</a>

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

**Response:** 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	<a href="#">View Document</a>

### 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	<a href="#">View Document</a>

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	<a href="#">View Document</a>
e- copies of the letters of awards	<a href="#">View Document</a>

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

Response: 0.5

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 1

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years****Response:** 0.18**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	1	0	0	2

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

**3.3.5 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:** 0.72**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
1	4	6	1	0

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

**3.4 Extension Activities****3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years****Response:**

Our college has two NSS units recognised by the Affiliating Mangalore University. Our NSS unit conducts regular extension activities in neighbourhood community like Vanamahostava, Health Camp, Swach Bharat, Aids Awareness Programmes etc.

The extension activities of our NSS unit had a deep impact on students on social issues. They helped the students to develop holistic spirit. Our students are enlightened over the environment issues like Swach Bharat, Waste Mgt. and sustainability. Swach Bharat Abhiyan at Kokkarne, Hebri and Padubedri and Cherkady of Udupi District created awareness among the students and public not to throw the waste items in public.

“Vanamahostava” organised by our college in Neelavara & Kunjarugiri in Udupi District. Enlightened the students over the planting and nurturing of trees.

Our NSS unit adopted a village named Aroor in Udupi District. The health camp programme conducted here created awareness about different health problems and problem of malnutrition. As a result of these our women students became more careful in maintaining their health. It reduced the number of absentees due to major health problems.

Aids awareness programmes organised by our college created awareness about Aids. The students are provided with information about precaution to be taken through street-play, procession and the competitions such as Collage, Quiz and Essay.

We organise Blood donation Camp annually in association with District Hospital. The students are volunteering themselves to donate blood which would help to save to life of others.

Cancer Awareness Programmes conducted by our unit created awareness among the students on Cancer. It gave the information to the students how to treat Cancer patients and preventive measures to be taken.

Our NSS unit is committed to sensitise the students and the public on the problems faced by the local people. Extension activities help the students to develop holistic spirit like maintaining high morality to lead a happy life. It created the sense of self-discipline and respecting others.

File Description	Document
Any additional information	<a href="#">View Document</a>

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

**Response:** 0

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

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	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 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:** 16

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
4	4	5	1	2

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

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

**Response:** 40.87

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
249	376	305	0	0

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

### 3.5 Collaboration

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

**Response: 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.	<a href="#">View Document</a>

#### 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: 1**

##### 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
1	0	0	0	0

<b>File Description</b>	<b>Document</b>
e-copies of the MoUs with institution/ industry/ corporate house	<a href="#">View Document</a>
Details of functional MoUs with institutions of national, international importance, other universities etc. during the last five years	<a href="#">View Document</a>

NAAC

## 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:**

Our college has adequate facilities for teaching and learning as per the minimum specified requirements of statutory bodies the Affiliating University and Department of Collegiate Education.

The details are follows:

- 12 Classroom with sufficient space
- Library with large number of reference books, journals and issuing books. Addition of new books every year to meet the demand of students. Providing computers with internet connection to get opportunity to learn through smart classes.
- Technological aid in the audio visual section.
- Seminar hall and Auditorium.

Whenever the students and parents express their demand to enhance such facilities the management takes steps to fulfil the needs.

**Infrastructure Facilities available for academic activities**

- Class rooms: There are 12 classrooms each of which can accommodate about 90 students.
- Staff rooms: There are 2 staff rooms provided with necessary furniture & electrical fittings, computers and sanitary facilities.
- Hostel facilities are provided in the campus to the students who come from other districts. Further such facilities are provided through Madhwa Hostel, Havyaka Hostel, and Sanskrit College hostel run by the Ashta Mutts of Udupi.
- English Lab and Internet Resource Centre: It is provided with one server and ten computers inter-connected through LAN. Software providers for English Lab are GLOBERINA from Hyderabad, through whom negotiations are going on with NASSCOM to upgrade it as an Preliminary Online Examination Centre, merging it with Day College Computer Lab.
- Audio Visual Hall: An 80-seater air-conditioned AV Hall with LCD facility in the adjacent extension of the Library Block.
- Library: There is a spacious library having a reading room with a capacity of 135 students.
- Reprography: There are two Xerox machines, one in the Main Library and the other in the college office.
- Internet: BSNL fed Broad band internet facility is provided to the computers in Principal's Chamber (1), College office (3), staff rooms (2), computers in the library (3), computers in English Lab (8+2 Laptop). Internet connections are provided under the scheme "Broad band internet connectivity to Colleges under National Mission of Education through ICT".
- Scanner/ Fax: There is a scanner in the college office and a 4-in-1 (scanner, copier, printer and Fax) facility in the Principal's chamber.
- Administrative Unit: The college office is adjacent to Principal's Chamber and takes care of all



administrative aspects of the college. The office of Admar Mutt Education Council (the College Management) is housed in the first floor of the Main Block.

- Availability of computers with internet facility to staff, office, Principal, Vice- principal, library and students.
- Power back up by Invertors & Generators.
- LCD Projectors, screen to display, DVD, green boards and Display boards with marker pen in the computer lab.
- Departmental library.
- Tape recorder, TV
- Digital copier
- Digital Camera
- Cordless Microphone System
- CCTV
- OHP
- Library
- Open-air stage
- **Canteen:** The College has a spacious canteen (with a seating capacity of 108) that provides snacks, meals and other varieties of food at subsidised rate.
- NSS Utility Room to stock the NSS equipments.

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

##### **Response:**

We are following a comprehensive education system in which curricular and extracurricular activities have also an important role to play in the all-round personality of students. As such the college has everything to bring out hidden talent in the students through its various associations under the departments. Students participating in literary, cultural and sports/games events are given marks which count for semester examinations. Students excelling in any particular event are further trained so that they can give their best performance in competitions. That many of our students earned laurels for our college by their outstanding performance is not only a testimony to their natural talent but also to the efforts of the college in developing it further.

Our college has adequate facilities for Sports & Games and Cultural Activities to encourage the students to actively participate in such activities. The details are as follows:

- Physical Education: There is a separate Physical Education Department with provision for all indoor games (Table Tennis, Carom, Chess, Shuttle etc). There is a very good play ground (about 2 acres in area, provided with 200 meter track for out-door games and sports.
- There is one Basket Ball court, 2 Volley Ball courts, 1 Hand Ball court 3 Net Ball Court, 1 Kabbadi Flood Light Court and 2 Shuttle Badminton courts

- Facilities for Yoga Classes: We have a separate hall which has the capacity of 200 students to practice Yoga.
- Facilities for Cultural Activities: Our College supports the students to take part in cultural competitions and programmes in college and university level and Inter collegiate level. The following facilities are provided for the rehearsal and performance of the programmes.
- Main Auditorium: The main Auditorium of the college, POORNAPRAJNA AUDITORIUM, is situated at the very entrance of the college campus. It has a seating capacity of 1200. This is being used for staging our college programs, inter collegiate cultural competitions as well as public programs. It has all the facilities required for successful Audio Visual Cultural programmes.
- Mini Auditorium: A mini auditorium (PRAJNA MANTAP which is situated in the first floor of the right wing of the Main Block. It has a seating capacity of about 200, and is provided with LCD projector and a sophisticated audio system.
- Seminar Hall: There is a seminar hall with a seating capacity of 100. The hall is also provided with LCD projector, OHP and sound system.
- Sri Vibhudhesa Teertha Sabhangana: with seating capacity of 300.
- Open-air stage it is usually used during summer & winter for larger audience.

The main auditorium is used for college cultural programme and inter collegiate cultural programmes. The mini Auditorium is used for college level competitions and college level cultural programmes and competitions.

All these facilities are provided since the inception of college. The new equipment like Projector, Sound System and LCD are provided according to the requirements.

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

**Response: 25**

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

Response: 3

<b>File Description</b>	<b>Document</b>
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>

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

**Response: 16.14**

##### 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
13.71	1.19	1.30	0.67	3.87

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

## 4.2 Library as a Learning Resource

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

#### Response:

The Library of our college is partially automated. We have licensed Easy Lib software provided by Easy Lib.

The Library has an Advisory Committee which consists of four members which includes Principal, Librarian, two members from the faculty and staff.

The major responsibilities are:

- To facilitate the smooth functioning of the library.
- To give suggestions for bringing more efficiency in the functioning of the library.
- To supervise and co-ordinate the working of the library
- To see that the fund allocated is properly utilized.
- To give suggestions for the improvement of the library
- Preparation of Library Annual Budget
- To decide on the buying of new books
- To decide on the subscription of journals
- Stock Verification

We ensure access the following steps:

- New arrivals are displayed on the display rack and the lists are displayed on the students' and staff notice board. The librarian informs all the faculty members about the new arrivals.
- Books are given to both to the students and faculty to have a glance at the contents of the books inside the library before completing the processing work.
- Open access to students and staff.
- Students can borrow two books at a time by producing the borrower's ticket.
- 4-5 back issues of journals/ magazines are issued through register entry.
- Newspapers are kept on the reading table for easy access.
- Current issues of magazines/ journals are displayed on display rack with proper labels.

- Back issues of magazines/ journals are kept separately in the cupboards and kept open at the old magazine corner.
- Access to e-journal
- Additional books through book-bank facility
- Reference books are kept separately
- Books are stocked neatly for easy access

**For security purpose:**

- A close supervision by the library staff.
- Students are not permitted to bring their belongings inside the library.
- Annual stock verification.
- Borrowing only through Borrowers' ticket
- Entry register for students before issuing magazines and the use of internet

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

Our college has the following rare books for Library enrichment.

Sl. No.	Name of the Book /Manuscript	Name of the Publisher	Name of the Author	No. of copies	Year published
<b>English Literature</b>					
1	Gems of English Literature	Aarti Book Centre	Raghukul Tilak	1	1968
2	The Oxford Companion English Literature	Oxford at the Clarendon London	Harvey Paul	1	1958
3	A History of English Literature from Earliest Times to 1916	Thomas Nelson & Sons New York	Rickett Arthur Compton	1	1963
4	The Concise Oxford Dictionary of English Literature	Oxford at the Clarendon London	-	1	1963
5	Sri Aurobindo The Future Poetry	Sri Aurobindo Ashram, Pondichery	-	1	1953
6	Understanding Drama Twelve Plays	Holt & Rinehart & Winston New York	Brooks & Heilman Robert	1	1948
<b>Sociology</b>					
1	Rural Sociology in India	Popular Prakashan Bombay	Desai A. R.	1	1968
2	Resurgent Culture : Being Three-Lectures Delivered at the University of Allahabad	-	Swami Krishnanda Himalaya U P	1	1972
3	Urban Sociology	Eurasia Publishing, New	Quinn James	1	1967

		Delhi			
<b>History</b>					
1	The New Cambridge Modern History: The Decline of Spain & 30 Years War	University Press, Cambridge	Cooper J P	1 (Vol. 30)	1971
2	The Reformation: The Story of Civilization	Simon & Schuster, New York	Will Duranth	1 (Vol. 6)	1957
3	Chinese Aggression its Implication	Bharatiya Vidya Bhavan	Munshi K M1 (Editor)		
4	Gazetteer of Karnataka	Govt. of Karnataka	Suryanatha Kamath	1 (Vol. 10)	1986
5	Gazetteer of Karnataka in Kannada	Govt. of Karnataka	Suryanatha Kamath	1 (Vol. 7)	1990
6	Epigraphic Carnatic	Institute of Kannada- Adyayana Samste, Mysore		1 (Vol. 7)	1972

#### 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.	<a href="#">View Document</a>

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

**Response:** 0

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	0	0	0	0

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

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

**Response:** No

File Description	Document
Details of remote access to e-resources of the library	<a href="#">View Document</a>

#### 4.2.6 Percentage per day usage of library by teachers and students

**Response:** 0.19

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

**Response:** 1

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 4.3 IT Infrastructure

#### 4.3.1 Institution frequently updates its IT facilities including Wi-Fi

**Response:**

We frequently update IT facilities and Wifi Network as per the need of the college

**The details of the facilities available:**

No. of Computers : 20

No. of Laptops : 03

**Configurations:**

500 GB HRD	:23
2 GB Ram	:20
4 GB Ram	:03
Intel i3 Processor CPU & Laptop	:05
Pentium Dual Core CPU	: 18
Printers	: 05
Scanner	:02
Head Phones	:10
Digital Camera	: 01
LCD Projector	: 03

**4.3.2 Student - Computer ratio****Response:** 23.32

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

**4.3.3 Available bandwidth of internet connection in the Institution (Lease line)****>=50 MBPS****35-50 MBPS****20-35 MBPS****5-20 MBPS****Response:** 35-50 MBPS

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

**4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)****Response:** No

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

**4.4 Maintenance of Campus Infrastructure****4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years****Response:** 1.63

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
0.41	0.50	0.38	0.39	0.45

<b>File Description</b>	<b>Document</b>
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</a>

**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 has following systems for maintaining and utilizing physical, academic and support facilities, laboratory, library, sports complex, computers, class rooms etc.

The campus manager is in charge of physical facilities of the college. He takes care of maintaining and utilizing all the facilities of the college and campus.

The college maintains a committee to maintain the academic and support facilities:

- **Laboratory** : we have a laboratory i.e. Language Lab. The Department of English is in charge of the Laboratory. The lab is utilized by the students & the staff under the supervision of English Department.
- **Library**: The Library has an Advisory Committee which consists of four members which includes



Principal, Librarian, two members from the faculty and staff.

The major responsibilities are:

- To facilitate the smooth functioning of the library.
- To give suggestions for bringing more efficiency in the functioning of the library.
- To supervise and co-ordinate the working of the library
- To see that the fund allocated is properly utilized.
- To give suggestions for the improvement of the library
- Preparation of Library Annual Budget
- To decide on the buying of new books
- To decide on the subscription of journals
- Stock Verification
- **Sports Complex:** The College maintains a Sports Committee which includes Principal, Physical Education Director, two Faculty Members and two students representatives.

**The major responsibilities are**

- Conducting college wise sports and games competitions.
- Organizing Annual Sports Day.
- Organizing Inter Collegiate Sports and Games competitions.
- To see that the fund allocated is properly utilized.
- **Computers:** The Staff Advisory Committee looks after the utilizations and maintenance of Computers.

**The major responsibilities are**

- Maintaining Data back of Language Lab & Office Systems
- In cases of any problems in Admission Software (RoboVidya- Maintaining Robo Soft Pvt. Ltd Udupi) attending immediately
- Updating facilities of Software
- Providing computer Services to Staff Room & office
- **Class Rooms:** All class rooms are well maintained with necessary equipment. In case of any repairs required the Office superintendent looks into the matter.

Maintenance of Equipment's like water coolers and power generators is looked after by the AMEC.

An electrician has been appointed to look after the repairs and maintenance of electrical equipments and plumbing whenever needed.

## 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:** 2.68

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
18	19	7	7	10

#### 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:** 4.22

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
46	21	23	5	4

#### 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	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 38.88

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
168	199	329	176	0

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

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

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:** 3.41

## 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
11	12	0	0	0

File Description	Document
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years	<a href="#">View Document</a>

### 5.2.2 Percentage of student progression to higher education (previous graduating batch)

**Response:** 5.78

#### 5.2.2.1 Number of outgoing students progressing to higher education

Response: 10

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Details of student progression to higher education	<a href="#">View Document</a>

### 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:** 10

#### 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
2	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
4	1	1	1	1

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 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.				
<b>Response:</b> 35				
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
4	8	7	14	2

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

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution
<b>Response:</b>
Yes. The institution has an active Students Council.
<b>Constitution of the Council:</b>
<ul style="list-style-type: none"> <li>The nominated class representatives constitute the students council which comes into existence in the first month of the academic year.</li> <li>One among the final year students is nominated as President of the Council, by the Principal and the others are nominated as Secretary and Joint Secretary. A girl student among the final year is</li> </ul>

nominated as Ladies' Representative.

- All nominations are strictly on the basis of merit of the students.

### **Functions:**

The Students' Council functions under the guidance of the Principal and the Staff Advisors & meets regularly. The Students' Council organizes programs such as Students' council Inauguration, College Day, Talents' Day and Sports Day and other related activities.

- The council takes active part in conducting inter collegiate cultural and sports and games competitions.
- Donations are collected for contribution to Natural calamities, Relief fund, as and when an appeal is made by the concerned authority.
- Communicates the decisions of the council to the students
- Representing grievances/ requirements of the students to the Principal
- Assisting the Principal and the staff in the smooth conduct of the college day
- Taking leadership in organizing activities of the students such as Annual day, Sports day, Talents day, Teachers' Day, Inter University Sports & Cultural Programmes.
- Organizing/ Participating in public awareness programmes with social relevance
- Collecting funds for various needs such as flood relief, medical relief, and community development, advertisements for college annual magazine and sponsorship for conducting inter collegiate sports and literary competitions.

### **Role in academic and administrative bodies.**

One of the student representative is in the composition of IQAC. He or she actively participates in the meetings of IQAC and gives opinion for the better functioning of the institution like reforms in examination, organising workshops, arranging guest lectures and organising intercollegiate fests. Student representation is being taken in preparing academic calendar. College forms different committees for the smooth functioning of curricular and extra-curricular activities. Some of the important committees are cultural committee Sports committee .S.C. S.T Cell, N.S.S Committee, Women Empowerment Cell, Human rights Cell, & Eco and Energy Club etc. All these committees have nominated student representatives. These representatives actively participate in all the activities of their respective committees. They organise the programme connected to their committees.

**SQAC:** Students Quality Assurance Cell, containing students' council, class representatives and senior faculty.

The primary purpose of SQAC is to involve the students in the quality maintenance and enhancement in the running of the institution. It draws suggestions from students in designing and redesigning various programs for the students for the year and to have periodical evaluation.

### **Funding:**

Main source of funding for activities of the Council is the fee collected from students for the specific purpose. Funds are also received from donors, PTA and the Alumni Association extend their help in such activities.

**5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year****Response: 1**

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
2	1	1	1	0

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

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

Our College has a strong Alumni Association. It always stands behind the institution in the overall development of the college. It involves in all the activities of the college by giving financial and non-financial support to the development of the college.

Sri Sri Vishwapriya Theertha Swamiji the President college managing committee chairman of the Association

Dr. Sukanya Mary J executive chairperson of the association and Sri Sandeep Kumar Lecturer in Business Mathematic is the Staff Coordinator. Further it consists of 17 prominent persons as the members.

Contribution of Alumni to the development of the college

Financial assistance and scholarships to the poor and needy students

- Extension of incentives and Encouragement to the achievers in Curricular and Co-curricular activities by instituting Prizes, Medals, Cups and Shields for



1. Best NSS Volunteer
2. Best NCC Cadet
3. Best out-going student
4. Best Performer in Sports

- Helping the Students Association in conducting Inter-collegiate sports and cultural competitions.
- Support in extension activities and NSS Special camps
- Instituted Endowment prizes
- The work of metalling the campus was got done by the Alumni Association
- Financial help to the poor and talented
- Incentives to achieve in sports, games, and cultural activities

The alumni association joins the annual day celebrations and gives a programme on Yakshagana the folk art of coastal region in order to spread the message of ethical values of the Puranas to the students. The Alumni members are visiting the college and giving their suggestions and advises for the overall improvement of the college. Annually 2 meetings are conducted by alumni association within the college campus. Issues connected to the development of the college in respect of introducing new courses like PG in Commerce and expansion of infrastructure facilities are discussed in the meeting. All the members give their whole hearted support in fulfilling the vision and mission of the college.

Our present Principal Dr. Sukanya Mary J. and Dr. Ramesh T.S. Ex. Principal are the alma mentors of the college. Mrs. Sahana RK lecturer in Economics is the old students of this college. Mr. Ramachandra Upadhyaya Rtd. Officer of Syndicate Bank is the member of the college Managing Committee. Sri Yashpal Suvarna the Industrialist is the President of Alumni Association and Sri Mattu Laxminarayana Rao, Business man the Secretary of Alumni Association are members of IQAC of the college. They attend all the meetings of IQAC and give their support to the development of the college.

#### **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: 4 Lakhs - 5 Lakhs**

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

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

**Response:** 9

##### 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	1	1	3

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

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

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

##### Response:

The institution was founded by His Holiness Sri Vibudhesha Theertha Swamiji of Admar Mutt, in the year 1966, and is governed by Udupi Sri Admar Mutt Education Council. Presently, His Holiness Sri Vishwapriya Theertha Swamiji is the President of the council. It is a democratic body comprising of fourteen members including the Secretary, the principal and a Staff Representative.

The Governance of Sri Poornaprajna Evening College is vested with the Sri Poornaprajna Evening College Managing Committee which again is headed by His Holiness Sri Vishwapriya Theertha Swamiji.

The Principal being the head of the institution is assisted by the college council consisting of the Heads of various departments.

Keeping in mind the policies of higher education and facilitating continuation of college education for those who are employed and also for those who are not able to continue their education during day time due to other reasons, the management has taken the responsibility of shaping the youth of the region physically, intellectually and spiritually, so that they can serve and build a strong nation.

##### THE VISION:

- **AMRITAM TU VIDYA:** Education is a never ending Process.
- Proper education leads from darkness to Light, from ignorance to Wisdom, and from goodness to Spirituality.
- Empowerment of students to shape themselves into responsible and enlightened citizens
- Inculcation of values and leadership qualities , sense of co-operation and healthy citizenship in students through community service
- An educational Institution cannot function in a vacuum. It needs to operate within the social and cultural milieu aiming at intellectual, physical and spiritual development of the students.

##### THE MISSION:

- Facilitating continuation of college education for those who are employed and also for those who are not able to continue their education during day time owing to other reasons.
- The end of all education is to translate these objectives into reality.
- The paramount endeavour is to create a real academic atmosphere, perfectly conducive to attain this goal.
- Provision of extension activities through NSS, NCC, ROTRACT, YOUTH RED CROSS, etc., wherein the youth will imbibe and nurture these qualities.
- Amalgamation of these diverse perceptions and demands in order to generate a relevant, significant and quality education through curricular and co-curricular activities.

We translate our vision into activities by constantly working to provide quality higher education to the rural community through our programmes and activities. We consider this as our great service towards the society. By serving the society, we serve God.

The programs conducted in the college are in tune with the vision and mission statements. The college provides admission to the rural poor, SC/ST and women working in private offices and shops during day time. Some of the students are from the BPL background. The students are imparted moral values through various means. Their total development is ensured through extra-curricular activities and providing training in analytical skills and language skills towards making them responsible and employable.

### **6.1.2 The institution practices decentralization and participative management**

#### **Response:**

The institution practices decentralization and participative management.

The College is managed by a committee of eminent educators. It consists of one senior faculty as the member.

The principal provides excellent leadership to the institution by involving all stake holders. She is king pin of the whole educational machinery. The duties are delegated in consultation with the staff and decisions are taken through discussions. In the date today affairs the principal supported by the different committees headed by the faculty members.

The administration is decentralized as the Principal is assisted by the Staff Council, the Heads of the Depts., academic counselors and the mentors. Academic and administrative decisions are taken in consultation with the management. For the examination we have an examination committee headed by the Principal. The Librarian takes care of the library administration and the office superintendent is in charge of the office. This decentralized setup results in effective team work. The group dynamics within the organization and the freedom in decision making process facilitate a congenial atmosphere in the institution.

A case study to show the practice of decentralization of participative management. In every academic year the following committees are created besides the college governing council. All the committees conduct regular meetings and discuss the issues connected to them and pass the decision through the principal.

The college has the following committees for the efficient management of activities in the college.

- Committee for preparing the academic calendar
- Committee for preparing Time Table
- Committee for conducting examinations
- NSS advisory committee
- ROTRACT Committee
- Evaluation committee
- Research committee

- UGC implementation committee
- Library advisory committee
- Stock verification committee for library, physical education department and for institutional infrastructure
- The academic board to suggest changes in the curriculum
- Magazine committee
- Sports committee

Apart from the above, Special Committees are formed to conduct College Day and Union Day Celebrations, Annual Sports and Games Meet, Inter-collegiate cultural event, State Level & National Level Seminars and Conferences.

Details of important meetings

Name of the Academic/Administrative body	Date of meeting	Decision taken
College Governing Council	16.04.2014	1. Hike in the salary of temporary lecturer 2. Budget for 2014-15
	06.10.2015	1. Result Analysis 2. Approved the Annual Budget of 2014-15
UGC Fund allocation Committee for XII Plan	19.02.2016	1. Allocation of Sanctioned fund to different heads.
IQAC	27.09.2014	1. Feedback of students 2. Remedial Classes
	14.02.2015	1. Preparation of AQAR 2. Action Plan for 2015-16 and Preparation of Committees
	01.08.2015	1. Faculty Exchange Programmes 2. Remedial Classes
	12.04.2016	1. Preparation of AQAR & Feedback Analysis
Examination Committee	10.07.2016	1. Discussion on Internal Assessment Exams and Format for the I Assessment Test
	25.09.2016	1. Students' performance in I Internal Assessment Exams
NSS Committee	16.01.2016	1. Blood Donation Camp.
	17.12.2016	1. NSS Special Camp

File Description	Document
Any additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

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

#### Response:

The perspective plans are discussed in the students' council and in the meeting of the staff and faculty and IQAC. Then the plans are presented to the Management for implementation.

The views of the alumni and the PTA are generated and the Principal discusses the plans with the Management. *In recent times the decision to start B.Com additional batch, and organizing one day UGC Sponsored National Seminar* are the best examples of the management, staff and students involvement in developing a perspective plans for the institution.

One example of activity successfully implemented based on strategic plan.

In the year 2013-14 the staff council of the college held a meeting and found the necessity of introducing B. Com additional batch as there was high pressure on our college for the admission to B.Com. Course.

Before the opening of B.Com. additional Batch from the 2014-15 the applications we used to receive for enrollment of 1st year B.Com. class far out numbered the intake sanctioned by the university. The intake was 90 for the single batch where as the number of eligible aspirants was nearly 3 fold as many among the admission seekers to the B.Com. course are brilliant students pursuing courses like CA and CS and over college is the only hope for them to continue their collegiate education. We have got an additional batch sanctioned by the University which continues to have and over whelming response from the students. We are proud to appreciate the efforts of the college for receiving more than 250 application every year but as per rules of the University we could accommodate only 90 students in one section of B.Com. College realized the increasing demand for the course from the students and a meeting of staff council & IQAC was held on 26.02.13.

The proceedings of the meeting were

1. Innumerable opportunities that are available for students to develop career by studying B.Com.
2. Providing excellent platform for students to develop leadership skills.
3. Discussed the availability of infrastructure facilities which are required to start the new batch.
4. Appointment of additional faculty members.
5. Library facilities required for the students of the additional batch

The proceedings of the meetings were placed before the management for effective implementation. The management appreciated the efforts of college towards development and increasing its strength of the

students and conducted meeting on 14.08.2013 and passed the following resolutions.

To send proposal to the university to get the sanction for the additional batch

Creation of a new committee for the said purpose

To purchase new books

To appoint faculty members

After getting the consent from the management principal sent the proposal to the Mangalore University on 02-06-2016 for getting the approval to start a new batch.

After sufficient verification the Mangalore University granted temporary affiliation to start additional batch on 04.07.2014.

As per the strategic plan new batch of B.Com. is totally filled and it is continuing successfully.

File Description	Document
Any additional information	<a href="#">View Document</a>

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

#### **Response:**

Academic and administrative decisions are taken in consultation with the management and the staff. In the day today affairs, the Principal is supported by the Academic Counselors and the Mentors.

For the examinations, we have a separate committee headed by the senior faculty members. The HODs takes care of the departmental issues. The office administration is done by the office superintendent and the Library by the Librarian. The existence of governing council, staff club, academic board and various committees are excellent examples of decentralized organizational structure of the college. The students also separately evaluate the services of the non-teaching staff.

#### **Service Rule:**

#### **Recruitment:**

- The staff members are recruited as per the Karnataka Government Rules.
- Academic performance, ability to communicate and teaching experience are given due weightage.
- Preference to those with ability to adapt to the institution's work culture.

No regular appointments have been made due to Government policy (since 1986). Measure to retain good

and skilled knowledgeable teachers have taken care of by revising their scales.

**Promotional Policies:** As per the rules of Dept. of Collegiate Education Govt. of Karnataka.

Recruitment Policies of The part-time /ad hoc teachers are appointed for each academic year. Their selection is based on advertisement and interview. The qualifications are fixed by the govt. of Karnataka. Such teachers are paid on an hourly basis and are covered by PF scheme.

Fulltime teachers are appointed by the management with a decent salary and Provident Fund.

The retired faculty/staff are also considered for part time/ ad hoc appointments.

Grievance Redress Cell for employees: the college maintains the grievance redress cell for employees.

The functions of grievances redressal cell are:

- The convener of the committee is authorized to receive the written complaints from any member of the faculty and staff.
- Once a complaint is received the convener holds a meeting of the committee.
- The committee may call the complainant and discuss the issue with him.
- The committee settles the matter in consultation with the Principal/Management.
- The matter is settled in a week's time.
- The convener is to communicate to the complainant the decision taken by the committee.
- If the matter is not settled in the committee it will be referred to the higher authorities.
- The decision of the committee is final.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development
- 2.Administration
- 3.Finance and Accounts
- 4.Student Admission and Support
- 5.Examination

- A. All 5 of the above
- B. Any 4 of the above
- C. Any 3 of the above
- D. Any 2 of the above



**Response:** E. Any 1 of the above

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

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

**Response:**

The college maintains different committees and cells to give support to the students to exhibit their talents and to safeguard their interest. All the committees are working under the guidance of Principal, IQAC and students welfare council.

The important committees of our college are Student Welfare Council, Women Empowerment Cell, Sports Club, NSS, Humanity Association, literary club, eco club etc.

All these committees conduct regular meetings to chalk out their programmes for every academic year. In the meeting the resolutions are passed to implement their action.

#### **One Activity successfully implemented based on minutes of Sports Club and Staff Advisory Council.**

The sports club of our college is functioning under the guidance of Sri Manjunath Jogi the Physical Education Director. The hosting of Mangalore University inter collegiate level Handball Tournament and the institution of Trophy in the name of His Holiness Vibhudesha Theertha Swamiji Rolling Shield for University inter collegiate Handball (Men) Tournament is the **testimony to his enthusiasm and spirit** in sports and games activities.

A meeting of Sports Club and Staff Advisory council was held in this connection on 15.05.2015 Both of these committees decided to approve the minute of the meeting and principal decided to send a request letter to the affiliating Mangalore university to sanction our demand of hosting inter collegiate volley ball tournament in the year 2015-16 as the part of our **Golden Jubilee Celebrations**.

The University responded to our demand and assigned us the sanction to conduct inter collegiate handball tournament for men instead of Volleyball Tournament. We humbly accepted it.

We hosted this event successfully on 13.02.2016. It was very memorable and grand event. We instituted and donated 'H.H. Sri Vibudhesha Theertha Swamiji Rolling Sheild' for University. The president of our college managing committee Sri Sri Vishwapriya Theertha Swamiji happily donated this Trophy.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 6.3 Faculty Empowerment Strategies

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

**Response:**

All the staff members are covered under a medical insurance plan. Moreover, the staff members have the group insurance scheme and the family benefit fund.

Faculty members are felicitated on their achievements.

The management provides ESI and PF facilities to the temporary teachers and temporary office staff members. Financial assistance to the staff and faculty during their higher studies, educational tours and to attend conferences.

The members of the management pay personal attention when the faculty members and their family members are hospitalized.

While in service the staff and faculty are given to understand that on attaining superannuation, the meritorious teachers who served for the betterment of the institution are given the opportunity to manage other institutions run by our management.

#### 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	<a href="#">View Document</a>

**6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years****Response:** 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:** 2.5

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	2	0	0

**File Description****Document**

Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).

[View 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:**

- We use the self-appraisal method once, towards the end of the academic year and is submitted to

the Joint Director of Collegiate Education.

- The student evaluation is taken twice a year and the findings are made known to the faculty and the staff members.
- Feed-back from the peer group
- Self-appraisal by the faculty on the format provided by the government

Based on the evaluation of the students, individually the concerned teacher is told to improve his performance and rectify the weak points. Collective measures are also taken on the feed-back from the students.

Based on the feed-back from students and peer groups, teachers are given the following facilities to improve their teaching and research:

Faculty members are given assistance to continue their higher studies. Inclusion of faculty members in the college governing council. Financial assistance to attend conferences out-side the state. Additional books to the departmental library Provision of additional computers in the staff room

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

Institution conducts internal & external audit regularly. Internal audit is conducted by Account Officer, office of the Regional Joint Director Collegiate Education Mangalore.

Year		Objections raised	Mechanism for settl
2012-13	Audit for Fin. Year 2010-11 was done	Objections for only 50% of Tuition Fee Collected entitled to Joint A/c instead of entire (100%) collections	Suit regarding this in the court. The officer has been accordingly
2013-14	Audit for Fin. Year 2011-12 was done		
2014-15	Audit for Fin. Year 2012-13 was done		
2015-16	No Audit		
2016-17	No Audit		

External Audit by Management appointed licence auditors

Year		Objections raised	Mechanism for settl
2012-13	Nil	Nil	Nil
2013-14	Nil	Nil	Nil
2014-15	Nil	Nil	Nil
2015-16	Nil	Nil	Nil

2016-17	Nil	Nil	Nil
---------	-----	-----	-----

In case any objection raised/observation is made by the auditors follow up action is taken with diligence.

#### 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:** 26

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
25	0	1	0	0

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

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

**Response:**

Strategies for Mobilization & Utilization of Funds

Mobilization by Fees: Fees collected from students are of three categories

1. Tuition Fee & Admission Fee
2. Specific Fees
3. General Fees

Tuition Fee is the major source of funds. It is collected at double the standard rate decided by the govt. It is the main source of income for Capital expenditure like purchase of equipment, furniture, repair and maintenance, construction etc. Balance available after expenditure towards these items is used to meet the deficit for contingencies.

Special or specific fees are collected for expenditure towards only those items for which the collections are made heads of specific fees include library, reading room, Games & Sports Association, Exam & Stationery etc.

General Fee: These are collected for sale of admission application forms, registration, Certificate etc. Amount collected is used for permanent of affiliation fee/Service charges, printing and stationery, electricity etc. As the collections are not enough for meeting these contingent expresses funds from tuition

fee collections are used to meet the deficit

## 6.5 Internal Quality Assurance System

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

#### Response:

College constituted IQAC as per the guideline of NAAC. The composition of IQAC has 14 members with principal as a chairperson and one senior faculty members as coordinator.

IQAC meets and discusses various measures and means that can be adopted to enhance quality of programs and curriculum offered by the institution; visits the departments regularly for supervising the innovative system adopted it to ensure quality.

It also undertakes the following activities:

- Sitting with the Staff Council, it prepare the Action Plan for the academic year
- Pursues Evaluation of teachers by students
- Evaluates Self-appraisal of the teachers
- Provides directions to the concerned coordinators while organizing Seminars/workshops etc
- Examinations Result analysis and reporting the Principal
- Collection and analysis of feed-back of various programmes like Seminars/ conferences /workshops and Fests
- Quality Sustenance
- Documentation of all activities organized by the college
- Documentation of records of participation by the staff in seminars/ workshops etc
- Preparing and sending Annual Quality Assurance Report to the NAAC

Two examples of best practises institutionalized as a result of IQAC initiatives.

1. Formation of SQAC: Students Quality Assurance Cell, containing students' council, class representatives and senior faculty.

The primary purpose of SQAC is to involve the students in the quality maintenance and enhancement in the running of the institution. It draws suggestions from students in designing and redesigning various programs for the students for the year and to have periodical evaluation.

1. Guest lectures and external exposure programmes: It was decided in the meeting of IQAC on 27.09.2014 and staff members to arrange guest lectures and external exposure programmes. So the guest lectures are being arranged in all subjects. It provided opportunities the students to gain more knowledge from experts in the field.

External Exposure programmes: The study should not limit to four corners of the wall. In order to give practical knowledge to the students the following practices were implemented.

- Visit to District and Sessions Court to watch the proceedings of the court.
- Study tours to the places of the historical importance to BA students.
- Industrial visits, visit to horticulture and tissue culture centers.
- Visits to agriculture fields and cottage industries in the rural areas

The above practises helped the students to expand their knowledge beyond classrooms.

### **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 IQAC sets of the following norms to review teaching learning process structures methodology of operation and learning outcomes periodical intervals. The teaching plan is prepared for every semester by all the faculty members.

It meets and discusses of methodologies and operations of learning outcomes twice in a semester.

The IQAC sets up the following strategies to facilitate the intended learning outcome

1. The campus has good learning atmosphere with good Library and Audio Visual Section.
2. Teaching Learning activities are made students friendly
3. Teachers student interaction is encouraged to make learning a pleasure
4. Peer learning among the faculty to share knowledge
5. Student centered learning methods such as presentation by the students in the class preparing the assignments and viva-voce, use of technology for effective teaching
6. Visits to industries
7. Study tours
8. Encouragement to the students to present papers in seminars organized by other colleges
9. Involving the students in our college in Mini Research project

#### **Assessment Strategies:**

Student performance both in curricular and co-curricular activities are assessed throughout the year by the following methods:

As per the rule of the University Assessment process is done (Internal Examination)

- In additional to that class tests are conducted by every teacher
- Opportunity to every students to speak on the topic related to the subject
- Assessment of the oratory capacity of the students by the mentor
- Writing skills are evaluated through the assignments
- Mentors are counselling the students to evaluate them in all strategies

Maintenance of Progress Report: The measure the learning outcome of the students IQAC facilitated:

- Progress Cards of all the students are maintained. It contains the details of the marks scored by the students in the internal assessment examinations, University examinations marks and attendance.
- Performance of the students is intimated to the parents in Parent Teachers Meeting
- In the absence of the parents in the PTA meeting progression reports are sent to the through students.

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

**Response:** 0.6

#### 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
1	1	1	0	0

#### 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:** A. Any 4 of the above



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

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

#### Response:

The college has made considerable progress in academic and administrative domains after the previous accreditation. The recommendations of the Peer Committee were taken seriously and following efforts were made to comply with them.

#### Post Accreditation initiatives in Academic domains:

##### 1. Post Graduate Courses like M.Com. and MBA may be introduce.

In compliance with previous Peer Committee recommendation we introduced Post Graduate Course in Commerce from the year 2015-16.

##### 2. Motivation to Research

In compliance with the recommendation in the previous accreditation report teachers have been encouraged to conduct research. The college maintains a research committee which consists of principal and two senior faculty members. The committee motivates the teachers to submit proposal for research projects. One of our commerce faculty member got the sanction of Minor Research project from UGC on the topic "E waste Management" in the year 2015.

##### 3. Financial assistance to the teachers to present papers in Seminars

This recommendation has been complied with. The Management has sanctioned the incentives to the staff members to conduct research projects and present the papers in seminars and to publish them in its circular dated 02.05.2017. 18 members presented their papers in the seminars by availing this facility. This is much more than what was accomplished during the previous assessment period.

##### 4. Efforts to organizes the seminars

The following seminars and workshops were organized :

Sl. No.	Name of the Seminar	
1.	Dr. V.K. Gokak Vichara Sankeerana (Sponsored by Dr. V.K. Gokak Rastriya Smaraka Trust)	September 2013
2	Restructuring of Social Science Courses	December 2014

	(Sponsored by UGC)	
3.	Workshop on Higher Education	November 2016
	(Sponsored by IQAC)	

5. *INFLIBNET facility* - Applied

6. *Steps to fill up vacant post*

The Department of Collegiate Education started the process of filling up the posts of Assistance Professors in its circular on 02.01.2018.

7. *ICT enabled classes*

Provided 3 ICT enabled rooms

8.. *Coaching Classes and Job oriented courses*

#### **The following steps were taken**

- Coaching classes in association with AACE and PRIME, Udupi
- In college level classes are conducted between 4-5 p.m. every Saturday.
- Our efforts resulted in the placement of the student from year 2015-16.
- A certificate course was conducted on “Basic Accountancy & Taxation for B.A. Students”

#### ***Mobilization of funds from other sources***

Udupi Sri Admar Mutt Education Council released Rupees 25 Lakhs for General Development Alumni Association contributed Rupees 12.73 Lakhs for the construction of New Principal Chamber & Staff Room.

Rupees 1 lakh donated by Villas Nayak, Entrepreneur, Udupi to institute Endowment Prize.

#### ***1.Administrative domains***

Introduction of Bio-Matric System of Attendance. As per the direction of Collegiate Education we have introduced recently.

- has been installed in the Principal’s Chamber and as many as 7 cameras have been put up at crucial points including the one at the Entrance/Exit gate so as to enable the Principal to keep constant vigil on every movement of the students & staff.

Movement Registered is maintained to monitor the movement of the staff members.

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>

NAAC

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

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

**Response:** 9

##### 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
2	2	3	1	1

#### File Description

List of gender equity promotion programs organized by the institution

#### Document

[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:**

Our College has established a Women Empowerment Cell, to empower girl students, to enhance understanding of issues related to women and to make the college campus a safe place for women students with a view to taking up women's issues and problems.

- Creating awareness of rights and duties of the girl students.
  - To provide a platform for women to share their experiences and views regarding their status in the society.
  - To suggest ways to improve and empower the women students.
  - Aiming at intellectual and social uplift of the female students.
  - To enlighten the women students about legal rights of women.
  - To build confidence to face real life challenges.
  - To develop a sense of self-respect and to bring out the hidden talents of the students.

We aim to provide basic health related support system in college and wish to conduct more workshop to make women aware of safety at College and outside. Self-defence workshop has been conducted and was

very beneficial for all women Students. Training session on self-defence, informative session by gynaecologist etc.were also conducted.

The principle of gender equality is enshrined in the Indian Constitution in its Preamble, Fundamental Rights, Fundamental Duties and Directive Principles. We can promote this by adopting various ways like motivating girl students for leadership, technical knowledge, sports, participation in social reforms and cultural activities of the college.

We aim to ensure with the help of management, that work policies and practices are free from gender based discrimination. Girls have equal rights in decision making of any kind in college, may be in the form of class coordinator or on the issue of fests and activities at college level. In the last two years a women student presided the student council.

We have a separate counselling & rest room for women students. The room has seating facilities and washroom for girls. All necessary steps are taken to maintain sanitation in the room.

We have also conducted many competitions for women students such as Rangoli, Best out of waste etc. The Rangoli Competitions play an important role in motivating students to perform and outshine in their creative skills. It offers a chance for participants to gain substantial experience, adopt innovative techniques, showcase talents, analyze and evaluate outcomes and uncover personal ability. Our objective is to encourage the students to celebrate festivals in an innovative way. Organizing such events help students to remain in close touch with their culture. Best out of waste is a process in which we make different things from waste materials. Great contributors to the environment are best out of waste ideas that help recycle and revamp instead of merely discarding things without a thought. This is something that is being inculcated very consciously in the minds of children today, so that when something redundant or wasteful is seen the first thought that should come to mind is “can I recycle this instead of completely throwing it away”?.

### 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: 390

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>

### 7.1.4 Percentage of annual lighting power requirements met through LED bulbs

**Response:** 3.85

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

Response: 15

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 390

**File Description**

**Document**

Details of lighting power requirements met through LED bulbs

[View Document](#)

#### **7.1.5 Waste Management steps including:**

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

**Response:**

**Solid waste Management:** we take the following steps for solid waste management.

The waste papers are sold to the scrape dealers. We minimize the use of plastic bags as far as possible. However the used plastics and other solid waste are handed over to the Municipality van. Our management has appointed a campus manager who takes steps to keep the campus clean.

**Liquid waste Management:** College has well maintained drainage system connected to public drainage.

**E-Waste Management:** Some parts of old computers are sold to the scrape dealers Assembling the computers, some old computers are kept in the stock room. One of our faculty member Raghavendra G G is doing minor research in E-waste management

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

**Response:**

In coastal region we get usually adequate rainfall. So we do not face the scarcity of water. Further our campus is a low lying area. The water level is high in the ground. So far we have not found the necessity of water harvesting. During rainy season water is drained to the public drain through the drainage of our campus. Further we have three wells which supply the required water supply throughout the year. Further the natural trees of our campus preserve the water which keep our campus cool and moisturized. So we have not taken the steps for the collection of rain water. However we are arranging the programmes on

water harvesting to enlighten the student on the same. We will plan to have a water harvesting scheme in future in case of necessity.

### **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:**

Calm and quiet environment is absolutely necessary for good mental health, physical development, psychological growth and educational improvement. Our college is situated in the heart of Udupi town which has clean air and water.

Since decades our college has been planting and nurturing wide variety of plants and trees including natural plantation which are necessary for physical and Psychological health & growth of all the persons in and around the college. A Nagavana is maintained in the campus which provides space for meditation. So this place is called 'Abjaranya' a forest of natural trees. We have such a beautiful and serene atmosphere which helps to develop strong physical and mental courage.

So all the natural trees are well maintained in the campus. The department of Botany of Poornaprajna college is sister concern made a survey of the natural trees and named them. It helps to develop environment concisions and awareness among the students.

#### **The green practises:**

**Bicycles:** students are encouraged to use bicycles.

**Public Transport:** We encourage to our students travel by public transport. Some of the faculty members come through public transport.

**Paediatrician Friendly Road:** Our college is connected by Municipality road which is having the footpath.

**Plastic free Campus:** As for as possible we minimize the use of plastics.

**Paperless office:** we minimize the use of paper in office. Students database is maintained in Robovidya Software. Internal Assessment Marks and Examination, Admission process are maintained in Mangalore University web.

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

**Response: 0**

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	0	0	0	0

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

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

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

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

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

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

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

**Response: E. None of the above**

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>

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

**Response: 2**



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
1	1	0	0	0

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

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

**Response: 6**

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
0	1	1	2	2

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

**7.1.12**

**Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff**

**Response: No**

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

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

**Response:** No

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

**Response:** Yes

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

**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:** No

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

**Response:** 5

<b>File Description</b>	<b>Document</b>
List of activities conducted for promotion of universal values	<a href="#">View Document</a>

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

**Response:**

The college complies with all the orders of Affiliating University, Department of Collegiate Education and the Management in organising National Festivals and celebrating the birth and death anniversaries of great personalities

National festivals like Independence Day, Gandhi Jayanthi and Republic Day are celebrated every year in the campus. Flag Hoisting and N.C.C. parade are organised by our sister concern Poornaprajna College. We participate in those programmes. However on those days we organise separate programmes like campus cleaning, talk on communal harmony, plantation of saplings etc. National Voter's Day is

celebrated on 25th January by conducting collage level competitions like drawing, collage, speech etc.

Recently the Department of Collegiate Education issued a direction to observe Constitution Day on 26th November every year. We will comply with the order.

Teacher's day the birthday Dr. Radhakrishnan is celebrated every year

Martyr's Day is observed on 30th January every year. Guest lectures are being arranged in this connection.

Besides these programmes in case of the death of great personalities we conduct condolence meetings and the programmes are conducted to remember their contributions to the society and Nation. We take all the necessary steps to develop national consciousness communal harmony and social solidarity.

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

#### **Response:**

Complete transparency is the hallmark of all transactions in our institution, be it financial, academic or other auxiliary functions. All our financial transactions are subject to thorough scrutiny at three levels: the Management, internal audit by the Department and external audit by the auditors appointed by the Management. All the financial transactions are conducted in such a way as to satisfy all the authorities concerned. All the expenses are supported by valid vouchers and if any purchase warrants calling for quotations, it is done in a transparent manner and the lowest bidder gets our order for supply, keeping in mind the quality of the equipment/furniture/commodity ordered for. The purchased item is immediately taken to stock in the Register and is open to physical verification any moment.

Likewise, we set much store by transparency in academic and administrative functions. Our admissions are open to scrutiny by the Public. We don't deny anyone admission on the grounds of caste, creed or religion. The yardstick made applicable by the Government is strictly followed in letter and spirit.

Even in the matter of awarding internal assessment marks to students, strict transparency is followed and should any student have any doubt about its veracity, he/she is free to approach the teacher concerned and get the doubt dispelled.

All our administrative records, such as service registers leave account register are open to scrutiny and complete transparency is maintained in all respects.

## **7.2 Best Practices**

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

#### **Response:**

#### **Best Practise 1**

**Title: 'Vidyarthi Mithra'**

Scheme of financial assistance to the deserving students

**Objective:**

1. Providing financial assistance to those who cannot afford to pursue their higher education.
2. Financial assistance to those who face health problems.

**Context:**

Some of the students face difficulty to pay the college fees because of their financial constraints. To check the dropout of such students this scheme has been implemented. In times of vehicle accident and major health related problems the benefit of the scheme has been extended to the sufferers.

**Practise:**

This practise is unique because the financial help is given without any cut off marks.

**Constraint:**

Shortage of Funds

The faculty members give their contribution

**Evidence of Success:**

In 2014-15 the scheme proved beneficial to the second year BA students who were compelled to stop their education because of financial constraint. Our president give 50% of their fees under this scheme. They completed their graduation and one of them named Praveen is employed in Badagabettu Cooperative Society, Udupi.

Sushma of II BBM received financial help to meet her hospital expenses. She recovered and completed her graduation. Now she is employed in Vijaya Bank.

In the year 2015-16 Second year B.A. student named Shailesh met with vehicle accident with serious injuries. For his medical expenses the students and staff gave financial assistance. Now he is recovered and continuing his education in this academic year.

**Problems Encountered & Resources Required:**

More funds are required to help the students.

**Note**

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**Best Practise II**

**Title: Development of Entrepreneurial Skill – ‘Udyamashilata ka Vikas’**

A practise to encourage the students to become employers.

**Objectives:**

Developing leadership capacity.

Encouraging self-employment

The aim is to cultivate entrepreneurial individual and teams that fully leverage their creative potential in creating value for the organization. Entrepreneurial leadership does this by employing leadership practices that develop the ability in employees to self-generate, self-reflect and self-correct in the work place.

**Context:**

To create awareness among the students about corporate culture such as fest, guest lecture, sports activities is encouraged. The college ensures that students should get goals by focusing on how they would like to see themselves years down the lane in their career life. The college organizes fest which process to be right platform to the students for improving themselves.

**The Practice:**

The various activities like fest, departmental competition, factory visit, study tour help the young minds to develop positive attitude and the same time help them to develop confidence to face the corporate world. Youths of the college realized the importance of fests & take active part in them.

**Evidence of success:**

Our programmes on entrepreneur skills and industries visits motivated the students to start on their business. Example” Sujan R Kumar of third BA student of 2016-17 as started an enterprise named SK Decorators and he is giving employment to others on contract basis. Setharam of III B.Com. & Vishal Kini of III B.A, have taken the distribution of Mineral water Aqua Square and it is running successfully.

### 7.3 Institutional Distinctiveness

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

**Response:**

Sri Poornaprajna Evening College, Udupi, was founded in the year 1966 by H.H. Sri Vibudhesha Teertha Swamiji of Sri Admar Mutt, Udupi who had made the welfare of society the mission of his life. Towards this end, he had opted for the field of education, in its entirety, to spread awareness in society. The establishment of Sri Poornaprajna Evening College is a visible fruit of his foresightedness and ardency to brighten up the education scenario by bringing into the net those aspiring students who could not pursue

their college education by attending day colleges. The 'Vision and Mission' mirrors the objects and ideals of the College which are encapsulated in its motto *Amritam Tu Vidyah* (education has no end).

This college has been imparting quality education to aspirants for the last 51 years, without consideration to their caste, creed or social status. Professional course colleges have been cropping up here and there in recent years. At the same time the number of students pursuing basic degree has been falling drastically everywhere. Even in these adverse circumstances, our Evening College continues to attract students to its fold and the reason for this is its distinctiveness in many matters.

Shorter working hours of the Evening College compared to Day Colleges does not impede curricular and extracurricular activities of our students, with the college extending full support for these activities. **Incidentally, it is only in the Evening Colleges that students are able to get opportunities for professional training and to pursue basic degree simultaneously.** Because of this, students pursuing courses like C.A. and C.S. prefer our Evening College. Our opening up to their demand has led to the addition of one more B.Com. Batch in our College since 2014-15. We have also started a Post Graduate Centre to enable students to pursue M.Com. Degree by attending classes in the evening.

Despite the existence of many Government Colleges in the neighbourhood offering B.A. courses almost free, our college has been able to maintain its student strength for this course.

Though the government has suspended appointing teaching faculty in recent years, the Management is promptly filling vacant posts from its own resources in a manner that guarantees sustenance of quality of education in the college.

In the matter of enrolment of students, the institution does not impose any cut off marks for eligibility for admission. Needy students get financial assistance from the President of the College Management at the time of their admission.

Maintenance of gender equality is another distinctive feature of the functioning of our Management. . The only criterion for the faculty appointment is eligibility of the candidates.

## 5. CONCLUSION

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### **Additional Information :**

Our college is only evening college of Udupi District. It facilitates the educations for those who are employed and also for those for not able to continue is education during day time owing to other reasons. We successfully complete 51 years in imparting quality education to the needy and deserving students.

### **Concluding Remarks :**

The exercise of preparing the Re-accreditation Self-study Report has helped us immensely to look at our own institution and our-selves in an entirely new perspective. Ours being an Evening College, with whatever we have gained from the experiments and innovations and practices in spite of certain limitations, at the end of the day, we feel proud of our achievements. At the same time we are well aware of the responsibility on our shoulders to provide even better quality education to the rural and semi urban youth (most of whom are employed during day time), through more pro-active measures in the coming years.

We believe that it is certainly possible with the youthful and dedicated team of faculty with full of enthusiasm to learn and relearn, UGC development fund resources, the ever-loving Alumni, the supportive Parents and the strong support of the Management. We look forward to be more dynamic and to branch out to new purposive courses befitting the ever changing times, adding on to the existing infrastructure; and to integrate more technology to our teaching-learning process. Thus we are resolved to march ahead towards providing a more meaningful education; and at this juncture, we pledge to continue our effort in sustaining and maintaining quality in every sphere of our activity and to carry the institution to a still greater height as envisaged by the Revered Founder of our institution.