



# **SELF STUDY REPORT**

**FOR**

**4<sup>th</sup> CYCLE OF ACCREDITATION**

**SRI SHARADA COLLEGE**

**SRI SHARADA COLLEGE, BASRUR - 576211, KUNDAPURA TALUK, UDUPI  
DISTRICT**

**576211**

**[www.sharadacollegebasrur.com](http://www.sharadacollegebasrur.com)**

**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**June 2022**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

### Executive Summary

### INTRODUCTION

The Sri Sharada College, Basrur is an esteemed institution of higher learning affiliated to Mangalore University. The College was established in 1973 by the Sri Sharada College Trust with the noble vision of providing higher education to rural youth. The institution aims at empowering economically less fortunate and socially marginalized sections of society, with knowledge and skills required to face the challenges of the modern world.

The founders of the College also believe that no education is worth the name if the instructions in various disciplines are not accompanied by proper shaping of character. Hence, there is special focus on value-based education and cultivation of proper attitude and awareness of various responsibilities that they would need to shoulder in the future.

An inscription dated A.D. 1155 refers to Basrur as an urban centre, named 'Hosapattana Basurepura'. It was a confluence of cultures during the Vijayanagara period. The foreign travellers, who visited Basrur during the seventeenth and eighteenth centuries, have left reliable accounts of the beauty of this town as a cultural centre and its usefulness as a port. The town is located in a serene atmosphere surrounded by paddy fields and coconut gardens watered by the river Varahi. The local visionaries established the Sri Sharada College in 1973, to provide under-graduate courses in Arts, Commerce, and Management.

The College is located in 7.68 acres of serene land of the Basrur village. The atmosphere is peaceful and congenial for higher learning. The UGC has granted 2(f) and 12(b) tags to this institution. In 2004, the Internal Quality Assurance Cell (IQAC) was constituted. At present, the IQAC consists of the Principal as the Chairman, a senior faculty as the coordinator, and representatives of the management, faculty, alumni, and administrative staff as its members. In 2004, the institution was accredited with B+ grade. In 2011, it was reaccredited with B grade with CGPA 2.54, and in 2016 it was accredited with B Grade. Now, the institution is undergoing its fourth cycle of accreditation.

### Vision

#### VISION:

“TOWARDS MOULDING THE RURAL YOUTH FOR MODERN CHALLENGES”

#### Vision for the future

- Linking the institution to the Higher Education Policy of the nation.
- Continuous upgradation of teaching- learning and evaluation process.
- Improvements keeping in view the needs of stakeholders.

- Continuous improvement in the technological and infrastructural facilities.
- Introducing new courses, keeping in view the requirements of the modern world and employability.

### **Communication of vision to students**

- The prospectus includes the Vision and Mission statement.
- The website highlights the Vision, Mission, and core values of the institution.
- The academic calendar issued to the students also communicates the Vision and Mission of the College.
- The orientation programme organized for first year students at the beginning of the academic year communicates the Vision and Mission of the College.
- The Vision and Mission of the College is displayed at the entrance of the College building.
- The annual College magazine reflects the Vision and Mission of the College, which contributes for the stakeholders and other readers a better understanding.
- The annual report presented by the Principal during the College Annual Day celebrations communicates the Vision and Mission of the College to all the attendees.
- All the programmes, organized by the various clubs and associations of the College, are Vision and Mission centric.

### **Mission**

#### **MISSION:**

- HIGHER EDUCATION
- VALUE- BASED EDUCATION
- EMPOWERMENT OF WOMEN AND MARGINAL GROUPS
- SOCIAL AND CIVIC RESPONSIBILITY
- SKILL DEVELOPMENT

#### **OBJECTIVES:**

- Making rural youth employable by providing career oriented education.
- To enable the students to become ideal citizens through strengthening of their democratic values.
- Inculcating human values and national pride through the preservation of historical and cultural life of the locality.
- To make the institution a centre of academic excellence by imparting quality education to rural youth.
- Enhancing professional competence of students and faculty.
- Contributing to the notions of social justice and equality through providing community oriented education.
- Empowerment of women through multiple gender sensitive programmes.

The vision, mission, and core values of the institution are communicated to the students, teachers, administrative staff, and the stakeholders of the institution in the following manner:

The Vision and Mission, which lays down the basic purpose of the institution, was formulated at the time of establishing the institution. It is being realised by the top management through formulation of Action Plans and implementing them through various institutional mechanisms like the Governing Council, Staff Council, IQAC, multiple clubs and committees, Parent Teacher Association, Alumni Association, etc.

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

### Institutional Strength

#### Strengths

- The College has permanent affiliation from Mangalore University and is approved under Section 2(f) and 12(b) of the UGC Act.
- The College is an aided institution.
- It has successfully completed two cycles of accreditation by NAAC.
- The campus presents a disciplined and congenial atmosphere.
- There is adequate land for future development.
- Several national and regional level seminars/workshops were successfully conducted.
- There are a higher percentage of women students.
- The College has active NSS, NCC, and Red Cross units.
- Several university level tournaments were conducted, which has produced university and state level sports persons.
- Smart classroom, language lab.
- Dedicated and committed teachers.
- Herbal Garden and Historical/Cultural museum.
- The Central Library with library automation-e-journals, e-books.
- Introduction of office software.

### Institutional Weakness

#### Weakness

- Insufficient number of permanent teachers. Only 20 per cent teachers receive their salary from the Government. Major part of the management funds are spent to pay the salary of the unaided staff.
- No post graduate programmes are being offered.
- Only 35 per cent of the teachers have PhD/MPhil qualification.
- Since the College is situated in a rural area, it lacks all types of urban facilities and advantages.
- No hostel facilities for students.
- Lack of communication skill among students.
- No Common Room for boys.
- Very few technology enabled classrooms.
- Computer Centre is not adequate.

## **Institutional Opportunity**

### **Opportunities**

- Opportunities for the faculty to pursue MPhil/PhD degree and to take up research projects.
- To introduce PG courses and more certificate courses.
- Extending the infrastructural facilities in the College such as girl's hostel, boy's hostel, sports facilities, museum, herbal garden, water supply, and alternative energy resources.
- Providing technology enabled classrooms.
- Organizing more collaborative programmes.
- Providing free mid-day meal for all students.
- Extension of the existing building providing more classrooms, extension of library building, and construction of common rooms.

## **Institutional Challenge**

### **Challenges**

- Recruiting and retaining competent faculty, since the institution is in a rural area.
- The State government policy of opening more and more government first grade Colleges in the surrounding areas, providing higher education free of cost.
- Keeping up student strength in the Humanities and Management courses.
- Generating funds required for salary and maintenance.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

#### **Curricular Aspects**

The College offers three undergraduate programmes under credit- based semester system, namely, BA, BCom, and BBA. The College, being affiliated to Mangalore University, follows the syllabus prescribed by the University. Many of the senior teachers have contributed to the curriculum design being members of the Board of Studies in different subjects as well as members in different academic bodies of the University. The institution has brought some amount of flexibility by enriching the curriculum with an additional course of skill development. The College offers 06 certificate courses, and the computer centre of the College, established in collaboration with Keonics Yuva. Com, offers 02 diploma and 06 certificate courses. The curriculum for these diploma, certificate, and add-on courses are designed, updated, and revised by the respective departments in the College, subject to the approval of the College Council. Exposure to the changes taking place in the academic world, including feedback from students, parents, alumni, and outgoing students provide useful input to the faculty for updating the curriculum.

The details of the courses, eligibility requirements, fees structures, etc. are notified in the newspapers, College website, prospectus, and College notice board, and the admission is made as per government regulations. The

academic calendar is given to the students at the beginning of the academic year. An Action Plan is prepared by the respective departments, whereby the faculty maintains a work diary in which month-wise distribution of syllabus, lesson plans, details of teaching, tutorials and tests conducted, administrative assistance to the Principal, co-curricular activities, etc. are recorded. The curriculum is delivered by adopting innovative teaching methods along with traditional methods of teaching. The basic objective is to impart quality education and enhance the professional competence of the rural youth. At the same time, the institution strives to inculcate democratic and human values in the students along with adherence to the notions of social justice and equality.

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

Majority of the students admitted to the College are from rural background, hailing from socially marginalized communities. Above 95 per cent of the students belong to either SC/ST/OBC groups. Further, the presence of more than 55 per cent women students itself indicates the inclination of the institution towards education and empowerment of women. The College adopts a transparent policy in the selection of students and the admission process. Wide publicity is given during admission, and selections are made on the basis of merit-cum-reservation policy as stipulated by the government. The College has adopted credit-based semester system as per the guidelines of the Mangalore University and NEP Syllabus from 2021-22.

Though the traditional method, i.e., the lecture method is the predominant mode of teaching in the College, supportive methods such as guest lectures, field visits, field survey, group discussions, case studies, class seminars, interaction with scholars, teaching with the use of ICT, Google classrooms, Google Meet, WhatsApp Groups, smart boards, audio-visual aids, film shows, etc. are widely practiced to make the teaching process student-centric. The process is supported with special coaching in virtual form like Google classrooms, Google Meet, WhatsApp groups, smart classrooms, ICT and computer for both, teachers and students. Each department prepares an academic calendar and teaching plan, before the commencement of the academic year. Individually, the teachers have to maintain a work diary, wherein they need to mention the topic covered and the activities undertaken in each period. The same is subject to scrutiny by the Principal and the Head of the Department.

Prominent scholars and academicians are invited to share their views on different issues with the students and the faculty. Several national and regional level seminars/webinars/workshops/PDP are organized to expose them to the larger intellectual world.

The mentoring system is institutionalized. Academic advisors are nominated to each class or group of students, who are then in charge of the overall development of the respective groups. They identify the slow-learners and arrange for special coaching and remedial classes. The advanced learners are encouraged and motivated towards higher achievements, higher studies, and competitive examinations.

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

#### **Research, Innovations & Extensions**

The College has a Research Committee, which encourages and guides staff and students to take up research projects and activities. It regularly holds meetings to discuss about the research activities to be conducted and to

study its development. It has succeeded in recommending staff members to apply for minor and major research projects, encouraging and resourcing staff to pursue PhD, MPhil, and other minor/major research projects, and is motivating students to undertake student research projects, organizing national, state, and regional seminars/webinars and workshops, providing financial assistance for research activities through the management, getting books, internet and Wi-Fi facility, laptops and computers required for research work, etc.

Overall, the number of PhD holders has 3 (two have now retired). There are 5 M.Phil holders (one has now retired) , Two NET holders and 7 KSET holders among faculty members. Two faculty members are pursuing PhD during current academic year. Three of our faculty members have participated in international seminars as resource persons and paper presenters and have presented 16 papers in the national level seminars. They have published 08 articles in peer reviewed journals, 06 chapters in books, 03 books with ISBN numbers, and 17 other publications. In addition, a Language Lab with Orell Language Software has been established and the students are benefitting through regular communicative English classes. On the recommendation of the research committee, the College possesses a full-fledged Audio-Visual laboratory and smart board. Students are allowed to make use of this facility. One member of the faculty has gained recognition as a research guide.

The NSS, NCC, and Youth Red Cross & Rovers & Rangers organizations function in the College. The College proudly acknowledges the many prizes and recognitions won by the staff and students. The College organizes extension and consultancy programmes to develop social responsibility, health awareness, environmental awareness, co-operative spirit, blood donation camps, community services during COVID 19 pandemic situation, etc among students. The staff and students voluntarily donate blood to help people in hospitals.

## **Infrastructure and Learning Resources**

### **Infrastructure & Learning Resources**

To create a conducive atmosphere for teaching-learning, the institution provides infrastructural and learning resources in a pleasant ambience. The Managing Committee in consultation with the Principal initiates a policy to create and enhance the physical infrastructure and learning resources. The College has adequate infrastructure facilities to meet the needs of students, teachers, and administrative staff. There are sufficient classrooms, which are well- ventilated, spacious, and adequately furnished. There is one big hall with multimedia facility to conduct regular programmes, along with an open Air Auditorium, Audio- Visual Room, Principal's Office, Administrative Office, Library, Physical Education Department, Gymnasium, NSS Room, Examination Room, and the Canteen. The most perceptible improvement in the course of five years can be seen in the addition, extension, and improvement in the infrastructure facilities of the College. It now has 54 desktop computers, servers, 4 Laptops, 12 printers, and two scanners. In the administrative section, the computers are connected through LAN for sharing information. All the departments are provided with internet facility aided computers and LCD projectors to promote ICT enabled teaching.

The College has a central library with 120 seats with separate stack, reading room, and ICT sections. The performance of the library is monitored by a committee consisting of staff and student representatives. A

spacious auditorium is optimally utilized for conducting State and National Level Seminars/ Workshops, and is also used by different community organizations, local panchayaths, youth associations, self help groups, etc. An Audio-Video Hall provides space for various co-curricular and extra-curricular activities.

There is a well laid out playground with 200 m track, and courts for Ball Badminton, Shuttle, Throw Ball, Kabbaddi, Volleyball, Cricket, Table Tennis, Gymnasium and for organizing various other games and sports. The College has also constructed a new UGC indoor stadium in the campus and another indoor stadium is under construction. A well- furnished canteen has also been constructed on the campus. There is an Herbal Garden behind the College building with medicinal plants and herbs. The College is in the process of developing a Historical Museum (for both outdoor as well as indoor).

## **Student Support and Progression**

### **Student Support and Progression**

The College is home for both girls and boys from the economically weaker section of the society. It has a student strength of 615(278 boys and 337 girls) in the academic year 2015-16. Among them, 542 (88%) belong to Other Backward Classes and Minorities, 43 (7%) belong to SC/ST groups. The admission committee consisting of senior teachers interviews the students in the presence of their parents and admits them on the basis of merit and reservation policy. Special consideration is given to the physically challenged and economically backward students.

Informative and ethical lectures are organized by inviting eminent scholars on different topics. The College has a Yakshagana Centre that trains students to present Yaskshagana during the Annual Day Celebration of the College. The College brings out an annual magazine, “Sharadavani”. It also has a “Wall Magazine” to provide a space for the students to publish their writings regularly. The various College programmes, academic reports of curricular, co-curricular, and extracurricular activities of the students are published in the College magazine. It helps to develop the writing habit of students.

The Placement Cell trains and prepares the students for employment. It has facilitated students in getting a job in a number of local companies. The College has received relevant and / positive feedback from present and outgoing students.

The number and the quantum of scholarships ensured for the needy students speak volumes of the institution’s sincere efforts at mobilizing resources for the upliftment of the weaker sections. More than 80 per cent of the students receive one or another form of scholarship, free ship or endowment prizes either from the government or from the institution. Free mid-day meal, general book bank, SC/ST book bank, free computer education, financial assistance for industry visits, fieldwork, education tours, etc. are other facilities available for the students. These are distributed with special focus on the needs of marginal groups and women.

## **Governance, Leadership and Management**



## Governance , Leadership and Management

The Vision and Mission Statement of the College is very comprehensive. The institution has addressed itself to multiple essential components of higher education in realizing this dream. The academic programmes of the College are in tune with the educational requirements of the rural mass and the marginal groups of the society. The institution has integrated in its delivery system ingredients like quality education, special attention to SC, ST, and women students, promoting sports and games, cultural and community development activities, developing global skills, ethical and moral values, etc. There has always been special focus on slow learners and encouragement to advanced learners.

The success of the College administration lies in the effective delegation of responsibilities. The Governing Council is the policy making body of the institution. The Principal is the ex-officio secretary of the council and there are two staff representatives as its members. The Principal, being the head of the institution, takes overall responsibilities of the day-to-day administration. The Staff Council comprises of the Principal and members of the staff, along with the student welfare officer, NSS officer, NCC officer, and representatives from the administrative section. The Internal Quality Assurance Cell looks into the quality enhancement and sustenance measures. The administrative and academic activities are decentralized by forming different committees comprising of teaching and non- teaching staff members.

The College grooms leadership qualities among students through student council, various associations, clubs and committees constituted by the students and conduct multiple forms of co-curricular and extra-curricular activities. The NSS, NCC, Sports, and Red Cross units are led by the student leaders. The College grooms its staff for leadership through constituting teaching and non-teaching staff associations, staff co-operative society, and by encouraging them to join/lead professional associations such as teachers associations and subject associations. Female staff members and students are given due representation in all these associations and clubs. Teachers and students are felicitated for their achievements and cash prizes are also given.

## Institutional Values and Best Practices

### Institutional Values & Best Practices

The institution is located in a rural and serene atmosphere. It is committed to the protection and conservation of the environment through multiple measures like rain water harvesting, energy conservation, solid and liquid waste management, and planting trees. Efforts are made to maintain a clean, green, and pollution-free campus. The NSS and NCC units of the College have also joined hands to achieve these objectives.

Two very notable best practices of the College are - 1) Establishing a Historical and Cultural Museum, (indoor and outdoor) and 2) Developing and maintaining a Herbal Garden. The College has introduced several other practices such as the Free mid-day meal facility to the needy, Morning Prayer service, around 30 associations, committees and clubs for co-curricular and extra-curricular activities, entrepreneurship development cell, effective mentoring system, students' council, coaching camps for sports persons, research methodology workshops and faculty development programmes, ICT coaching for teachers and students, free computer classes, remedial classes, wide range of extension programmes, village adoption, and several other programmes.

The institution is committed to the ideals of social justice, empowerment of women and marginal groups, communal harmony, and good citizenship. The College invests all its potentials to see that its graduates will be persons of knowledge, ability, skill, and morality.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	SRI SHARADA COLLEGE
Address	SRI SHARADA COLLEGE, BASRUR - 576211, KUNDAPURA TALUK, UDUPI DISTRICT
City	Basrur, Kundapura
State	Karnataka
Pin	576211
Website	<a href="http://www.sharadacollegebasrur.com">www.sharadacollegebasrur.com</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Chandravathi Shetty	08254-237229	9483515339	-	sharadacollegebsr@yahoo.com
IQAC / CIQA coordinator	Purushothama Balyaya	-	9449947571	-	purushothamabalyaya@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	16-07-1973

**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	31-01-1981	<a href="#">View Document</a>
12B of UGC	22-03-1991	<a href="#">View Document</a>

**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 SHARADA COLLEGE, BASRUR - 576211, KUNDAPURA TALUK, UDUPI DISTRICT	Rural	7.68	3913

## 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	II PUC	English,English + Gujarati	300	74
UG	BCom,Commerce	36	II PUC	English,English + Kannada	450	257
UG	BBA,Management	36	II PUC	English	80	14

### 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				1				12			
Recruited	0	0	0	0	0	1	0	1	1	0	0	1
Yet to Recruit	0				0				11			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				21			
Recruited	0	0	0	0	0	0	0	0	12	9	0	21
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				16
Recruited	0	2	0	2
Yet to Recruit				14
Sanctioned by the Management/Society or Other Authorized Bodies				9
Recruited	3	6	0	9
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
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				0
Recruited	0	0	0	0
Yet to Recruit				0

### Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	1	0	0	0	0	1
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	1	0	0	1	0	0	2
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	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	2	0	0	2
PG	0	0	0	0	0	0	15	6	0	21
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

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

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



Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	171	0	0	0	171
	Female	174	0	0	0	174
	Others	0	0	0	0	0
Certificate / Awareness	Male	70	0	0	0	70
	Female	110	0	0	0	110
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	18	16	21	20
	Female	37	30	26	18
	Others	0	0	0	0
ST	Male	1	3	4	5
	Female	7	5	10	6
	Others	0	0	0	0
OBC	Male	200	172	173	159
	Female	248	213	210	176
	Others	0	0	0	0
General	Male	13	8	7	6
	Female	13	11	11	7
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		537	458	462	397

1. Multidisciplinary/interdisciplinary:	<p>Sri Sharada College Basrur is affiliated with Mangalore University and adopted NEP syllabus from the year 2021-22 onwards for BA, B.Com and BBA Degree Programmes. The NEP ( New Education Policy 2019) has brought several reforms in the higher education institutions which includes broad based Multidisciplinary Under Graduate courses. In our college NEP syllabus is adopted with multidisciplinary subjects opted to students. It is necessary to bring qualitative changes in Degree programmes . College adopted NEP recommendations of multidisciplinary under graduate courses with multiple exit and entry options with Certificate, Diploma, Degree and Honours Degree at first, second, third and fourth years of learning process. The college adopted interdisciplinary subjects across the three programmes by introducing Basic Accounting and Investment in stock subjects for BA programme , Economics and monetary Economics for B.Com and BBA programmes. Financial Literacy is a common subject for all degree programmes in First Semester.</p>
2. Academic bank of credits (ABC):	<p>The Academic Bank of Credit is a national –level facility which will promote the flexibility of the curriculum framework and inter-disciplinary and multidisciplinary academic mobility of students across the higher education institutions of the country. It is a method of “credit Transfer” mechanism. It is a facility to the students to opt Certificate, Diploma, Degree and Honours Degree certificates. ABC system will enable the integration of multiple discipline of higher education leading to the desired learning outcomes, increased creativity , innovation , higher order of thinking and critical analysis skills. College provides extensive opportunities for the students to opt various subjects and provides scope to select add on and certificate courses which enhance their skills towards learning.</p>
3. Skill development:	<p>NEP focuses mainly on enhancing the employability skills of the students. The introduction of updated and need of the hour concepts and contents will make a student employable and at the same time confident in his or her day today transactions. The aim of adoption of NEP syllabus by the college is to enhance capability of the students to make their own decisions regarding their future career. Students can</p>

	<p>independently start up their own business. Practical classes are conducted in commerce lab which is the special feature of Department of commerce of our college. For the overall personality development of the students , college adopted Digital fluency , financial literacy, Yoga and health and wellness as a part of first year syllabus. College has already developed certificate and add on courses in Indian Yoga System and Indoor and outdoor stadiums of our college are helpful for physical development of students.</p>
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	<p>NEP syllabus also meets the requirements of young and enterprising Indians to nurture their dreams of entrepreneurship. Overall the course touches upon human aspects of every student pursuing it and encourages them to contribute to nation building through their intellectual and social capital. The New Education Policy brought several reforms in Indian education system which includes broad based interdisciplinary and multidisciplinary Under graduate education for the students of 21st century. It will bring equality , efficiency, and academic excellence in National Higher Education System. NEP aims at development of good , well rounded and creative individuals and at the same time inculcating character building , ethical and constitutional values. College observing Moral and Spiritual camps annually in collaboration with Ramakrishna Mission Mangalore. Again College started Yakshagana Certificate course which will help the students to plate stage plays of ethical and moral in character. Certificate courses in Indian Yoga , classical dance and music also help in this respect.</p>
5. Focus on Outcome based education (OBE):	<p>The Programme outcomes could provide for students to enhance their capability to make own decisions at personal and professional levels. The subjects introduced in NEP syllabus like marketing and Management Principles and Applications in B.Com Programme and Principles of Management and Marketing Principles in BBA programme help the students to develop skill and content for future career opportunity. Students can get thorough knowledge of finance and commerce. The knowledge of different specializations in Accounting, Costing , Taxation and finance with the practical exposure helps the students to stand in companies and in other organizations. After completing graduation , students can get skills</p>

	regarding various aspects like marketing management ( Sales Manager) , Human resource management ( HR Manager) etc.
6. Distance education/online education:	<p>For the successful implementation of NEP , college insists the students to study some of certificate or add on courses which are helpful for development of employable skills . Keeping in mind this objective, college planned to start a certificate course in GST ( The Goods and Service Tax) from the year 2021-22. Along with this college also intended to start a Certificate course in English Speaking / Public Speaking which will definitely help the students of our college who are belonging to rural background. College already started Google Classroom System for all the Degree classes which will help the students after regular class hours ( 24/7 basis) . These Google classroom provides the students extra study materials, question banks , and assignment materials etc. Apart from this college started Virtual Classes for the Preparation of Competitive Examinations . Here importance is given for Mathematics, Logical Reasoning, Aptitude and English Grammar.</p>

## Extended Profile

### 1 Program

#### 1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
108	83	83	83	83
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
3	3	3	3	3

### 2 Students

#### 2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
397	462	458	537	538
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
95	95	95	95	95

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

## 2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
127	119	111	189	149
File Description	Document			
Institutional data in prescribed format	<a href="#">View Document</a>			

## 3 Teachers

### 3.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
21	19	21	21	21
File Description	Document			
Institutional data in prescribed format	<a href="#">View Document</a>			

### 3.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
21	19	21	21	21
File Description	Document			
Institutional data in prescribed format	<a href="#">View Document</a>			

## 4 Institution

### 4.1

#### Total number of classrooms and seminar halls

**Response: 44**

**4.2**

**Total Expenditure excluding salary year-wise during last five years ( INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
1.47	3.96	59.75	31.04	22.87

**4.3**

**Number of Computers**

**Response: 54**

**4.4**

**Total number of computers in the campus for academic purpose**

**Response: 48**

## 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 college is affiliated to mangalore University, Konaje. The courses offered for B.A and B.Com are designed by the University. The U.G. courses are intrinsically job oriented. Being an affiliated college, before action plan the college has to keep in mind the academic calendar is issued by the affiliating University. Before the start of the academic year, the Principal constitutes a committee to update the academic calendar in consonance with the University Calendar. The heads of the departments start collecting / gathering information about the syllabus revision in the respective subject year wise. At the beginning of every academic year, the Principal conducts meeting with all faculty members to develop strategies for effective implementation of curriculum as well as co-curricular and extension activities. For every 3 years the University is changing the syllabus according to the needs of Companies and Industries. CBCS(choice based credit system) Scheme has been implemented for the academic year 2019-20 for B.Com & B.A. At the beginning of the academic year Time-Table committee frames the time-table as per the guidelines of the board of studies of the affiliated University and academic calendar is prepared keeping in mind all the curricular aspects i.e., CBCS scheme for B Com& B.A courses. The faculty members participate in the workshops organized by the Board of Studies time to time in their respective subjects. The outcome of the workshop is being shared in the department and the students, updating themselves the faculty members are encouraged to participate orientation courses, refresher courses, Seminars, workshops and conferences. Teaching faculty members prepare their own plan of action according to the CBCS syllabus and the time available. The Dairy is being maintained regularly by the faculty members. This dairy will be submitted to the Principal at the end of every month and it will be countersigned by the principal. As per the need of the department - remedial course, tutorials and special sessions are organized as per the guidelines of the University and UGC. Online classes conducted on ZOOM App as per University guidelines, eTests, e-Quiz organized for B.A and B.com year students in their respective subjects during COVID 19 Pandemic. Each department arranges seminars and webinar and talks by resource persons on related topics. The institution also offers certificate courses in addition to the academic activities for the benefit of students. As per the guidelines of University, the college conducts Internal Examination and skill development activities. College internal examination committee plans the internal exam schedule at the beginning of every academic year. Faculty members actively participate in the syllabus reframing workshops, seminars, and Conferences. They also participate as the resource persons in such workshops, seminars and conferences. Every academic year starts with an orientation program to B.A and B.com students. Student council meetings are conducted once in a semester. It is chaired by Principal and attended by teacher members. Students' feedback collected and presented by the representatives is discussed and suggestions are incorporated to improve the work culture of the college.



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

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

#### Response:

#### 1. The institution adheres to the academic calendar including for the conduct of CIE

According to the exam schedule of the affiliated university, the college adjusts the academic calendar for the internal examination and add on courses. The academic calendar is prepared well in advance of next academic session. The academic calendar is displayed on notice board for reference of the students and staff. It is also uploaded on college website for the all-time information of the students and stakeholders. It carries approximate schedules regarding admission process, teaching-learning schedule, curricular and co-curricular activities, extra-curricular activities, major departmental and institutional events to be organized and dates of holidays. The college follows its academic calendar for conducting internal examinations. In a true sense, continuous internal evaluation of the students is made by conducting home assignments, tutorials, surprise tests, unit test and tests for add on courses are included in the academic calendar and they are implemented at the end of the semester. The examination committee works on the slots reserved in academic calendar for internal evaluation and prepares and displays the time-table well in advance. The departments prepare their own teaching plans in their meetings keeping in mind the schedule of internal evaluation as in the academic calendar of the college as well as the additional tests. Only, the students who are absent for the tests on valid grounds are allowed to go for evaluation at a later date. The surprise test and assessment of the short term/add on courses is conducted separately by the respective departments.

The following are the important aspects of the academic calendar.

1. Academic calendar of departmental activity
2. Planning of multiple activities of respective committees.
3. Planning of extra-curricular activities of N.S.S., N.C.C. and cultural department.
4. Activities of Sports Department including prize distribution function.
5. Planning of Examination Department of the college.
6. Tentative schedule of University Examinations.
7. University schedule of holidays and vacations, term end and term start dates.

The college implements the examination and evaluation process as follows:

1. Semester Examination Evaluation procedure Semester -Wise Two internal. This is the part of CIE to realize the students their classroom syllabus. As it is already mentioned field visit, internship, study tours, industrial visit and project work is mandatory for some of the courses which help the student to sharpen their understanding of the topic. These are flexibly managed in the academic calendar.

**1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years**

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

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

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

**1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**Response:** 66.67

**1.2.1.1 Number of Programmes in which CBCS/ Elective course system implemented.**

**Response:** 2

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.2.2 Number of Add on /Certificate programs offered during the last five years**

**Response:** 35

**1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.**

2020-21	2019-20	2018-19	2017-18	2016-17
7	7	7	7	7

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 38.94

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

2020-21	2019-20	2018-19	2017-18	2016-17
170	150	200	197	210

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

## 1.3 Curriculum Enrichment

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

**Response:**

1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the curriculum

The vision, mission, motto and core values of the college speaks volume about these cross-cutting issues. Naturally, the institution integrates various life skills, values, local and global challenges through its curriculum delivery.

Gender, environment, and professional ethics based courses are there in the syllabus under Mangalore University. The compulsory undergraduate courses include (I) Indian constitution for 1st Sem BA and B.Com students. (II) Human rights for 2nd Sem BA and B.com students. (III) Gender Equity for 3rd Sem BA students. (IV) Human Resources Development 4th Semester students. In Indian constitution, students learn about constitution, fundamental rights, government of the union and states, the judiciary etc. In Human rights, involve basic concept of human rights, national and international protection and promotion of human rights, human rights in India, issues and concerns in human rights etc. **In General Equity, students learn about understanding gender equity, discriminates and violence, gender equity and legal provision, towards measuring gender equity and equity. In Human Resources Development, involve basic elements, components and process of HRD, functions of HRD, Recent Trends in HRD etc.** Apart from these issues included in the syllabi of affiliating university, our college has taken the various steps to inculcate these issues among the students. Following are the activities carried out by the college. NSS and NCC unit of the college actively participate in the national flagship programmes and address cross-cutting issues at community level. In order to strengthen mentally and physically, yoga training is provided to girl and boys through a certificate course in yoga and meditation. College organizes enough lectures on the hygiene and sanitation to create awareness about health in girl students. International Women's Day is celebrated every year in college.

NSS and NCC Units conducted Tree Plantation, Lectures of Experts in this field, Swacha Bharat Abhiyan and Street Plays on the issues of Environment. Human values Beside the syllabus, the institution organized programmes to inculcate human values in students and staffs. Blood Donation Camp is regularly organized. NSS unit is very active and regularly arranged social and cultural activities in the college and adopted village. Professional Ethics Ethical practices such as truthful information, facts, and unprejudiced approach are taught in content of syllabus and certificate courses. Career Guidance and Placement Cell organized placement activities including training, development of students, aptitude test etc. on a regular basis as per the requirements of industry.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

**Response:** 1.15

#### 1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	1	1	1

File Description	Document
Programme / Curriculum/ Syllabus of the courses	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

**Response:** 0

#### 1.3.3.1 Number of students undertaking project work/field work / internships

Response: 00

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

## 1.4 Feedback System

**1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2) Teachers 3) Employers 4) Alumni**

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

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

### 1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

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

File Description	Document
Upload any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average Enrolment percentage (Average of last five years)

**Response:** 88.95

##### 2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
135	172	174	174	190

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
190	190	190	190	190

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

#### 2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy ) during the last five years ( exclusive of supernumerary seats)

**Response:** 100

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

2020-21	2019-20	2018-19	2017-18	2016-17
95	95	95	95	95

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

## 2.2 Catering to Student Diversity

### 2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

**Response:**

In Sri Sharada College the students admitted in our college are coming from various economic sections and communities of the society. Most of the students are from backward categories i.e. ST, SC, and OBC. The college is very much aware about their overall growth and social upliftment in the society. Our college has a fair system for admission process. The students are admitted in our institution without considering caste, creed, and gender, and religion, social and economic status. After the completion of admission process regular classes commence as per the college time table. The institution always prefers girl students for enrolment in college in order to equip them with the higher education so that they can become empowered at themselves to face the future competition and to create their own entity. After admissions college adopts a process to identify slow and advance learners among students. Advanced learners and slow learners are identified on as per their responses in the class room as well as the performance in the Unit test, internal examinations.

After knowing slow and advanced learners, the teachers prepare separate list of slow and advance learners and conduct extra lectures for weaker students. The teachers observe that whether the students easily understand the lesson. If they fail to understand the topic or teaching of a teacher, the same was having been explained again in a easy way. This is the informal way to complete the teaching-learning process and it is also convenient to both teachers and students. Advanced learners are encouraged to ask their concern freely and frequently with the teachers, in a formal way. Students are encouraged to refer advanced textbooks, journals and for their advanced studies. Home assignment and projects are taken prepared from the Students. They are also encouraged to apply for different competitive examinations. They are motivated to participate in seminar presentation, Poster presentation, quiz competition, debates, and so on.

File Description	Document
Paste link for additional Information	<a href="#">View Document</a>

### 2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)

**Response:** 18.9

File Description	Document
Any additional information	<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:

- University has made provision in structure of all programmes to give students experiential and participative learning experience. Student centric methods adopted by Departments to provide Experiential and Participative Learning experience:
- Engaging students in Public Awareness programmes.
- Professors of various departments have motivated and encouraged the students to take up field work based research projects.
- Involving students for collecting data etc. for various organizations
- Participation of students in Seminars, Conferences etc.
- Department of Hindi conducted research project on “Bharath Ke vivid Rajyon Me Hindi Ki Sthithi”.
- Department of Kannada encourages students for field work.
- Department of English conducted a project work titled “know the surroundings”.
- Departments provide students tasks that inculcate in them problem solving skills; they receive practical and direct experience of negotiating difficult situations, and are trained as capable, competent and accomplished individuals.

### 2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

#### Response:

- Information & Communications Technology (ICT) enabled teaching methodologies and advanced technologies are being followed by the faculty members in class rooms.
- The academic plan with budget, lesson plan, lab manuals and question banks with solution are made available at the very beginning of the semester called it as Academic book for each semester.
- Sufficient number of books, Journals, e-journals and e-books are available in the library. The research journals are available online and facility for accessing these journals is provided through proxy server in the campus.
- All the departments conduct seminars, workshops and guest lectures on the new developments in the core subjects for effective teaching and learning by the faculty members and students in each semester.
- Sri Sharada college has 16 class rooms for the efficient teaching.
- Students have the smart class facility. And the teachers are allowed to use the Wi-Fi collection for college purpose.

- Sri Sharada college has a good library and we are rich in collection of books , college has library Advisory committee, book bank facility
- College has special book bank facility for SC ST Students.
- By the access catalogue students can get books very easily
- Students have the ICT room with home theatre
- Sri Sri Sharada college has a big seminar hall and many seminars held by many departments
- Sri Sharada has a rich result in sports college has indoor stadium facility and Gymnasium.
- Computer courses are available in the college by computer lab
- And language lab has separate classes for separate programme.
- Internet facility fully available for both teachers and students for leaning purpose.
- Internet facilities are available for staff and students in college.
- Photo copiers' facility available for office and library.
- Generators are necessary for the institute, it is available in the college , college has two generators.
- Laptop facility given by the university to each departments.
- Computer lab and LCD facility available for college students in the college.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.	<a href="#">View Document</a>

### 2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year )

**Response:** 19:1

#### 2.3.3.1 Number of mentors ?????????????? ???????

**Response:** 21

File Description	Document
Mentor/mentee ratio	<a href="#">View Document</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View Document</a>

## 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
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

**Response:** 10.58

#### 2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	3	3	3

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

### 2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

**Response:** 9.1

#### 2.4.3.1 Total experience of full-time teachers

**Response:** 191

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

## 2.5 Evaluation Process and Reforms

### 2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

#### Response:

Sri Sharada college has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in time. The Principal holds meetings of the faculties and directs them to ensure effective implementation of the evaluation process. At the entry level, admissions are given purely on merit basis and the lists of merit students are displayed on Notice board. Students who are admitted for the concerned course are assessed continuously through various evaluation processes at college. Unit tests are conducted regularly as per the schedule given in academic calendar. The weightage for the unit tests varies as per the concerned faculty. The performance of the students is displayed on the Notice board and communicated to the students. Personal guidance is given to the poor performing the students after their assessment. Students appearing for Second /third year are asked to deliver the seminars of the concerned subject. Topics are given by their teachers to the students to prepare for power point presentation. For transparent and robust for internal assessment, the following mechanisms are conducted by the Internal Examination Committee.

- Question Paper Setting.
- Conduct of Examination.
- Result display.
- Interaction with students regarding their internal assessment.
- The method of internal assessment helps the teachers to evaluate the students more appropriately. Due to internal assessment, the interest of the student towards learning and attending the classes has been also increased. It has created the interest among the students to take active participation in various co-curricular and extra-curricular activities for their overall personality development. The seminar presentation improves the communication skills of the students which is very essential to face the interviews.

The college has adopted a continuous internal evaluation system, wherein 20 per cent of the marks are awarded on the basis of their performance in the internal assessment and 80 per cent will be given on the basis of their score in university examinations. Internal assessment includes at least one examination and other activities such as assignments, fieldwork, seminars, etc. Feedback is obtained from each student regarding the teaching methods adopted in the institution, knowledge of the subject, and the general performance of each teacher. There is a continued focus on quality in the teaching- learning process. Providing information about process of evaluation to the students: The evaluation method and process is published in the college calendar and prospectus and also briefed in the orientation programme. Details of the evaluation process and time-table are displayed on the notice board. Class advisors orally communicate

the system and process of evaluation in the classrooms. Details of the process reminded through notice at the time of examination. Information given in the College website. University Evaluation Rules are published and changes to it are notified from time to time. Continuous Evaluation and Evaluation Reforms. The institution has adopted the Credit Based Semester System introduced by the Mangalore University.

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

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

#### **Response:**

There is complete transparency in the internal assessment. The criterion adopted is as directed by the university.

- At the beginning of the semester, faculty members inform the students about the various components in the assessment process during the semester.
- The internal assessment test schedules are prepared as per the university and communicated to the students well in advance.
- To ensure proper conduct of formative tests, one invigilator is assigned to each hall. Evaluation is done by the course handling faculty members within three days from the date of examination.
- The corrected answer scripts at random are verified by lectures to ensure the standard evaluation process. The corrected answer papers of the students are distributed to them for the verification by the students and any grievance is redressed immediately.
- The marks obtained by the students in internal assessment tests are displayed on the department notice board. The marks obtained by the students in internal assessment tests are uploaded periodically on the university web portal along with their attendance.
- Noting the values in observation and validating the theoretical aspects student must submit lab record regularly.
- Day to day performance of the students is assessed for every experiment which includes regularity, performance, viva and the promptness in submitting the record.
- For lab courses, the marks scored by the student for each experiment is indicated in the observation/record.
- The independent learning, practical approach to the real-time applications is tested by viva voce for laboratory courses.
- For the quality of the projects, the evaluation is done by Project Review Committee along with the project guides. To ensure the transparency and curb the mal practices the university has introduced jumbling system and theory end examinations are conducted at a center other than the college.
- The end examination for the laboratory and projects shall be conducted with internal and external examiner appointed from the other colleges as decided by the University.

#### **Redressal of grievances at institute level:**

**Departmental Level:** The continuous evaluation of students is carried out by faculty regarding theory lectures, labs, assignments, unit tests. Internal marks are allotted based on defined strategies and displayed on notice board. Query if any is discussed with faculty and HOD.

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

## 2.6 Student Performance and Learning Outcomes

### 2.6.1 Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

#### Response:

The Program Outcomes are published at college Website Teachers prepare learning objectives of the subjects they teach and the same is shared with students. It is also documented in academic activities files. General expectations of student enrichment are displayed on the campus at places frequently visited by students. Students learning outcome of the program of study is shared with students in the department by teachers. In addition to this, all the key stakeholders are made familiar with program outcomes through faculty workshops, student workshops, student induction programs, faculty meetings, parent teacher interaction, Industry interaction etc.. The Course Outcomes are communicated to the students by the respective faculty .In addition to this the course outcomes of all subjects are hosted in the respective department website, Lesson plan of a course contains the Cos and each class is marked according to the Cos. Course outcomes of laboratory courses are published in the respective laboratory and in the lab Manual/Student Lab record.

- The Institute has contributed, in large part, to the recommendations of the UGC on Evaluation Reforms in Higher Educational Institutions in India. The recommendations provide necessary mechanisms to implement outcome-based education in Educational Institutions in India.
- The PEOs have been categorized in to three sections such as Academic Values, Social Sensibilities and Moral and Spiritual Values. Integrating different stakeholders of the systems, the competencies and the performance Indicators for each of the Program Education Objectives are also defined and which in turn lead to design of comprehensive course level competencies and performance indicators. Programme Assessment Plan detailing the different Assessment types are also designed.
- Program outcomes are derived from the Program Education Objectives and are fine tuned to the specifics of each program.
- All students are apprised of the objectives and expected outcomes of their programme on admission during the compulsory Orientation programs. Students are also educated and provided with the detailed syllabus and course outcomes in each course and the assessment strategy for each course.

File Description	Document
Upload COs for all courses (examples from Glossary)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Paste link for Additional information	<a href="#">View Document</a>

### 2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

#### Response:

#### PROGRAMME OUTCOMES

The college offers three undergraduate programmes under credit- based semester system, namely, BA and BCom. The College, being affiliated to Mangalore University, follows the syllabus prescribed by the University.

The Specific OUTCOMES of Humanities Course (BA) are:

- To make the program more flexible for higher education and research.
- To empower the students for better placement especially for IAS, KPSC, UPSC
- To provide competent and eligible competent candidates and guide them for better employability.

The PROGRAMME SPECIFIC OUTCOMES of Commerce Course (B.Com) are:

- The Course Outcomes mainly on enhancing the employability skills of the commerce students.
- The course also meets the requirement of the young and enterprising Indians to nurture their dreams of entrepreneurship.
- To acquire competence in the areas of Accounts, Taxation, Finance, Banking, Costing, Marketing, Law, Mathematics and Statistics etc.
- To develop the human aspect of every student pursuing it and encourages them to contribute into nation building through their intellectual and social capital.

The institution has brought some amount of flexibility by enriching the curriculum with an additional course of skill development. The College offers 06 certificate courses, and the computer centre of the

College, established in collaboration with Keonics Yuva. Com, offers 03 diploma and 06 certificate courses. The curriculum for these diploma, certificate, and add-on courses are designed, updated, and revised by the respective departments in the College, subject to the approval of the College Council.

The college has clearly stated its expected program outcomes. The students and staff are aware of the learning outcomes through multiple ways such as-

- Vision and Mission Statement of the college indicating the learning outcomes. They are displayed at crucial points, published in the prospectus and calendar, college magazine, college website, etc.
- Expected program outcomes are made known to the students in orientation programmes, student council meetings, and meetings of the clubs and associations.
- Expected program outcomes are discussed in the staff meetings and meetings with the Management.

The progress of the students is measured by their performance in the internal assessments, performance in the classroom, seminars, assignments, and participation in debates and discussions. Their performance in such activities is recorded and communicated to the students, concerned teachers, and heads of the departments. They are also communicated to the management and parents. Efforts are made for improvement.

### Learning Outcomes

In order to facilitate the intended learning outcomes, the teaching-learning and assessment strategies are structured in following ways-

- Introduction of certificate courses in addition to the regular degree courses.
- Skill development programmes with special emphasis on employability skills.
- Strengthening learning resources by adding books to the Central Library and Department Library, and by subscribing to national/international journals, INFLIBNET/ N-List, etc.
- Appointment of qualified, energetic, and enthusiastic teaching staff.
- Use of ICT in the teaching-learning process.
- Continuous evaluation of students.
- Obtaining feedback from stakeholders regarding institutional performance and suggestions for improvement.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for Additional information	<a href="#">View Document</a>

### 2.6.3 Average pass percentage of Students during last five years

**Response:** 88.7



**2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
118	112	97	152	131

**2.6.3.2 Total number of final year students who appeared for the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
126	119	111	189	149

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Paste link for the annual report	<a href="#">View Document</a>

**2.7 Student Satisfaction Survey****2.7.1 Online student satisfaction survey regarding teaching learning process****Response: 3.56**

File Description	Document
Upload database of all currently enrolled students (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

#### 3.1.1 Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

Response: 1.3

##### 3.1.1.1 Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0.2	0.408	0	0	0.688

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

#### 3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

##### 3.1.2.1 Number of departments having Research projects funded by government and non-government agencies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

##### 3.1.2.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
7	7	7	7	7

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

**3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years****Response:** 44**3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
14	5	5	8	12

**File Description****Document**

Institutional data in prescribed format

[View Document](#)**3.2 Research Publications and Awards****3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years****Response:** 0.44**3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
3	1	2	2	1

**File Description****Document**

Institutional data in prescribed format

[View Document](#)**3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years****Response:** 0**3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

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

### 3.3 Extension Activities

**3.3.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.**

**Response:**

The College is known for its extension and outreach programmes. The NSS, NCC, and Youth Red Cross organizations function in the College. The College proudly acknowledges the many awards/recognitions won by the staff and students. It is recognized by the government and other institutions for its social awareness activities and the literary achievements of the faculty. The teachers of the institution provide honorary consultancy services in their respective area of services. The College organizes extension and consultancy programmes to develop social responsibility, environmental awareness, co-operative spirit, etc among students. The staff and students voluntarily donate blood to help people in hospitals.

The different Extension and outreaching programmes by adopting the institutional mechanisms in the following ways:

1. Through collaborative activities/services with NGOs and local bodies.
2. By conducting programmes related to developing social responsibility among students.
3. By organizing programmes such as tree plantation/rain water harvesting to create environment awareness among students.
4. Collecting money for charity work and for medical treatment of fellow students, to enhance social concern and civic responsibility.
5. Organizing special camps of NSS in neighbouring villages to develop social service and co-operative spirit.
6. Waste management programmes.
7. Voters Awareness Programmes by involving the students and the community in Strategic Voters Education and Electoral Participation.
8. Social work in neighbouring institutions.
9. Sports training for students of neighbouring schools.
10. Provision for the use of gymnasium and sports facility for surrounding schools and for the public.
11. Through delivering talks on social awareness and research topics in the neighbouring schools and colleges and public platform.
12. Through community- oriented students and staff research projects.

- Through NSS, NCC, and Red Cross units.
- Through the programmes of the Human Rights Committee, Anti-Drug Committee, Ecoclub, etc.
- Citizenship awareness movement through SVEEP Committee/ Consumer Awareness Cell/Human Rights Cell.
- Blood Donation/ Health Camp by Red Cross/NCC.
- Consumer Awareness through Consumer Awareness Cell.
- ECA marks are awarded for involvement in the extension activities to the students to encourage them for participation.

### Impact of extension and outreach programmes on the overall development of students

- Students learn about to live an organized life and group work.
- Improve communication skills and leadership qualities.
- Learn values like social concern, service, community living, and concern for weaker sections of the society.
- Improves sense of social awareness and responsibility.

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

### 3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

**Response:** 10

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	10	0	0	0

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

### 3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

**Response: 91****3.3.3.1 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
26	16	15	21	13

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

**3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years****Response: 79.32****3.3.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
258	412	340	468	436

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

**3.4 Collaboration****3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years****Response: 0****3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

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

### 3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

**Response:** 0

#### 3.4.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

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

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

**4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.**

**Response:**

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

**Response:**

The college has provided adequate physical and updated academic facilities as per the requirement of university and the need of the students. The campus is spread over 7.68 acres of land which facilities excellent infrastructure for teaching learning process, career progression and higher education. There are total 07 departments and 16 spacious class-room with proper infrastructure in the college. All departments have proper light and ventilation with cushion benches. The campus building accommodates the chambers of Correspondent Office(01), Principal Office(01), Administrative Office (01), Seminar hall(02), Class rooms(16), Language Lab(01), Museum(01), Staff rooms(07), Library(01), Audio-visual room(01), Computer section(01), Vivekananda Study Circle(01), Girls waiting room(2), Auditorium with indoor stage(1), open air stage(01), indoor(Shuttlecocks) and outdoor Stadium(Play ground)(01), Games room(01), Washrooms, Gents Toilets Black(01), NSS room(01), NCC Room(01), IQAC Room(01), Rovers & Rangers Room(01), Stores rooms(02), Canteen (01), Boiler(01), bikes/Cycle shed(01). Wi-Fi facility is made available for the students and staff in the Campus. RO filtered water facility is made available for teaching, non-teaching and students. For security and safety college has fixed up CCTV camera. Commerce and Language departments have laboratory facility as learning resources. Inside the college's campus are two open well, and a herbal garden.

College has well furnished library with 31,183\* valuable books like text books. Reference books, manuscripts and special reports, other facilities such as e-books, e-journals, and also having separate library website for providing online services. There are various sections in library viz. New arrival section, periodicals, circulation, Photocopying, book bank, referral services, are rendered to faculty and students. The College has "Shuchi Ruchi" Canteen that fulfil the needs of students and the staff. It offers fresh and good quality hygienic food items at affordable cost. The College has a Outdoor stadium measuring 415.20 Sq.mt. (Field size 105 X 70 Mts) with Pavilion & 100,200, & 400 Mts Athletic track. Also has Indoor sports training facility with wooden flooring (30 X 18 X 12.5 Mtr.) measuring 670.37 Sq.Mts. There is a separate gymkhana building (Games room) with all amenities and gym equipment.

**Class Room-**The college has sufficient number (16) of ventilated, spacious class rooms for conducting theory classes. The class Rooms are equipped to meet the conventional teaching tools and furnished comfortably to meet the student requirement.

**Language Lab and Commerce Lab-** The College has an exclusive English communication skills lab where the students practice and test their communication skills. Language Lab use Orell digital Language Lab software. The commerce lab provides practical orientation to students by linking the subject syllabi with practical training in the lab.



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

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

##### **Response:**

The policy of the institution is to provide well- furnished, ventilated, spacious classrooms based on the requirements of the specific programmes and student strength, providing teaching aids, facilities for the use of ICT in teaching learning process, adding advanced books, journals and e-resources for the central library, strengthening department libraries, provision for the use of technology- based teaching aids, developing infrastructure required for sports, co-curricular, and extra-curricular activities, and updating the facilities keeping in view the changes taking place from time- to- time.

##### **Details of Sports facilities:**

Sri Sharada College and the Department of Physical Education provide facilities to students to participate in the Intra – murals and Inter – collegiate Tournaments

- 1.Play ground with 200 metre tracks – 01
- 2.Volleyball courts – 03
- 3.Kabaddi court – 01
- 4.Ball badminton court – 01
- 5.Cricket pitch – 01
- 6.Throw ball court – 01
- 7.High jump bed – 01
- 8.Long jump pit – 01
- 9.Hurdles – 40
- 10.Wrestling bed – 40
- 11.Shuttle badminton courts – 01
- 12.Indoor Stadium -02(01 under construction)
- 13.Outdoor Stadium-01(under construction)

##### **Indoor Games and Gymnasium**

- 1.Gymnasium – multi- gym for boys and girls
- 2.Weight lifting for boys and girls
- 3.Power lifting equipment for boys and girls
- 4.Table tennis – tables for boys and girls
- 5.Chess and carom
- 6.Department of Physical Education and sports equipment
- 7.Dressing/washroom for boys and girls

The construction of a new indoor stadium with UGC grants is underway.

### **NSS/NCC**

NSS – 1 Unit

NSS Room-01

NCC Unit – 01

NCC Firing Range –01 (not in use now)

Red Cross – 1 unit

### **Facilities for cultural activities**

Yakshagana Kendra with yakshagana training

Music class

Classical dance training

Auditorium

### **Public Speaking**

Training in public speaking

Spoken English Classes

Audio-visual Hall and Auditorium

### **Yoga**

Regular Yoga classes in the College. Dr Sathappa H., well- known doctor and yoga trainer is serving as the yoga teacher.

### **Health and Hygiene**

The College has concern and care for the health and hygiene of the College students, staff, and other members.

- College organizes health checkup camps.
- Proper arrangement of drinking water is available in the College campus. Purified water coolers are installed at 08 points.
- First aid is also available at the first aid centre.
- Medical Assistance for teaching & non-teaching staff during emergencies.

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

#### 4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

**Response:** 38.64

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

**Response:** 17

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

#### 4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

**Response:** 49.3

##### 4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	55.55	26.12	15.87

<b>File Description</b>	<b>Document</b>
Upload audited utilization statements	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<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:****4.2.1. Library is automated using Integrated Library Management System (ILMS).****Response :**

Name of the ILMS software: EASYLIB Software, Online Public Access(OPAC)

Nature of automation (fully or partially) : Fully

Version:4.3.4

Year of automation: 2012

The Library main building of the College was established in 1973 , since then library has made consistent progress in terms of the books, journals, periodicals, e-resources and services. The college library has furnished room of 100 X30 sq.ft area. Recently the library building was extended under UGC plan XII(2016-17). A separate rading Library is fully automated with all its subsystem like LAN connectivity and WiFi . Library Management Software system is incorporated with latest technologies that enables Library to serve its users more efficiently. It provides open access facilities which helps easy access and use of the library as learning knowledge centre which have fully automated Library will be kept open from 9-00 AM to 5;30 PM on all working days except on Saturday. The college library is open for students for reference and borrowing during all working days except Sundays and Holidays. On Saturday from 9.00 AM to 1.30 PM. The Library include Reference Section and Periodical section is situated in the first floor of the Library Building. And Text book section in the ground floor of the library building. The library is partially computerised in respect of Book Bank facility, purchase of book, catalogue and stock verification. Subscription to the library automation software Easylib and books are issued/ returned on bar –coded borrower’s cards. Online Public Catalogue (OPAC) facility is available at the circulation at the entrance of the library. The Library has a wide collection of books, journals, e-resource, Audio-video materials, Newspapers, e-resources, previous year question papers etc.

Computers with broadband internet connection and reprographic facility is available to the users in the library. A high end Konica & Canon –Xerox machine is available in library which has the facilities like coping, Scanning, and printing.

The library committee consists of the Principal as Chairperson aided by a Convenor , senior faculty and the Librarian as Secretary of the committee. The Committee also has representatives from each department for one academic term or more. The Library committee works on rotational basis of faculty involvement. The faculty members of the committee play an important role in coordinating the Library Orientation for the new entrants. The Library committee meets at intervals for selection of books and other Library material. They also suggest ways and means to improve the services.

\*\*\*\*\*

**4.2.2 The institution has subscription for the following e-resources**

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

**Response:** A. Any 4 or more of the above

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

**4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)**

**Response:** 1.42

**4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
1.02	1.28	1.49	1.54	1.75

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

**4.2.4 Percentage per day usage of library by teachers and students ( foot falls and login data for online access) during the latest completed academic year**

**Response:** 0

**4.2.4.1 Number of teachers and students using library per day over last one year**

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

### 4.3 IT Infrastructure

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

##### Response:

##### **Institution frequently updates its IT facilities including WiFi .**

The college has established mechanism for upgrading and deploying Information technology infrastructure. The college first assess the needs , number of students and staff and other end users. The provision is made in the budget for annual maintenance and technical staff is appointed for maintaining hardware and Information Technology infrastructure of the campus. Institution frequently updates its It facilities through various systems. LCD projectors to enables teachers and students to switch over to It supported teaching-learning methods. These It supported facilities are regularly updated.

The college office uses LAN facility and software for admission of students and fee collection. The administration office section use Robo Vidya software and Office accounts software to get students' results and to maintain all other confidential matters. These it facilities are regularly updated. The college has 54 (now 45 with working conditions ) Computers, 05 Laptop, 04 LCD projectors with access to internet that are updated with latest versions of essential software. The computers are connected with WIFI facilities.

Details of IT Infrastructures.		
S.No	Particulars	Quantity
1.	Computer	54[ 45 with working condition]
2.	Lap-top	03
3.	LCD Projectors	04
4.	Bar-code Scanners	01
5.	Bar-code Printer	01
6.	Color printer	01
7.	Home theatre	01
8.	UPS	02
9.	Printers	05
10.	Printers with Scanners	02
11.	Digital camera	01
12.	T.V Apple	03
13.	CCTV	16
14.	Bio-metric Machine	01
15.	Scanner	03
16.	Battery back-up system	04
17.	Type-writer	06
18.	Cycle	01

19.	BPL TV	01
20.	10 KV, 20 KV Generator	02
21.	Sever	02
22.	Western Digital hard disc	03
23.	Battery (6 hr Back up)	01
24.	Exide battery IT 500	20
25.	HDMI change over system	01
26.	Sony voice recorder	01
27.	Reliance phone	01
28.	LCD Projector	04
29.	OHP	01
30.	Inverter(850 VA)	01
31.	800 VA Offline UPS	02
32.	Alpha 2.0 VA Offline UPS	02
33.	2.0 KVA Online UPS	02
34.	3.0 KVA Online UPS	02
35.	Puri-guard	02
36.	Aqua-guard	07
37.	Xerox Machine	03
38.	Smart Board	01
39.	Speaker	08
40.	LAN Networking	04
41.	Robo Vidya software Office Administration.	01
42.	Easylib Software	01
43.	Office Accounts Software-Two Concurrent users.	01
44.	Orell Digital language lab Software, Extra Consoles special edition.	0601
45.	Windows8 professional for AE software for units.	1001
46.	OFF prof.Plus 2013 SNGL	01
47.	OLP NL ACDMC 2PROC	01
48.	OLP NL ACDMC	01
49.	WINSVRSTD 2012 R2	01
50.	WINSVRCAL 2012 SNGL	01
51.	OLP NL.ACDMC DVC CAL	01
52.	Device X990	01
53.	E-Attendance Bio-metric software	01
54.	Bell timer with software	01
55.	Currency authentication and counting machine	01

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

**4.3.2 Student - Computer ratio (Data for the latest completed academic year)****Response:** 8:1

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Student – computer ratio	<a href="#">View Document</a>

**4.3.3 Bandwidth of internet connection in the Institution****Response:** E. < 5 MBPS

File Description	Document
Upload any additional Information	<a href="#">View Document</a>

**4.4 Maintenance of Campus Infrastructure****4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)****Response:** 13.35**4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0.038	2.16	0.18	0.67	1.64

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Audited statements of accounts	<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:****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 takes direct initiative in the maintenance of upkeep of infrastructure and support facilities. The management, Financial Administrator and Office superintendent monitor the quality of maintenance of infrastructure and equipments. The custodian of the equipment frequently examine them for timely maintenance and repairs to ensure performance and accuracy. At college level, there are different committee to monitor the smooth functioning of the college.

Policy for Physical, Academic and Support facilities:

The college has enough space to accommodate all the requirements. There are enough classrooms, spacious library, administrative office and other basic facilities as per the university affiliation. Internal cleaning of the college of the college building is equally distributed among all the support staff. Both urinals and toilets are also regularly cleaned with proper hygiene. The college has its own canteen and offered on annual contract basis which provides good quality food items at affordable rates and Canteen committee regularly review its rate and gives specific instructions about the hygiene and quality of the food.

Maintenance and utilisation of Library:

The college library has a advisory committee appointed by the principal to monitor the smooth and effective functioning of all the services provided. It also shoulders various responsibilities like finalising the annual budget, purchase of the reference book, purchase of text books and some other important books, journals(24) and periodicals/Magazines(61), etc. Library is substantially computerised, bar code system, is adopted. It also use the system of catalogue(OPAC). The committee takes decision about the library fees, book collection late fees, deposits, etc. The library provides open access for all users. Its provides book bank facility. Library make available Ten newspaper in kannada and English. Library provides facility to outdoor readers who include retired staff, alumni and other readers. Stock verification is done as per the guidelines of the norms. Librarian seeks recommendation from the Department to purchase necessary books. The Library is using EASYLIB software for automation of library and provides Wi-Fi facility to staff.

Maintenance and utilisation of computers:

There are 45 (old 54) Computers and 5 Laptops in the college, out of which 07 are for student's purpose and remaining are for academic purposes. Maintenance of computer is done regularly as per requirement and major work is done during vacation. He look after the maintenance job, such as updating of operating system, antivirus, software, hardware and technical problems etc. In case of physical damage we call expert from related agencies. Power back up is provided to the computer system to use them optimally.

Extra-Curricular Activities.

There is spacious Auditorium with indoor stage and open air stage for cultural and other activities. Hall is well equipped with the audio-visual system and maintained regularly. There are various musical instruments for practicing cultural activities. The Institution has a provision of Budget allocation for various activities. We take care that maintenance like repair of furniture, electrical work and equipment is

get to be done from respective agencies at proper rates.

#### Class Rooms & Departments Library-

The class room are well maintained. At the beginning of each semester the readiness of the class room and rest room are checked by the facility management team. Regular inspection, maintenance of the furniture's and class room equipment is done on a regular basis. All the departments maintain department libraries with proper stock and issue register. The browsing centre with seven computers in the student service centre is accessible to students at any time in the college library.

#### Sports facilities maintenance-

All Sports amenities are under in-charge of the Director of the Physical Education. A stock register and an issue register are maintained to ensure the proper handling of the sports items. Stock verification of the sports items is conducted at the end of academic year. Regular maintenance of the play area is conducted under the supervision of Physical education director and faculty sports coordinator. Time is allotted to students for using indoor and gymnasium. The maintenance of the court is done regularly. Common facilities like Ground and multipurpose indoor sports facilities are provided to the locales on prior request.

## 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 last five years

Response: 11.14

##### 5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
32	43	35	67	98

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

#### 5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 11.14

##### 5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
32	43	35	67	98

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

**5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following**

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

**Response:** D. 1 of the above

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

**5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years**

**Response:** 5.73

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

2020-21	2019-20	2018-19	2017-18	2016-17
30	20	30	43	12

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

**5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

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

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>

## 5.2 Student Progression

### 5.2.1 Average percentage of placement of outgoing students during the last five years

**Response:** 8.44

#### 5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
15	15	15	3	4

File Description	Document
Self attested list of students placed	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 5.2.2 Average percentage of students progressing to higher education during the last five years

**Response:** 15.75

#### 5.2.2.1 Number of outgoing student progressing to higher education.

**Response:** 20

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Institutional data in prescribed format	<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: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

**Response:** 0

#### 5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg:

**JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

**5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
5	2	1	2	1

File Description	Document
Upload supporting data for the same	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 5.3 Student Participation and Activities

**5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.**

**Response:** 39

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

2020-21	2019-20	2018-19	2017-18	2016-17
2	4	8	8	17

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

### **5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )**

#### **Response:**

#### **STUDENT COUNCIL**

The College has a Student Council.

Selection of Student Council is done in the following method-

- There is a call for application.
- The applications are sorted out.
- The Principal and the student welfare officer finalize the selection of the student representatives in consultation with the coordinators of clubs and committees.
- If the applications are less than the required numbers, the committee will nominate the members.

#### **Constitution of Student Council**

- The Principal is the Ex-officio President of the Student Council.
- The student welfare officer acts as the convenor of the Council.
- The Principal nominates senior teachers as coordinators for various associations and clubs.
- There are three or four student representatives in each Association Club/Cell.
- The student representatives are nominated by the Principal (after inviting applications from interested students).
- All students are members of associations/clubs.

**02. Staff/ Students Grievance Redressal Cell :**

Sri Purushothama Balyaya- Co-ordinator

Sri Santhosha

Sri Nagaraj

Sri Shyama Naik

Sri Sooraj Kumar Shetty B

Smt B Vijayalakshmi B

Student Representatives

KEERTHI	III B.COM A	
PRANITHA C SHETTY	III B.COM A	
B PRAJNA SHETTY	II B.COM A	
ADITHYA A SHETTY	II B.COM A	

1.

Sri Sandeep K - Co-ordinator

Sri Narayana K

Smt. Mamatha



Smt. Vaishali S

Sri Shyama Naik

Kum. Pooja.S

Student Representatives

ASHRITHA	II B.COM A	
SAHANA	III B.COM A	
LAKSHMEE	III B.COM A	
ANUSH	III B.COM B	

#### 04. Sports & Games Committee:

Sri Purushothama Balyaya- Co-ordinator

Sri Nagaraj

Sri Sooraj Kumar Shetty B

Sri Mahesh Kini

Student Representatives

A M ALKAIS	II B.COM A	
ADITHYA	II B.COM A	
SHIEKH NOOR AMIN	III B.COM B	
SUPREETHA	II B.COM A	

#### 05. Campus & Equipment Maintenance Committee

Sri Raghavendra Shetty S - Co-ordinator

Sri Sandeepa K

Sri Nagaraja Shetty

Smt. Saraswathi K

Smt. Sumangala

Sri. Aruna

Student Representatives

AKSHAY KUMAR	III B.COM A	
ARJUN K POOJARY	III B.COM B	
CHETHAN	II B.COM A	
ATEEK ASALAM KHAN	III B.A	

#### **06. Humanities Association**

Sri Nagaraj - Co-ordinator

Sri Raghavendra Shetty

Sri Narayana K

Kum. Asha

Student Representatives

DIVYA H	III B.COM A	
KAVYA	III BA	
MANOJ KUMAR	II BA	
ARPITHA	II BA	

**07. Commerce Association**

Sri Purushothama Balyaya- Co-ordinator

Sri Sandeepa K

Sri Raghavendra Shetty S

Sri Deepak Kumar

Smt Roopa Shetty K

Smt Dreema D'Souza

Smt Prajna P Hegade

Student Representatives

YASHMI SHETTY	III B.COM A	III B.COM B	
SUNITHA			
RAKSHITHA		II B.COM A	
MANJUNATHA		II B.COM A	

**08. Fin Arts Association**

Kum Mamatha - Co-ordinator

Sri Narayana K

Sri Chandra

Kum Prajna P Hegade

Smt . Vaishali S

Smt Anitha VM

Kum. Suhana

Student Representatives

**09. Parent-Teacher Association**

Sri Vishwanatha Acharya - Co-ordinator

Smt Dreema D Souza

Sri Chandra

Sri Mahesh Kini

**10. Old Students Association**

Sri Deepak Kumar- Co-ordinator

Smt Disharani

Smt Mamatha

Smt Prajna P Hegade

Sri Chandra

Kum. Suhana

Smt. B Vijayalakshmi

Smt Akshatha Pai B

Sri Mahesh Kini

Kum. Pooja S

**11. SC/ST Student Welfare Cell**

Sri Nrayana K- Co-ordinator

Sri Santhosha

Sri Chandra

Kum. Asha

Sri Shyama Naik

Smt Saraswathi K

## 12. Swami Vivekananda Study Centre:

Sri Raghavendra Shetty - Co-ordinator

Sri Narayana K

Sri Nagaraj

Kum. Mamatha

Smt Disharani

Smt. Anitha V M

### 5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 0

#### 5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

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

## 5.4 Alumni Engagement

### 5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

#### Response:

The College does have a registered Alumni Association, and some of its major contributions and activities are as follows:

- Organizing training programmes related to competitive exams.
- Financial assistance for the mid-day meal scheme.
- Financial assistance for the construction of the cycle shed.
- A welcome structure donated for the main gate of the College.
- Sponsored scholarship for students.
- Financial assistance to NSS camp.
- Support for seminars/workshops.
- Alumni felicitate all retired and working staff, PhD holders, and rank holders of the university.
- Health camp in association with KMC, Manipal.
- Participation in blood donation camps.
- Sponsorship to arrange the Mangalore University Volleyball and Wrestling competitions.
- Donated books to the College library.
- Cash award for rank holders.
- Active participation on the occasion of the Annual Day celebrations and participation in cultural activities.

## ANNUAL REPORTS

### 2016-17

#### Alumni Association:

The Alumni Association of our college is supporting all our college activities under the leadership of Sri. Yogish Acharya, President, Sri. Mahesh Kini, Secretary and Dr. M. Dinesh Hegde, Coordinator. The Annual General Body Meeting was held on 3rd Sept. 2016.

### 2017-18

#### Alumni Association:

The Alumni Association of our college is supporting all our college activities. Dr. M. Dinesh Hedge, is the coordinator of this Association. Annual General Body Meeting was held on 26th Jan. 2018. The new office bearers were elected in the meeting. The current office bearers are Sri. Rakesh Kelamane, President; Sri. Naresh, Secretary; Kalpana Bhaskar and Jagadish Puranik, Vice Presidents; Liyakath Bette and Praveen Kumar Shetty, Joint Secretaries and Mrs. Akshatha Pai, Treasurer. The Association contributed liberally for

the University Level Kabaddi Tournament, held on 2nd and 3rd March 2018. The Association also sponsored for one day workshop on “*Career Opportunities and Competitive Examinations*” organized by IQAC and Career Guidance Cell of the college, on 13th March 2018.

2018-19

#### **Alumni Association:**

The Old Students’ Association of our college helped us to sustain the college through donations and volunteerism. Sri Rakesh Kelamane is serving as the president of the association. Sri Naresh is the secretary, and Dr. M Dinesh Hegde is the staff coordinator. This association has contributed Rs.1,40,000/for mid-day meal and around 30,000/- to meet other needs of the college.

2019-20

**Alumni Association:** The Alumni Association has been a helping hand in all the academic, cultural and development works of our college. Sri Rakesh Kelamane is the president, Sri Naresh is the secretary, and Dr. Rakshith Kumar Shetty is the staff co-ordinator of the association. This association has contributed Rs.1,00,000/ for the college development fund in the reporting year.

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

#### **5.4.2 Alumni contribution during the last five years (INR in lakhs)**

**Response:** D. 1 Lakhs - 3 Lakhs

File Description	Document
Upload 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 and in tune with the vision and mission of the institution**

**Response:**

**Metric No 6.1.1 : The governance of the institution is reflective of and in tune with the vision and mission of the institution.**

**Vision:**

**“TOWARDS MOULDING THE RURAL YOUTH FOR MODERN CHALLENGES”**

A student of Sri Sharada College will be an individual endowed with the spirit of inquiry, eager to acquire knowledge and skills, competent to be employed in his field, possessing qualities of leadership, responsible to family, society, and nation, capable of appreciating aesthetics and understanding our cultural heritage and rational as well as humane in attitude.

**Mission :**

- Higher Education
- Value-Based Education
- Empowerment of Women and Marginal Groups
- Social and Civic Responsibility
- Skill Development

Sri Sharada College strives to provide students with quality education using innovative and humane methods of teaching and learning, to develop in their competence for employment as well as entrepreneurship, to promote their power of thinking and creative ability, to organize activities that will contribute to the understanding of their responsibilities to the family, the society, and the nation and to promote national integration through the cordial relationship between and among stakeholders.

The College caters to the basic needs of the society in terms of developing a vibrant younger generation with the right attitude, strong skills, and versatile knowledge. The methodology adopted for achieving the Mission is by way of joyful learning such as innovative and blended learning. In the process of learning the students are facilitated to attain life skills.

The institution translates its vision statement through the following criteria:

? Quality education to students through effective classroom teaching blended with ICT, Add-on, and inter-disciplinary courses leading to competency building.



? Orientation programme for the students and faculty.

? Familiarising Vision and Mission statement among stakeholders through display board, college prospectus, college calendar, meetings, discussions, and deliberations.

? Societal development through extension activities of NCC, NSS, Rangers, Youth Red Cross, and other student bodies.

? Continuous self-renewal by keeping pace with local and global changes in teaching and learning.

- Financial support for Students projects and field work.
- Teacher –representation/ participation in Management.
- and career goals.
- Collaboration: Seeking input from all sectors of the college and the community.
- Diversity: Fostering a learning community in which the diverse values, goals, and learning styles of all students are recognized and supported.
- Life-Long Learning: Encouraging enthusiastic, independent thinkers and learners striving for personal growth.
- Technological Advancement: Implementing cutting-edge technology that enhances instruction and prepares students for life-long success.
- Providing lifelong education and training that produces graduates with the skills necessary to sustain individual career success within a global economy.
- Providing employers and communities with the human resources they will require for economic success and contribution to the community.
- Providing high quality, innovative, and responsive education and training programs, including comprehensive education that lead toward certificates, diplomas and applied degrees.
- Promoting the unique character of Sri Sharada's campuses.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

### **6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management**

#### **Response:**

The effective leadership is visible in various institutional practices such as decentralization and participative management

The institution has decentralized internal organizational structure and decision-making system.

- **Governing Council**- It is the highest administrative body, which meets regularly to take important decisions related to admission, recruitment, budgetary allocation, development of infrastructure, and fixing fee structure.
- **College (Staff) Council**-The College Staff Council with the Principal meets as and when there is a need to discuss academic matters.
- **Internal Quality Assurance Cell** – The IQAC includes the Principal, coordinator, representative members from the management, alumni, and teaching and administrative staff members, who advise the management and the Principal on quality enhancement activities and the decisions taken by management are based on them.
- **Planning Board** - It takes operational decisions and approves operational plans regarding the implementation of plans designed by the management.
- **Advisory committee** - It is constituted for the specific purpose of advising the Principal regarding the decisions to be made on various issues.
- **Different staff committees** - Different staff committees look into various aspects of teaching-learning and organizing activities for the students.

The college promotes a culture of participative management in the following ways –

- The principal is the ex-officio secretary of the College Trust and the Governing Council.
- The Governing Council consists of two representatives from the faculty.
- The College Council comprises members of the teaching and administrative staff.
- The Student welfare council- student representatives.
- Men and Women are represented in all clubs/committees and associations.
- IQAC has representatives of the management, teaching and administrative staff, and alumni.
- The Planning Board comprises the Principal, teaching, and administrative staff.
- Faculty meetings.
- Inter-departmental programmes.
- The success of the college administration lies in the effective delegation of responsibilities.

The administrative activities are decentralized by forming different committees comprising of teaching and non-teaching staff members. They are delegated proper authority to assume the responsibility of imparting quality education. The head of the institution is a member of the college Governing Council and he is the ex-officio secretary of the College Trust. Various activities of the college are designed and implemented through the complete involvement of the management and staff council. Two senior staff members of the college are nominated in rotation as members of the Governing Council.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 The institutional Strategic / Perspective plan is effectively deployed

**Response:**

The institutional Strategic/perspective plan is effectively deployed.

College obtained high academic standards by creating a student-friendly environment and community-centered programmes.

1. Application in the prescribed form with the Student's passport size photo and complete in all respects should be submitted to the Principal within 10 days of the publication of the result. Photocopy of II PUC Marks Card should be enclosed with the application.

2. Applications received will be decided on their merits and as per reservation. The applicants called for the interview should be accompanied by their Parents/Guardians and bring with them the following certificates, in original, without fail A. II PUC Marks Card. B. Transfer Certificate. C. Conduct Certificate from the Head of the Institution last attended. D. Stamp/Passport size photos – 5 E. Income Certificate (if the Family income is less than ₹ 44,500/- per annum (valid for 5 years) and Caste Certificate (if belongs to the SC/ST/Group-I).

3. Industry Interaction / Collaboration In collaboration with keonics.com, the college is providing computer education for students.

4. In collaboration with the Indian Red Cross Unit, Kundapura, Blood Donation camps are conducted. Many cleaning programmes are undertaken in collaboration with the adopted village BalkurPanchayath. Industrial visits are arranged for Commerce students. Career Training Programme was conducted in collaboration with Ascent Staffing Solutions Pvt. Ltd. Bangalore. Capital Market Awareness programme was conducted in collaboration with BSEIPF, Mumbai. Health and Hygiene Awareness programme was conducted in collaboration with MaathaAmruthanandamayi Foundation, Mangalore.

5. Personality empowerment programme for lady students was sponsored by FSL India, NGO. Human Resource Management There are regular management and staff interactions and meetings focussing on institutional development.

6. The teacher representatives (2) are participating in each academic council meeting. The students' grievances are addressed through redressal cell. There are separate cells for the redressal of SC/ST and women students. The student council meetings are conducted regularly for addressing the genuine demands of the students and informing about various programmes conducted in the college.. The library has an internet facility for staff and students. A photocopy machine is also provided in the library. The college has WiFi enabled campus, Smart Class, A/V room, seminar halls, computer lab, Language lab, Photocopier, LCD, Computers, Laptops for staff and students, etc. Google Classrooms are also utilized for the benefit of the students. The college has a cafeteria, ladies' restrooms, gents washrooms, indoor and outdoor stadiums, seminar halls, 7 water purifiers with coolers, 2 power generators, computers, etc Research and Development College Research Committee motivates and monitors teachers and students in research work. Teachers are undertaking research work. College provides infrastructural facilities for research work. Every department has a departmental library where books for research purposes are specially earmarked.

7.College is conducting workshops and seminars for teachers and students to inculcate research culture among them. Financial support was also given for student projects and field works. Many teachers have engaged themselves in research and publication.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Strategic Plan and deployment documents on the website	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### **6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures, etc.**

#### **Response:**

The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The organogram is an administrative diagram of College describes the decentralized structure of administration. College administration is a cooperative effort of Principal, teaching, non-teaching staff and students with the cooperation and support of all stakeholders in pursuit of common objective. It is necessary that all aspects should be organized in order to attain the desired goals. The Principal looks after the Teaching Staff, Non-teaching Staff and students. Under the administration of Principal various Committees are formed which include IQAC, General Body, Advisory Committee, Development-cum-finance Committee, Committee for SC/ST, Magazine Committee, Library Committee, SWEEP Committee, Research Journal Committee, Sports Committee, Time- Table Committee etc.

Different Cells are well thought-out to look after students' and staffs' complaints. The cells functioning are controlled by the Principal. The different cells are Students' Grievance Redressal Cell, Staff & Teachers' Grievance Redressal Cell, Anti Ragging Cell, Sexual Harassment Cell, Women's Forum, Minority Cell. Different societies are formed in order to maintain the discipline amongst the college students. They work under the observation of Principal. Another important characteristic of the Organogram is its stakeholders like the students, parents, guardians, alumnae, NGOs, Corporates and Media Houses.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>
Link to Organogram of the Institution webpage	<a href="#">View Document</a>

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

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

**Response:** A. All of the above

File Description	Document
Institutional data in prescribed format(Data template)	<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:**

#### SRI SHARADA COLLEGE STAFF CO-OPERATIVE SOCIETY

(Established in 1-04-1989)

#### Membership:

The membership of the society shall be open to any employee (teaching and non-teaching) by opening Recurring Deposit Account in the Society.

#### Aims:

The aims of the society are:

- To encourage the habit of savings and thrift among the employees to organize mutual funds to collect deposits- Recurring Deposit.
- To provide advances to the members who are the employees of Sri Sharada College.
- To undertake the welfare measures to the member's.

■

The management of the society shall vest in the hands of a Managing Committee consisting of 7 members, 5 from the teaching staff and 2 from the non-teaching staff selected in the Annual General Body Meeting. The Secretary and Executive Director shall be elected in the Annual General Body Meeting and they shall be responsible for the day-to-day administration of the society. The Principal shall be the ex-officio President of the society.

#### Funds

The funds of the society shall be mobilized by organizing mutual funds, maintaining RD accounts, which shall mature on the retirement of the members.

#### **General Body Meeting:**

The Annual General Body Meeting shall be held once in a year. One third of the members in the Register of Members shall constitute a quorum. The function of the General Body Meeting shall be adoption of audited annual accounts, adoption of budgeted receipts and payments for the next year, election of the members of managing committee etc. The major policy matters of the society shall be discussed in the Annual General Body meeting and approved by a simple majority of members present in the meeting.

#### **Extra ordinary General Body Meeting:**

An Extra Ordinary General Body Meeting shall be held with a request of at least one third of the members in the register to discuss any urgent matters.

○

The secretary or a paid employee shall maintain the accounts of the society . He/she shall be paid remuneration as decided by the members on the Annual General Body meeting.

### **SRI SHARADA COLLEGE STAFF CO-OPERATIVE SOCIETY**

**(Established in 1-04-1989)**

#### **Regulations for RD and Sanctioning of Loans**

#### **Recurring Deposit (RD):**

STAFF	Amount Per Month	Remarks	
Permanent	1000	Fixed	
Temporary / Management	400-1000	Minimum ? 400	

- Quarterly interest on RD credited.
- Annually dividend shall be declared at a certain percentage on the existing RD balance of the members and that is approved by the AGM.

**Loan Facility:**

Staff	Amount of Loan	Rate of Interest	Repayment Amount	Instalment Period	No. of
Permanent	2,00,000	7.5%	3,400	5 Years	60
Temporary Management	1,50,000	7.5%	2,500	5 Years	60

**Society Scholarship to Students: for 2 Degree students annually.**

**2. Employee State Insurance Scheme: ESI facilities provided to all Teaching and Non-Teaching Staff working in the institution.**

**3. Refresher Course: To enhance professional skills and fresh up minds of Teaching staff ,college provided opportunity to attend various refresher courses.**

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

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

**Response: 30.93**

**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**

2020-21	2019-20	2018-19	2017-18	2016-17
1	14	4	9	3

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

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

**Response: 2**

**6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
4	0	4	2	0

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres)	<a href="#">View Document</a>
Reports of Academic Staff College or similar centers	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

**6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).**

**Response: 0**

**6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0



File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	<a href="#">View Document</a>
IQAC report summary	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

### 6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

#### Response:

#### Institutions Performance Appraisal System for teaching and non-teaching staff :

YES, The Performance Appraisal Reports (PBAs) provide good feedback to faculty and help them in understanding the changing needs of students. All faculty members fill prescribed Performa for self-appraisal. PAS system encourages the faculty members to make excellent performance in teaching –learning and research. The institution has performance based appraisal system for the Assessment of teaching and non-teaching staff. The Appraisal report is based on the Annual performance of the employ on the basis of their academic, research and other extra-curricular activities. It is also based upon his/her relation with the students, colleagues and administration. The above set performance appraisal report is to be filled by employ in a given prescribed performa which includes all the above set related to points and sub points. The views of the employ filled in the prescribed performa is reviewed by HOD's, and principal. The overall report is further reviewed by the chairman of the governing body and final performance functioning status is setup and confidentially recorded in the office.

The performance of each employee is assessed annually after completion of each academic year. The objective is not only to objectively evaluate the performance as per established norms, but also to identify potential aspects for improvement that can eventually lead to further progress and growth of the employee.

The salient features of the performance appraisal system are as follows:

#### Teaching Staff:

- 1.The performance of each faculty member is assessed according to the Annual Self-Assessment for the Performance Based Appraisal System (PBAS).
- 2.Teaching, Learning and Evaluation related activities.
- 3.Co-Curricular, Extension and Professional Development related activities.
- 4.Research Publications and Academic Contributions.
- 5.The PBAS proforma filled by the Faculty Member is checked and verified by the Heads of the Departments, followed by the Principal and Chairman of the Governing council.

Further, at the end of each semester, feedback forms are issued to the students for each of the courses attended by them. The feedback forms in the form of questionnaire collect information about the teacher and different aspects pertaining to the teaching process. A team consisting of the Head of the Department and Senior Professor in the Department, goes through the feedback forms collected from the students and

suggest suitable measures to improve the teaching-learning process.

#### **Non-Teaching Staff:**

All non-teaching staff are also assessed through annual confidential reports and annual performance appraisal.

The various parameters for staff members are assessed under different categories i.e. Character and Habits, Departmental Abilities, Capacity to do hard work, Discipline, Reliability, Relations/Co-operation with superiors, subordinates, colleagues, students and public, Power of Drafting (where applicable), and technical abilities (in case of workshop staff).

The comprehensive Annual Confidential Report comprises of 10 parameters. Each one of them is graded on a seven-point scale, i.e., Excellent, Very Good, Good, Highly Satisfactory, Satisfactory, Average and Poor. The overall assessment is based on the cumulative grade given by the Principal.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## **6.4 Financial Management and Resource Mobilization**

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

#### **Response:**

#### **:Institution conducts internal and external financial audits regularly.**

The College has Separate committees for internal and external audit. We have our own audit mechanism where internal audit is an ongoing continuous process. The team of Internal Academic Audit includes Correspondent of the college, principal, IQAC Coordinator and senior faculty. A member is selected from management staff . The external committee for Academic and Administrative Audit includes retired Principal from reputed college of our district, Educationists , Chartered Accountants ( College Auditor) and Retired IQAC Coordinator. The College Auditors (Accounts) verify and certify the entire income and expenditure parts of the College each year. Qualified internal auditors have been permanently appointed and a team of staff under them do thorough check and verification in each financial year. External audit is also carried out on an elaborate way. Auditors deputed by the Government also visit the College every year to conduct the audit keeping in view the policies and orders issued by the Government from time to time. So far there have been no major objections raised by the auditor. Minor errors of omissions and commission when pointed out by the audit team are immediately corrected.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)

**Response:** 19.7

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

2020-21	2019-20	2018-19	2017-18	2016-17
1.76	3.333	3.52	3.256	7.828

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Annual statements of accounts	<a href="#">View Document</a>

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

**Response:**

##### **Institution strategies for mobilization of funds and the optional utilization of resources.**

The College is poised to grow and make its mark in global scenario by providing requisite funds and optimal use of resources. Since it is Private Aided College, the main sources of funds are student fees and Grant in aid from State Government as per budgetary allocations. Deficit is managed by taking advance from the parent trust .However for meeting the upcoming requirements for research and teaching learning resources, the College also mobilizes its resources through:

1. Interest on corpus fund.

1. The Alumni, who also provide financial and non-financial support for various activities in the College.

2. Funds generated through use of the College Indore Stadium.

3. The College also mobilizes its resources from funds generated from Donors.

Funds received from State government are spent on payment of salary of permanent teaching and non-teaching staff of the College. Budget is prepared keeping in mind developmental criteria of the College;

accordingly provisions are made in the budget, which is prepared by a team of experts under supervision of Principal of the College and then approved by the Governing council before the fund is sanctioned. It is then deployed on different Heads of Expenditures in accordance with approval.

The College utilizes its funds in a transparent manner. Grants received from UGC are earmarked for various activities including academic development and infrastructure growth. Concerned departments/offices of the College usually take care of utilization of UGC grants which are spent on different plan periods under fixed schedule, target and time.

Optimum utilization of funds is ensured through:-

1. Adequate funds are allocated for effective teaching-learning practices that include induction and orientation Programs, workshops, inter-disciplinary activities, training programs, Refresher Courses, Faculty Development Programs, Conferences, Industry Academia interactions that ensure quality education.

2. Adequate funds are utilized for development and maintenance of infrastructure of the College:

- Institute adheres to Utilization of budget approved for academic expenses and administrative expenses by management.
- After final approval of budget the purchasing process is initiated by purchase committee which includes all head of departments and account officer, accordingly the quotations called and after the negotiations purchase order are placed.
- The payments is released after delivery of the respective goods it is done as per the terms and conditions mentioned in Purchase order.
- Financial audit is conducted by chartered accountant every financial year to verify the compliance.

3. Enhancement of library facilities needs to augment learning practices and accordingly requisite funds are utilized every year.

4. Some funds are allocated for social service activities as part of social responsibilities through NSS and NCC.

5. Renovation of classrooms, Language Lab and faculty rooms.

Main motto of resource mobilization and optimal utilization of resources is to take Sri SharadaCollege on bench mark in tune with quality teaching and unique growth of students.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 6.5 Internal Quality Assurance System

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

#### Response:

Sri Sharada College has institutionalized the following two quality initiatives of IQAC:

**Best Practice 1:** Guidance to advanced and slow learners Institution conducts an orientation program for all newly admitted students to make them aware of program structure, examination scheme, various courses in the program and career opportunities in BA/B.COM degree courses. From academic year 2016-17, the Institution has adopted the policy to identify advanced learners and slow learners by following techniques

1. Review of their II PUC Statement of Marks
2. Aptitude Test evaluation
3. Performances in first internal assessment examinations are reviewed to monitor their learning levels.

Class Teachers and Mentors evaluate above data and categorize students as advanced and slow learners and provide them suitable guidance.

Special programs organized and implemented by the institution for slow learners are Remedial Classes, Guest Lectures, Class Tests, Counseling by Mentor. At the same time special programs are organized and implemented by the institution for boosting creativity, leadership and intelligence of advanced learners which include Group activities, Conferences/Seminars, Poster preparations, Participative learning, Peer teaching etc.

This activity positively contributed to cater to the diverse needs of the slow learners and the advanced learners boosted the ability of the slow learner to comprehend difficult topics easily, recalling the answers of questions, clarity in practical knowledge of experiments, cope up English language difficulties, build confidence and helps in overall development of the students.

Similarly this activity helped advanced learners to boost their recreational domain and inculcates research, leadership qualities. It also helped to develop creativity and scientific temper, self-confidence and subject knowledge among the advanced learners.

**Best Practice 2:** Use and enrichment of ICT infrastructure: The use of ICT tools has become an integral part in teaching -learning process. IQAC always encouraged teachers to utilize these tools in classroom teaching and language laboratory. IQAC prepares the plan to include the use and enrichment of ICT infrastructure expecting from each departments. The IQAC has advised the administration to enrich ICT infrastructure by purchasing advanced ICT tools, broadband internet Wi-Fi facility. Periodically IQAC has trained teachers and non- teaching staff to use ICT by arranging different workshop i.e. Google Apps, Video conference, use of e-mail, handling ICT instrument etc. The educational use of social media has also been utilized to establish communication with the students and peers. In teaching and learning, the

feedback system is implemented to take the review of reliability and uses of ICT facilities.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities ( For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives )**

**Response:**

**Metric No 6.5.2 :Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives.**

Describe two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC.

A) IQAC periodically reviews the teaching learning process, structures & methodologies of operations and learning outcomes:

- Proper planning of all academic activities is done and it gets reflected in the Institute level Academic calendar which is prepared well in advance before beginning of the semester.
- Subject allocation is done based on the proficiency of the teachers.
- Time tables are prepared with separate time slots for Training and Placement activities, seminar, tutorials and slow learner activities.
- Individual faculty members prepare systematic Teaching plan along with correlation to the Course Outcomes (COs), Program Outcome (POs) and Program Specific Outcome (PSOs). They organize a Course file which contains university syllabus, previous year question papers, theory and objective questions, class test question papers, slow learner activity schedule and course attainment document. Further it is verified by the Academic Coordinator/ HOD and Principal.
- Teaching plan, notes on lesson and question bank are posted in the Google Classroom for both theory and practical enabling the ICT enabled lectures in addition to black board teaching.

- Enriching the curriculum with guest lectures, industrial visits.
- Continuous monitoring of attendance and performance of students through Academic Record Book.
- Effective internal examination and evaluation systems.
- In tune with the outcome based approach, the question papers for the internal class tests are prepared with a specific pattern which will enable the assessment of the attainment of enlisted Course Outcomes (COs) for each course.
- Prompt communication to parents about their wards' performance and attendance is taken care through SMS system.
- Defaulter student list and projected internal marks are displayed on notice boards.
- Student feedback is taken twice during a Semester through structured questionnaire and necessary changes/improvements as per the feedback are implemented. Feedbacks are reviewed by HOD and Principal and it is communicated to the faculty members. The concerned faculty then plans for improvements which are monitored on a regular basis for their effectiveness.
- Regular parent-teacher meeting is conducted once in a semester to enable discussion, obtaining parent feedback and taking improvement measures.

2. Student Training Program: One of the initiatives suggested by IQAC is student training program. This program is designed to provide the professional skill sets with the goal of enhancing opportunities in the industry/company. The program involves various activities which help to boost employability through aptitude test, group discussions, personal interviews, role play, current awareness quiz, subject/domain specific quiz, foundation course. The assessment of the students is done by industry experts and the review is taken by IQAC. The suggestions are incorporated in planning and thus the effective implementation of student training program at College is done.

A number of post accreditation quality improvements have been taken during the last five years:

- The faculties and students are involved in research/ project work, paper presentations, book publications.
- The campus recruitment drive was conducted. Skill development programs were conducted. Coaching classes were conducted for bank and other competitive examinations.
- Power point presentation, Discussion forums and study groups on Watts app, Google Classrooms, Infilnet-N- List, Easylib, OPAC, MOOC, Swayam Platforms are used for the benefit of the students.
- Online Student Satisfaction Survey (SSS) was conducted and results were analyzed and interpreted and uploaded to the college website. The survey for parents and alumni were also conducted based on structured questionnaire and result was analysed. Teachers Evaluation was also conducted and the results were analyzed and interpreted.
- Entrepreneurship Development Cell (Antarprerana) was established in the college and programmes are conducted to educate budding entrepreneurs. Many entrepreneurial skill development programmes were also conducted under this cell.
- Collaborative activities were conducted for strengthening academic interactions. ? Many job-certificate courses are started and it is being planned to start diploma courses in GST (Taxation) and Representative Kannada (according to the examination patterns of KAS, UPSE, etc).
- A master plan is being prepared keeping in view of the Golden Jubilee Celebrations in 2022-23.

Extension Activities Campus Development/Green Initiatives

- Tree Plantation
- Installation of Sculptures
- Indoor Stadium
- WiFi Connectivity

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

### 6.5.3 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
- 2.Collaborative quality initiatives with other institution(s)
- 3.Participation in NIRF
- 4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

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

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Paste web link of Annual reports of Institution	<a href="#">View Document</a>



## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

##### Response:

7.1.1 Our college observes gender sensitivity through various initiatives and programs for creating a safe and healthy atmosphere in the college campus. Sensitization of the students is done through programs and special lectures organized in our college.

The various facilities which ensure gender sensitivity within the organization:

**CCTV Surveillance :** CCTV Surveillance adopted within the campus and activities within the campus are observed from Principal's chamber. Entry of any unknown person can be easily identified through this system. Again, it ensures safety and security of both female staff and students within the campus.

##### Health and Hygiene

The College has concern and care for the health and hygiene of the College students, staff, and other members.

- College organizes health checkup camps.
- Proper arrangement of drinking water is available in the College campus. Purified water coolers are installed at 08 points.
- .

##### On the campus.

- First aid box is available in the Department of Physical Education. It is regularly checked and medicines are replaced.
- Medical checkup is done for all the students by the Medical Advisor of the College.
- Provision for healthcare room in the College.
- Teachers take care of the students, in case of emergency.

##### Off campus

There are two local Doctors (Medical Officers) who are on the roll. They are consulted in times of

##### Inculcating Human Values

- Through multiple forms of outreach programmes/moral and spiritual camps.
- Certificate course in Yakshgana, which represents folk life.

##### Contributing the Notions of Social Justice and Equity

- Reservation provided to marginal social groups in all institutional bodies.
- Fee concession for students belonging to marginal communities.
- Programmes/studies related to conditions of marginal groups.

### Empowerment of Women

- A compulsory paper is taught on gender rights.
- Various gender sensitive programmes organized by the women's forum.
- More facilities/preference for women students.

### Gender

- Women's Forum conducts activities such as seminars, workshops, and lectures on gender issues.
- Women's Grievances Redressal Cell addresses all forms of problems faced by women students of the College.
- Gender Equity paper is taught in the BA course as a compulsory subject.
- More representation for women in the Student Council.

### Inclusion

- SC/ST Student Welfare Cell looks into the interest of students belonging to those categories.
- Window provided in the College Website, where they can lodge an online complaint about their grievances.
- Representation to students belonging to marginal communities in the Students Council of the College.
- Seminars/workshops and special lectures conducted to create awareness about social justice
- Human Rights Cell constituted to create awareness about rights of marginal communities.

File Description	Document
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">View Document</a>
Annual gender sensitization action plan	<a href="#">View Document</a>

### 7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

- 1.Solar energy
- 2.Biogas plant

- 3. Wheeling to the Grid
- 4. Sensor-based energy conservation
- 5. Use of LED bulbs/ power efficient equipment

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

File Description	Document
Geotagged Photographs	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

**Response:**

**Following are the measures taken to make the campus eco-friendly-**

Trees are planted every year by conducting 'Vanamahotsava' to make the campus green and oxygen rich. Trees are well maintained to prevent ecological imbalance and to make the campus eco-friendly

#### **Energy Conserve :**

- The use of electricity is regulated.
- Switching off of electrical devices are monitored and centralized switches for switching off the lights and fans of classrooms which are not in use is practiced.

#### **Use of renewable energy**

- Solar energy is used by installing solar panels.
- The solid organic waste is managed by bio compost and vermin compost units in the campus. Leaf litter and vegetable wastes produced in the campus are used for the purpose.

#### **Water Harvesting**

- Rain water harvesting has been done. Hence the water level in the well is maintained. The campus has a percolation pit. Rain water from drains is diverted to this pond which helps in recharging the water table.
- Quiz competitions on water conservation are organized by the Eco-club to make the students aware of the different methods of water conservation.

### Effort of Carbon Nuetrality.

Efforts have been made to achieve carbon neutrality by reducing smoke production in the campus by using alternative fuel source and planting saplings regularly. Regular emission check is mandatory for those who use motor vehicles.

### Plantation

- Planting saplings during monsoon is a regular practice (Vanamahotsava)
- Afforestation is an ongoing activity with the help of the Forest/ Horticulture Department. A forest has been developed in and around 1.5 acres of land belonging to the College.
- The College has developed an Herbal Garden with various kinds of medicinal and other plants in and around the campus.
- Awareness campaigns on the importance of afforestation are held in association with the NGOs and government.
- The College has developed a garden and the old trees add to the beauty of the campus.
- The use of paper for rough work is also minimized by reusing the printed materials and envelopes wherever possible.

### Hazardous Waste Management

The use of plastic bags by the students is discouraged and the canteen holds a strict ban on use of plastic bags for food package.

- The use and disposal of plastic bags, plates and cups were checked by training the students to prepare biodegradable handmade newspaper bags and manufacture areca leaf plates.
- The disposal of chemical containers is done according to the government regulations.
- Hazardous wastes are collected and disposed off through Gram Panchayat services.

### E-waste management

- Unused old computers, UPS, CPU, Monitors, calculators, etc., are disposed off through auction.

File Description	Document
Geotagged photographs of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

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

File Description	Document
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

#### 7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

**Response:** A. Any 4 or All of the above

File Description	Document
Geotagged photos / videos of the facilities	<a href="#">View Document</a>
Any other relevant documents	<a href="#">View Document</a>

#### 7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

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

#### 7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Divyangjan friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of

**reading material, screen reading****Response:** E. None of the above

File Description	Document
Policy documents and information brochures on the support to be provided	<a href="#">View Document</a>

**7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).****Response:**

The College is home for both girls and boys from the economically weaker section of the society. It has a student strength of 397 (189 boys and 208 girls) in the academic year 2020-21. Among them, majority of students belong to Other Backward Classes and Minorities, and SC/ST groups. The admission committee consisting of senior teachers interviews the students in the presence of their parents and admits them on the basis of merit and reservation policy. Special consideration is given to the physically challenged and economically backward students.

The physical, intellectual, and spiritual development of the students is achieved through value-based education. A Moral and Spiritual Camp is conducted every year. Informative and ethical lectures are organized by inviting eminent scholars on different topics. The College has a Yakshagana Centre that trains students to present Yakshagana during the Annual Day Celebration of the College. The members of the Yakshagana Centre participate in inter-collegiate Yakshagana competitions too. The College brings out an annual magazine, "Sharadavani". It also has a "Wall Magazine" to provide a space for the students to publish their writings regularly. The various College programmes, academic reports of curricular, co-curricular, and extracurricular activities of the students are published in the College magazine. It helps to develop the writing habit of students.

A number of co-curricular and extracurricular activities and personality development programmes are organized through various associations. Free coaching is given to students in the sports and games. Many students have brought laurels to the College in sports and games, having participated at the university, state, and national levels.

The College receives continuous support from the Alumni Association and the Parent-Teachers' Association. The alumni have occupied senior positions in companies, banks, and academia. The Placement Cell trains and prepares the students for employment. It has facilitated students in getting a job in a number of local companies. The College has received relevant and / positive feedback from present and outgoing students.

Student welfare measures and scholarships for deserving students have received continuous attention of the

Principal and the administrative team. The number and the quantum of scholarships ensured for the needy students speak volumes of the institution's sincere efforts at mobilizing resources for the upliftment of the weaker sections. More than 80 per cent of the students receive one or another form of scholarship, free ship or endowment prizes either from the government or from the institution. Free mid-day meal, general book bank, SC/ST book bank, free computer education, financial assistance for industry visits, fieldwork, education tours, etc. are other facilities available for the students. These are distributed with special focus on the needs of marginal groups and women.

**7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).**

**Response:**

The physical, intellectual, and spiritual development of the students is achieved through value-based education. A Moral and Spiritual Camp is conducted every year. Informative and ethical lectures are organized by inviting eminent scholars on different topics. Academic reports of curricular, co-curricular, and extracurricular activities of the students are published in the College magazine. It helps to develop the writing habit of students.

A number of co-curricular and extracurricular activities and personality development programmes are organized through various associations. Free coaching is given to students in the sports and games. Many students have brought laurels to the College in sports and games, having participated at the university, state, and national levels.

The College receives continuous support from the Alumni Association and the Parent-Teachers' Association. The alumni have occupied senior positions in companies, banks, and academia. The Placement Cell trains and prepares the students for employment. It has facilitated students in getting a job in a number of local companies. The College has received relevant and / positive feedback from present and outgoing students.

- The policies about teaching, learning, evaluation, and research are framed keeping in view the objectives of the institution.
- Regular management committee meetings are held with the stakeholders to know about the needs of the students. Based on their stated needs, the policies of the institution are formulated.
- Inputs obtained from the teaching and non-teaching staff are taken note of while formulating the policies.

Internal Quality Assurance Cell adopts the following supportive initiatives for sensitizing both employees as well as students of our college.

- Introducing quality enhancement and sustenance measures.
- Motivating teachers to undertake research activities.
- Cultivating research culture among students.
- Motivating teachers to introduce innovative teaching methods.

- Persuading the management to enhance the infrastructural facilities.
- Introducing technology assisted teaching –learning.
- Striving for academic excellence and skill development among students.

The institution provides-

- Special retiring rooms for women students
- Women's Grievance Redressal Cell
- Preference in granting free mid-day meal facilities
- Programmes related to issues like gender equity and gender rights
- Representation for women students in associations, clubs, and committees

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

**7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.**

1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

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

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims.	<a href="#">View Document</a>
Code of ethics policy document	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).**



**Response:**

College **celebrated Independence Day on 15th** August.

Mahatma Gandhi Jayanthi ( **International Non-Violence Day** ) is celebrated in the college on October 2nd 2020 in association with NSS unit .

**National Yuva Saptaha Celebration:** Organized by Vivekananda Adhyayana Kendra , HRD Centre & NSS unit.

**Yoga day Celebration on 21 , June 2020**

**Celebration of 72nd Republic Day on 26th January 2020.**

. **“National Youth Day** “was organized in the college on 20th January 2021. Mr. Sridhar P.S was the chief guest of the function.

SWEEP committee has celebrated **Voter’s Day on 25th January 2021.**

77 NSS volunteers participated in the celebration of **‘World Environment Day’** at their home during the occasion of Tree Plantation Pakhwada held on 5th June 2020.

Ambedkar Parinirvan Divas 13th January 2020.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Annual report of the celebrations and commemorative events for the last five years	<a href="#">View Document</a>

## 7.2 Best Practices

**7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.**

**Response:**

BEST PRACTICE -1

**1. Title of the Practice:** Museum (Historical and Cultural)

**2. Goal:** Museums ensure understanding and appreciation for one’s own culture and history. They promote better understanding of the collective heritage and foster dialogue, curiosity and self-reflection. Further, they serve to help future generations comprehend their history and recognize the achievements of past generations. Inculcating civic responsibilities is one of the basic objectives of the institution. The

institution believes that conservation of historical and national heritage is one of the important duties of both an individual as well as an institution. In this background the institution planned for establishing a Museum for preserving historical and folk items found in the surrounding area.

**3. The Context:** Basrur was an urban centre in medieval period with the name 'Hosapattana Basurepura'. It was a confluence of cultures during the period of the Vijaya Nagara Empire. The foreign travellers who visited Basrur during the seventeenth and eighteenth centuries left reliable accounts of the beauty of this town as a cultural centre and its usefulness. But during the colonial rule when the administrative offices were transferred to Kundapura the town lost its political significance. Since the College is located in this place of historical significance the institution thought that being a centre of higher learning it should preserve both the articles and the memories for the benefit of future generation by establishing a Museum.

**The Practice:** A committee consisting of the Principal, teachers and students has been constituted to set up and maintain the museum. A faculty from the Department of History serves as the coordinator of the committee. The museum has two sections-outdoor as well as indoor. In the outdoor section few stone inscriptions, mastikals, veergals and other monumental antiques have been placed. The date and historical importance of each one of these is explained in the attached name plate.

In the Indoor Museum, a sincere attempt is also being made for the preservation of historical and folk antiques. It is dedicated for preserving and exhibiting the cultural heritage of Coastal Karnataka. Details of the articles collected and exhibited in the indoor museum are given below-

Sl.No	Articles	Sl.No	Articles
1	Hand platter (Big)	45	Bronze Career
2	Hand platter (Small)	46	Namada Karadige
3.	Small grain measuring equipment	47	Red sandalwood statue
4	Water Container	48	Dupadagindi
5	A box to place sacred ash (Small)	49	Lamp
6	A box to place sacred ash (Big)	50	Spice Container (Big)
7	Knife	51	Copper Container
8	Lamp	52	Spice Container
9	Chippina Soutu	53	Copper Vessel
10	Noodle making equipment	54	Porcelain
11	Churning Rod	55	Lamp
12	Ragi mudde preparing equipment	56	Plates
13	Bullock cart made of Bamboo	57	Glaser
14	Wooden statues	58	Kaimarige
15	Rolling Sticks	59	Bronze Plates
16	Marada Achchu	60	Bronze Vessel
17	Muhurtha Kamba	61	Bronze Plate
18.	Mann marige	62	Gold Box
19	Grating equipment	63	Copper Glass
20	Giliguta	64	Waring Lamp
21	Maddale (metrical instrument)	65	Bronze Plate

22	Football	66	Coins
23	Devara Karadige	67	Copper Vessel
24	Lamp	68	Flower Pots
25	Cane Basket	69	Jewellery Box
26	Copper vessel	70	Sieve
27	Lantern	71	Gindi
28	Pot for filtering rice	72	Bronze vessel
29	Alage	73	Jewellery (Portuguese)
30	Plough	74	Lamp Pol
31	Wooder Plough	75	Gindi (Bronze)
32	Palmleave	76	Chennemane
33	Mudi (to store rice)	77	Porcupine
34	Thiri (to store paddy)	78	Glass (Big)
35	Wooden statue	79	Kaimaragi
36	Pot	80	Becket
37	Deer Horn	81	Gindi
38	Horn	82	Porome Tortoise
39	Mask of bull	83	Kadegolu
40	Gerese	84	Bronze Bull
41	Drum	85	Mini Dining Table
42	Sunnada Pathre	86	Old wall clock
43	Salt container	87	Gramophone
44	Spice Container (small)		

**5. Evidence of Success:** There is a good response both from the students and the public for this project. Many people contributed invaluable antiques voluntarily and free of cost. Students also have taken keen interest in the collection. The institution have following the practice of conducting historical exhibitions on certain special occasions where our students do exhibit historical antiques.

**6. Problems Encountered and Resources Required:** Some of the problems encountered are:

- Difficulties involved in the transportation of the stone inscriptions
- The institution does not have specialized conservators to take care of the statues and inscriptions
- Paucity of funds required for procuring and maintaining the materials

## BEST PRACTICE – 2

**1. Title of the practice:** Herbal Garden

**2. Goal:** Important goals and objectives of developing herbal garden are-

- Creating awareness of the therapeutic value of herbal medicines.
- Helps teachers and students of the College and neighboring institutions to acquire basic knowledge of medicinal plants available locally.

- Learn to understand and protect plants in their original habitat without being exploited and destroyed
- To uphold the traditional knowledge of Science and Medicine.

**3. The Context:** Plants have been the basis for medical treatment through much of human history and such traditional medicine is widely practiced even today. Today the use of plants in treating day to day ailments has gained eminence worldwide. Even modern medicines make use of many plant derived components. It is estimated that more than 25 per cent of the modern medicines have been derived from herbs. Needless to stress the importance of herbal and medical plants in our lives it is pertinent to propagate and popularize them more. There is a need to make everyone including our young generation aware of various kinds of Indian herbs and their significance in our lives as the students are the future of the nation. Keeping these objectives in mind the institution thought of developing a herbal garden.

**4. The practice:** The College has set up of a well planned herbal garden that includes several extinct and rare species of flora. Total area of the garden is 2000 sq.ft. There is Eco-club to maintain and develop the garden. The committee works under the direction of its coordinator Mr. Purushottam Balyaya, Head of the Department of Commerce. The coordinator himself has very good knowledge of the traditional medicine system.

Total number of species more than 30 including rare species. Important medicinal Plants planted in the garden are:-

1.	Kiskare	16	Rasna
2.	Arjuna	17	Chitramoola
3	Kutaja	18	Bhrami
4	Noni	19	Guduchi ( Amratha Balli )
5	Hipli	20	Tamala Patra
6	Vidhari	21	Ramachcha
7	Garga	22	Pathre ( Sambrothi )
8	Goranti	23	Kumkuma Plant
9	Agnimantha	24	Nannari
10	Pata	25	Pancharangi
11	Tulsi	26	Maricha
12	Neem	27	Nimba
13	Nidil	28	Jestamadhu
14	Eshwara Balli	29	Pippali
15	Sarpagnada	30	Tumba

**5 Evidence of Success:** The students have shown keen interest in acquiring knowledge of herbal plants developed in the College. They support this programme by collecting plants, and watering them during winter and summer. The garden is kept open for the public during working hours. They can make use of the herbs and leaves available in the garden free of cost. School children in and around Basrur also visit the garden.

**6. Problems encountered and resources required:** Since the institution does not have a science course, teachers from science background are not available in the College. So the College has to borrow or hire experts from outside agencies. Hence, the garden is not generating any income to the institution. The institution has to invest funds for the purpose.

File Description	Document
Best practices in the Institutional web site	<a href="#">View Document</a>

## 7.3 Institutional Distinctiveness

### 7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

**Response:**

**The institution's distinctive features like:**

- Value- based education to mould the character of the students with sound moral values.
- Creating awareness regarding democratic and secular principles, conservation of energy, and participation in community welfare projects.
- Programmes fostering the integral personalities of the students.
- Empowerment of women and marginal groups through Women's Forum, Women's Grievance Redressal Cell, SC/ST Welfare Cell, and Human Rights Cell in the College.
- Creating social and civic responsibility through multiple forms of community oriented programmes.
- Skill development through short term add-on courses to encourage the intellectual, physical, and spiritual development of the students.
- Providing life skills along with academics through the activities of various clubs and associations.
- Inclusion of all those who wish to pursue higher education without being specific about the marks secured by them in the qualifying examinations.
- Special care taken to provide an opportunity to the economically less privileged students by giving them some fee concession and also by arranging financial assistance to the needy.
- Encouraging research culture among teachers and students.

#### **Distinctive Characteristics**

#### **Higher Education for rural youth/ Value Based Education /Empowerment of Women and Marginal Group**

The institution was established in the year 1973 with the purpose of imparting higher education to the youth coming from rural areas. This is the second institution for higher education to be established in the Taluk. This College is one of the very few institutions in Karnataka to be established in a village panchayat area in 1970s. The institution imparts BA, BCom, and BBM degree courses for the rural youth. There are many certificate courses in addition to the degree courses. The computer centre offers two diploma and 06

certificate courses. It envisions the future by empowering teaching- learning and evaluation processes through ICT, by sustaining transparency in institutional governance, focusing on continuous improvement through comprehensive feedback, and enhancing opportunities for employability. IQAC is continuously striving to improve the academic and administrative performance of the institution.

- - **based Education**

The founders of the institution believe that character building is one of the basic objectives of higher education. The institution strives to inculcate values in the students by organizing various programmes like Moral and Spiritual Retreat, Celebration of National Days, Women's Day, Teachers Day, Traditional Day, Yoga Classes, Music Classes, and various outreach activities through NSS to help the students to realize their responsibility to the society and to the nation at large.

### **Empowerment of Women and marginal groups**

o

Women constitute quite a larger portion in the student strength of the College. following table shows the strength of women students in College during the last five years.

### **FACULTY AND NON-TEACHING SUPPORTING FACILITIES**

- Eligible faculty members are permitted to attend Refresher Courses and Orientation Courses.
- Teachers are encouraged to present their research paper in national/international conferences/seminars/workshops, etc.
- Teachers are encouraged and supported to take up research works with deputation of regular staff on FIP/FDP of UGC.
- Professionals are invited to deliver special lectures on current issues.
- Special coaching in job-skills whenever required.
- Organizing seminars and workshops for enriching the knowledge base of the teachers.
- Provision of ICT facilities.
- Seminars/workshops for administrative staff, who are encouraged to participate.
- Workshop/Training in research methodology.
- Appreciation letters are presented for their active role in the development of the organization.
- Governing Council gives opportunity to share his/her views and motivates staff in staff council meetings.
- The management encourages the staff to visit other institutions of excellence to learn and adopt best practices.

### **WELFARE SCHEMES FOR TEACHING AND NON-TEACHING STAFF**

- The aided staff is covered under Group Insurance Scheme.

- The unaided teaching & non-teaching staff are covered by the PF & ESI schemes.
- The College has a Staff Co-operative Society. It is managed effectively so that the teachers and non-teaching staff may deposit money or avail loan, whenever required.
- 95 percent of the staff has benefitted from one or the other schemes mentioned above.
- Maternity leave and other forms of leave facility are available for all staff members.
- Fee concession for the sons or daughters of the staff studying in the College.
- College organizes health checkup camps.
- Proper arrangement of drinking water is available in the College campus. Purified water coolers are installed at 08 points.
- First aid is also available at the first aid centre.
- Medical Assistance for teaching & non-teaching staff during emergencies.

#### MEASURES TO RETAIN EXPERIENCED STAFF

Salary and other facilities are offered to retain the faculty-

- Healthy working conditions.
- Conducive work atmosphere and harmonious superior-subordinate relationship.
- ICT- based teaching facilities.
- Free access to internet, e- journals, e-books, and communication facilities.
- Well- furnished classrooms.
- Reasonable salary.

File Description	Document
Appropriate web in the Institutional website	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

## 5. CONCLUSION

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### Additional Information :

The Institution provides an educational environment to enhance the knowledge and skill of the students. In addition, certain steps are taken by the institution to ensure effective delivery and transaction of the curriculum provided by the university. These include:

- Staff council meetings are held regularly to review the teaching and learning process. Academic progress of the students are reviewed and their grievances, if any, remedied.
- The institution is making special efforts for the professional development of its faculty to facilitate effective curriculum delivery.
- The College conducts workshops for teachers when there is a revision of syllabus. The teachers are also deputed to subject workshops.
- Remedial classes are conducted for slow learners.
- The faculty prepares monthly and daily teaching plans and teaching diaries are prepared. These diaries are scrutinized by the HOD once a month to ensure coverage of syllabus as per the teaching schedule.
- Modern teaching aids like LCD projector, smart boards, etc. are provided for effective delivery of curriculum.
- The students are provided with the latest books, journals, magazines and other materials, along with ICT facility.
- Full- fledged library with INFLIBNET/N-List and OPAC facility is available for the students.
- Faculty members are encouraged to attend workshops, conferences, and national and international seminars, which will help them to upgrade their knowledge in the teaching -learning activity.
- Students are encouraged to participate in various events and competitions organized in the College, and also in inter-collegiate events and competitions.
- Communicative English Classes are provided to the students to upgrade their language skill, which will be helpful for their future career plan.
- Various certificate courses and diploma courses in computer application and networking are provided, which will be helpful to secure jobs at the global level.
- Computers with internet and Wi-Fi facility are provided to each Department to enhance skills on curriculum delivery and research work.
- The faculty is encouraged to pursue PhD and MPhil degrees and also to take up research work for improving their professional skill.

### Concluding Remarks :

The College has clearly stated learning outcomes. The students and staff are aware of the learning outcomes through multiple ways such as-

- Vision and Mission Statement of the College indicating the learning outcomes. They are displayed at crucial points, published in the prospectus and calendar, college magazine, College website, etc.
- Expected learning outcomes are made known to the students in orientation programmes, student council meetings, and meetings of the clubs and associations.
- Expected learning outcomes are discussed in the staff meetings and meetings with the Management.
- Actual result and learning outcomes are discussed and disseminated keeping in view the expected ones.



- The progress of the students is measured by their performance in the internal assessments, performance in the classroom, seminars, assignments, and participation in debates and discussions. Their performance in such activities is recorded and communicated to the students, concerned teachers, and heads of the departments. They are also communicated to the management and parents. Efforts are made for improvement.

#### Perspective Plan of the Institution

- Attaining high academic standards through NAAC, MOU & NEP-ABC platforms.
- Introducing add on courses like UG Diploma/ Certificate Course in GST.
- Introducing English Speaking & Public speaking Courses.
- Virtual coaching classes for competitive examinations.
- Providing more technology enabled smart classrooms.
- Providing research fund for arranging seed money for students' research projects.
- Starting of Special Lecture Series in the eve of Golden Jubilee Year Celebrations.
- Construction of well equipped Vivekananda Mantapa (Open Air Theatre) in the campus.
- Providing more computers for College Library, Departments and for Diploma and skill based courses.
- Construction of college pathway with interlocking tiles.
- Creating a team of students for cultural presentations under Fine Arts Club.
- Introducing Student Adoption Scheme - especially providing fees for poor and needy students who are not able to afford degree courses.
- Introduction of Network Based 24x7 Study Circles for students outside working hours for degree as well as for competitive examinations.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.3	<p><b>Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years</b></p> <p>1. Academic council/BoS of Affiliating university 2. Setting of question papers for UG/PG programs 3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses 4. Assessment /evaluation process of the affiliating University</p> <p>Answer before DVV Verification : B. Any 3 of the above Answer After DVV Verification: B. Any 3 of the above Remark : As per the supporting documents HEI initial input is to be considered</p>																				
1.3.2	<p><b>Average percentage of courses that include experiential learning through project work/field work/internship during last five years</b></p> <p>1.3.2.1. Number of courses that include experiential learning through project work/field work/internship year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td></tr></table> <p>Remark : no document provided by HEI</p>	2020-21	2019-20	2018-19	2017-18	2016-17	2	2	2	2	2	2020-21	2019-20	2018-19	2017-18	2016-17	1	1	1	1	1
2020-21	2019-20	2018-19	2017-18	2016-17																	
2	2	2	2	2																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
1	1	1	1	1																	
1.3.3	<p><b>Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)</b></p> <p>1.3.3.1. Number of students undertaking project work/field work / internships</p> <p>Answer before DVV Verification : 27 Answer after DVV Verification: 00</p> <p>Remark : no document provided by HEI</p>																				
1.4.1	<p><b><i>Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders</i></b></p> <p><b><i>1) Students</i></b></p>																				

**2)Teachers****3)Employers****4)Alumni**

Answer before DVV Verification : B. Any 3 of the above

Answer After DVV Verification: D. Any 1 of the above

Remark : no Filled feedback forms from the stakeholders provided by HEI.

**2.1.1 Average Enrolment percentage (Average of last five years)****2.1.1.1. Number of students admitted year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
397	462	458	537	538

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
135	172	174	174	190

**2.1.1.2. Number of sanctioned seats year wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
840	840	840	840	840

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
190	190	190	190	190

Remark : In this metric first year admission and intake to be considered

**2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy ) during the last five years ( exclusive of supernumerary seats)****2.1.2.1. Number of actual students admitted from the reserved categories year wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
509	511	439	444	384

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
95	95	95	95	95

Remark : As per the Affiliation order sanctioned intake is 190. Reservation to be consider for first year admission only. Hence the value seems to be 95 for all the assessment years.

**2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year )**

**2.3.3.1. Number of mentors ?????????????? ???????**

Answer before DVV Verification : 23

Answer after DVV Verification: 21

Remark : input edited as per document

**2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)**

**2.4.3.1. Total experience of full-time teachers**

Answer before DVV Verification : 30

Answer after DVV Verification: 191

Remark : input edited as per provided data

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

**3.2.2.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
5	4	1	0	1

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

Remark : data given in 3.2.1. is repeated in this metric. Weightage already given in metric

**4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)**

**4.1.3.1. Number of classrooms and seminar halls with ICT facilities**

	<p>Answer before DVV Verification : 44 Answer after DVV Verification: 17</p> <p>Remark : HEI has not provided any ICT facilities class rooms for validation. There are only 17 classrooms including seminar hall as per the lis</p>															
4.2.4	<p><b>Percentage per day usage of library by teachers and students ( foot falls and login data for online access) during the latest completed academic year</b></p> <p><b>4.2.4.1. Number of teachers and students using library per day over last one year</b> Answer before DVV Verification : 125 Answer after DVV Verification: 0</p> <p>Remark : HEI has not given any supporting Documents for their claim</p>															
4.3.3	<p><b>Bandwidth of internet connection in the Institution</b></p> <p>Answer before DVV Verification : A. 750 MBPS Answer After DVV Verification: E. &lt; 5 MBPS Remark : HEI has not given any supporting Documents for their claim</p>															
5.1.3	<p><b>Capacity building and skills enhancement initiatives taken by the institution include the following</b></p> <p>1. Soft skills 2. Language and communication skills 3. Life skills (Yoga, physical fitness, health and hygiene) 4. ICT/computing skills</p> <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: D. 1 of the above Remark : As per the supporting documents</p>															
5.2.3	<p><b>Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)</b></p> <p><b>5.2.3.1. Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) year wise during last five years</b> Answer before DVV Verification:</p> <table border="1"><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>11</td><td>6</td><td>5</td><td>10</td><td>4</td></tr></table> <p>Answer After DVV Verification :</p> <table border="1"><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr></table>	2020-21	2019-20	2018-19	2017-18	2016-17	11	6	5	10	4	2020-21	2019-20	2018-19	2017-18	2016-17
2020-21	2019-20	2018-19	2017-18	2016-17												
11	6	5	10	4												
2020-21	2019-20	2018-19	2017-18	2016-17												

0	0	0	0	0
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**5.2.3.2. Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
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**5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)**

**5.3.3.1. Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
7	4	10	10	7

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

Remark : HEI has not given any supporting Documents for their claim

**6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).**

**6.3.4.1. Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
15	3	2	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

Remark : HEI has not given any supporting Documents for their claim

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

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality initiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Answer before DVV Verification : C. 2 of the above

Answer After DVV Verification: C. 2 of the above

## 2.Extended Profile Deviations

ID	Extended Questions				
1.2	<b>Number of programs offered year-wise for last five years</b>				
Answer before DVV Verification:					
2020-21	2019-20	2018-19	2017-18	2016-17	
2	2	2	2	2	
Answer After DVV Verification:					
2020-21	2019-20	2018-19	2017-18	2016-17	
3	3	3	3	3	
2.2	<b>Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years</b>				
Answer before DVV Verification:					
2020-21	2019-20	2018-19	2017-18	2016-17	
384	444	439	511	509	
Answer After DVV Verification:					
2020-21	2019-20	2018-19	2017-18	2016-17	
95	95	95	95	95	
2.3	<b>Number of outgoing / final year students year-wise during last five years</b>				
Answer before DVV Verification:					
2020-21	2019-20	2018-19	2017-18	2016-17	
128	175	140	199	192	
Answer After DVV Verification:					
2020-21	2019-20	2018-19	2017-18	2016-17	
127	119	111	189	149	

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
23	22	23	23	23

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
21	19	21	21	21

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
13	13	13	13	13

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
21	19	21	21	21