



# SRI SHARADA COLLEGE, BASRUR

**KUNDAPURA TALUK, UDUPI DISTRICT - 576 211**  
**(Re-Accredited by NAAC: B++)**

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## BEST PRACTICES

### BEST PRACTICE -1

#### **Title of the Practice: MENTORING SYSTEM FOR STUDENTS**

#### **2. Objectives of the Practice:**

To improve performance, build cordial relations and reduce stress of the students through personal counselling.

#### **3. The Context**

Students undergo various problems of stress- personal, academic, physical, mental. Students are new to college life. It creates a lot of stress, especially to hostel students who are away from family for the first time. Students from educationally weak background feel complex and hesitations in class and unable to perform well due to inhibitions. Statistics reveal increasing number of suicides and dropouts. Considering the student-teacher ratio in classrooms, it is difficult at times to give personal attention to students in class. One solution therefore is a 'Mentor' who can form the bond with students in the true sense. Mentoring is required for students to achieve emotional stability and to promote clarity in thinking and decision making for overall progress.

#### **4. The Practice**

- Each teacher is assigned around 10-15 students for the complete duration of their study.
- They meet at least once a month to discuss, clarify and share various problems which may be personal or academic, etc.
- The mentors encourage the students to participate in co-curricular and extracurricular activities and sports.
- Their academic performance and other activities are all recorded.
- The mentors also keep in touch with the parents on their attendance, test performance, fee payment, examinations etc on weekly basis.
- The mentors also counsel the students in need of emotional problems.
- When the students have any problem in any department either with the staff or with work completion the mentors speak with the respective staff and sorts out the problem.
- Mentors take special care of weak students, who are given advice on how to study, prepare a time table for study and clarify the doubts and also given notes to study.
- Head of the department takes the progress of counselling of students by mentors.
- Students problems are discussed with the departmental heads, other faculties and necessary action taken to solve it.

#### **5. Evidence of Success**

Evidence of success of the practice includes better results in the examinations, improved attendance, increased participation in co-curricular and extracurricular activities, better discipline on campus and respectful relationship between teachers and students. The students are more relaxed and have a healthy relationship with the staffs.

## **6. Problems Encountered and Resources Required**

This practice requires committed teaching staff who has the time to help students beyond teaching hours. There are no limitations or constraints faced during implementing the program.

### **BEST PRACTICE -2**

#### **1. Title of Best Practice: TEACHING – LEARNING PROCESS**

#### **2. Objectives of the Practice**

- Imparting education, moral and spiritual values, and discipline to help build able citizens whom our society needs today.
- To ensure the completion of syllabus according to the academic calendar of College.
- To encourage teachers to adapt to advance pedagogical methods including ICT adoption in class room teaching.
- To improve pass percentage, average marks in each semester and enhance the number of ranks bagged by the college at the university level examinations.
- To increase the placement of college as quality of students would be improved.

#### **3. The context**

Different teachers use different methods to teach in class. They teach at different paces. It was observed that syllabus coverage remains a challenge when there is need of uniformity. The teachers find it difficult to keep pace with the techno – savvy student learners. There was a need of uniformity and standard setting so that everyone is able to meet the objective of best teaching practices. It has become essential for teachers to adapt to the latest pedagogic styles and include ICT in classroom teaching. The mismatch between the student learner and the teacher in the use and comfort of handling varieties of tools available for teaching – learning needs to be bridged.

#### **4. The practice**

- Academic calendar is planned by the respective department under the instructions of Principal.
- Academic calendar is uploaded on the website for information to students, teachers and others.
- On the basis of that, every faculty prepares the academic planner in the form of course file which is audited by the department head.
- The heads of different departments monitor the pace of coverage of the syllabus.
- Timely Feedback is obtained from students regarding the content delivery by different teachers.
- Assignments, tests, Viva voce and evaluation are conducted at scheduled dates to improve performance in the semester – end examinations.
- Timeline of Assignments, syllabus coverage is monitored by Principal at regular intervals.
- 70% of class rooms are ICT ready and all the departments adapted their class room teaching with the help of ICT.

#### **5. Evidence of Success**

- All teachers have adopted modern pedagogic styles (Smart boards, Google Classroom App, Zoom APP, and Google Meet App) and ICT in their classes.
- Appropriately paced and timely completion of syllabus.
- Increased attendance in the classes.
- Improvement in results.

#### **6. Problems encountered and Resources required**

This practice requires a monitoring system which can show the progress and gaps at each point of time. The institute Audio Visual Committee is serving the purpose but it needs upgradations as the time changes.

### BEST PRACTICE -3

#### 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.

**3. 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)		

**4. 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.

**5. 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 -4

**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.

## **BEST PRACTICE -5**

**Title of the practice : ANTHARPRERANA – INCUBATION CENTRE FOR START-UP**

### **OBJECTIVE**

Presently, India has rich demographic dividend in the form of large number of young population. India is called Young India and this benefit shall have to be optimally utilized for the betterment of the nation. Entrepreneurship is such an important area where large number of youth population can be converted into productive population. The Government of India and Government of Karnataka are striving for the development of youth by bringing structured reforms in ease of doing business. Start-up in India, Make in India, Stand-up India are the new initiatives brought up by Both Central Government and State Government to encourage young generation.

### **ABOUT THE CENTRE**

Our College started ANTHARPRERANA- An Incubation Centre for start-up to cater the needs of our students who are belonging to rural area and making them an innovative entrepreneur. Apart from educating them in this respect, Start-up centre conducts field survey to encourage the students to undertake research activities. Our college started this centre to encourage the students and local youth so that they are equipped to become financial independent and to facilitate better quality of life and living standard.

### **COMMITTEE FOR START – UP**

Prof. Purushothama Balyaya , HOD Department of Commerce - Director

Sri. Santhosha , Faculty Department of Commerce - Coordinator

Sri. Nagaraja Shetty, HOD Department of Economics - Member

Kum. Prajna Hegde , Faculty Department of Commerce – Member

### **FUTURE PLANS**

1. Arranging interactive programs by inviting successful entrepreneurs.
2. Survey conducted on Agricultural produces specialized in local area and bringing brand image for them.
3. Encouraging and motivating interested students to prepare projects related to their interested area.
4. Efforts are made to develop research activities in Agro-entrepreneurship.
5. Industry- Institute interaction programs are being planned and processed.

## **BEST PRACTICE -6**

**Title of the practice:** Environment Consciousness and Green Campus:

In order to improve the greenery of the campus, measures like gardening, planting of trees, use of bio fertilizers, etc., are adopted. Efforts are being made to create environment consciousness in the campus through eco-friendly initiatives by the NSS and NCC units. The Eco-club of the College plans and organizes such activities. The College has a vast campus with many open spaces and age-old trees which provide a

pollution-free atmosphere. The emission of smoke is checked by the rich flora. Saplings are planted every year.

- To maintain the quality of greenery, weeds, plastic and litter are removed from the campus periodically. “Swacha Bharath Abhiyan” programme has been undertaken to maintain the cleanliness of the campus.
- Dustbins are placed in every corner of each floor and inside the classrooms. Instructions are placed on the Notice Boards to keep the campus clean and green.
- Plant wastes are used for vermin composting
- A gardener has been appointed to look after the College Garden and to maintain greenery in the campus.

#### **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 Conservation

- 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 renewal 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.

##### Rain 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.

##### Efforts for carbon neutrality

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)
- Planting siblings 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 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.

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

## **BEST PRACTICE -7**

**Title of the practice:** INTERNAL AND EXTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)

### **Objective**

The College has a mechanism for internal and external audit. Internal Committee for academic and administrative audit consists of Correspondent of the college representing management of the college, Principal, IQAC coordinator, a senior staff and Superintendent representing administrative staff.

### **The Context**

We have our own audit mechanism where internal audit is an ongoing continuous process and internal committee for academic and administrative audit to verify and assess the academic performance and result of the college. In addition to the internal auditing, the external auditors to verify and certify the entire activity of academic and finance related to the college. The external committee for academic and administrative audit includes renowned educationists, retired principals and professors in the field of commerce and arts, Ex-IQAC Coordinators and qualified chartered accountant. During financial year end, the accounting aspects of the college is verified and audited by qualified external auditors. Qualified internal auditors have been permanently appointed and a team of staff under them do thorough check and verification in each financial year.

### **The Practice**

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.

## **COMMITTEE FOR ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)**

Internal Committee for AAA

Sri. B Appanna Hegde, Treasurer, College Trust and Correspondent College Governing Council (Chairman)

Dr. Chandravathi Shetty, Principal/ Ex-officio Secretary, College Trust.

Prof. Purushothama Balyaya, IQAC Coordinator/ Governing Council Member.

Sri. Sandeep K, NCC Officer/ IT Coordinator

Smt. B. Vijayalaxmi, Administrative Staff/ IQAC Member.

External Committee for AAA

Prof. Karunakara Nayak, Retired Principal, MSRS College, Shirva. (Chairman)

Sri Shantharama Nayak, Chartered Accountant, Auditor of the College.

Dr. M Dinesh Hegde, Ex- Principal/ Ex- IQAC Coordinator.

Sri. Veeranna Shetty, Educationist / Ex- HM.

### **Evidence of Success**

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





## **BEST PRACTICE -8**

### **Title of the practice: Green campus**

The concept of green campus is initiated by the institution with the view of promoting sense of environmental awareness. When students are educated about protecting nature it will add up to the social changeover. Students in their younger age are required to be aware of cultivating the habit of protecting nature from hazardous actions.

#### **Objectives:**

- To promote the environmental protection attitude among student and staff.
- To make the campus green with healthy outlook
- To promote a nature friendly activity.
- Encouraging students and staff to be active outside campus with environmental friendly activities.

#### **Practice:**

Students and staff of the college are instructed to protect the greenery in the campus by way of planting them and nourishing them. Unnecessary cutting of trees will not be supported. A garden is maintained in the college to cultivate vegetables to meet college canteen need. Also an herbal garden is maintained in the college, which has number of medicinal property plants.

## **BEST PRACTICE -9**

### **Title of the practice: Yakshagana training to students for promoting folk culture**

Yakshagana is a traditional Indian theatre form, developed in Dakshina Kannada, Udupi, Uttara Kannada, Shimoga and western parts of Chikmagalur Districts, in the state of Karnataka and in Kasaragod district in Kerala, that combines dance, music, dialogue, costume, make-up, and stage techniques with a unique style and form. In an attempt to popularize and make college students aware of the richness of Yakshagana, “ Sri Sharada Yakshagana Adhyayana Kendra” has been teaching Yakshagana to interested students from the last 45 years.

#### **Objectives:**

- Preservation of tradition of yakshagana
- Efforts build to attract new audience
- To cultivate moral values through “ Pauranika prasanga”
- Encouraging people in yakshagana field: by facilitating artist, organizing programs from them.

#### **Practice:**

The institution has adopted an effective measure to promote a folk art Yakshagana by establishing “Yakshagana Study Center” in the college. By this center number of students are initiated to learn the art and to practice it occasionally. Well known artist of the art is appointed to teach the art to the student. Periodical classes will be held, by which students are encouraged learn the dance, singing and dialogue delivery of the art effectively.

## **BEST PRACTICE -10**

### **Title of the practice: STUDENTS’ INITIATIVE – SHARADA U-GET**

Sharada U-Get is an initiative of the students to start their own training group to provide training to face upcoming challenges in the corporate world especially for placement. The two students of the Final B.Com class named Chethan and Chandan got training through attending many training and skill development programs in different colleges and institutes and they imparted same skills to the students of our college. The main objectives of this initiative are:

- To ensure the students to acquire the skills to enhance their employability.

- To impart confidence building techniques to the participants.
- To empower them to impart requisite skills to grow in a corporate environment.
- To provide to the students exposure to outer world and fir them into the rapidly changing job market.
- To acquire the skills needed to bring about an overall change in the personality of the students.

Sharada U-GET has organized various programs for the benefit of the students especially skill development programs.

## **BEST PRACTICE -11**

**Title of the practice:** QUALITY INITIATIVE — STUDY CIRCLE

Aim: “ Teaching - Counseling - Mentoring - Self-improvement”.

### **Objectives:**

Sri Sharada College, Basrur is committed to promote and support effective learning and teaching. It will contribute to the development of a knowledge society through equitable access and involvement in learning process by the students. The knowledge delivery process and content will be reached to the students only through Teaching, Counseling and Mentoring. For this quality enhancement objective, our college started Study Circle among the students. Faculty members enhance the nature of the teacher-student relationship by actively involved in Counseling, mentoring and self-improvement initiatives.

### **The Context**

As our college situated in rural area, majority of our students belonged to this background. They require outside classroom learning module to upgrade and update their knowledge for success. In this platform college provides all the necessary tools to upgrade the learning process of the students. All the students are bringing together for the purpose of upgrading their knowledge Students who are lagging behind in studies should approach the concerned lecturers in person or on online mode requiring to conduct classes or to provide study materials of books. Weekly group discussions and interactions are scheduled for the students who are within the study circle.

### **The Practice**

Faculty members allocated with various subject assignments for the students. These faculty members are available to the students to solve the doubts relating to the subjects. At the beginning of the semester, this allocation should be made depending on the expertness of faculty in the subjects. Mentoring system of allocation is adopted for this purpose.

The E-books and PDF of materials are given through Google classrooms. All the question papers of all the semesters are given to the students through Google classroom at the beginning of the semester. In the Google classrooms all kinds of materials related to various subjects uploaded. The students can ask doubts directly commenting on the posts and indulge in discussion regarding doubts in discussion 24/7. All the question papers of the previous examinations with answers will be available in the classroom. The materials related to Bank and other competitive examinations are also provided through Google classrooms.

The Departmental Library Books and study materials are distributed for the students well in advance. The students are required to maintain record for these books and materials and circulate themselves on weekly basis. After completion of semester examinations in each semester, these books are returned to the HOD.

### **Success of the Practice**

This practice proved to be successful to the maximum extent. During the year 2018-19 and 2019-20 , the results of target group of final year B Com class enhanced and they scored 100% in many subjects. The E-books and PDF of materials are given through Google classrooms. All the question papers of all the semesters are given to the students through Google classroom at the beginning of the semester. In the Google classrooms all kinds of materials related to various subjects uploaded. The students can ask doubts directly commenting on the posts and indulge in discussion regarding doubts in discussion 24/7. All the

question papers of the previous examinations with answers will be available in the classroom. The materials related to Bank and other competitive examinations are also provided through classroom.

### **Problems Encountered and Resources Required**

The total approach of Study Circle system is result oriented. The teachers are required to devote their after working hours for this initiative. It is a process where slow learners are identified and through counseling and mentoring they are brought back to the track. For this purpose , teachers are required to develop teaching-mentoring relationship with the students and concentrate towards bringing 100% result. The main focus of this initiative is no student remains deprived from the novel idea of learning and knowledge building.

### **BEST PRACTICE -12**

#### **Title of the practice: COACHING CLASSES FOR NEIGHBORING SCHOOLS**

#### **Objectives:**

- To identify the native talents in the field of Games and Sports.
- To provide required training and coaching by the experts in the field.
- To encourage and motivate them to pursue Games/ Sports as a career option.
- To make younger generation in and around Basrur village to be acquainted with the sports facilities available in our institution.

#### **Context:**

In our survey of the neighboring High schools and Pre-University colleges, we found that the students of those institutions are having strong orientation towards sports and games. But they lag behind in showing good performance in inter-school/inter-college sports tournaments. That is partly due to the lack of infrastructural facilities and non-availability of expert coach in their respective fields. Ours being one of the reputed institutions of Mangalore University for its achievements in the fields of Volley Ball, Gymnasium, Ball Badminton and chess, prepared a plan for organizing coaching camps in those fields for the benefit of the students of those institutions . In the first phase, we introduced coaching camp in volley ball with financial assistance from Mangalore University. The Plan is in operation since two academic years.

#### **Practice:**

First we made an appeal to Mangalore University for financial assistance. The University has agreed to bear the expenditure required to pay the remuneration to be paid for the coach and assistant coach. The college agreed to bear the expenditure incurred for food and infrastructural facilities.

**Coordinator** – Sri Suraj Kumar Shetty , M. Phed,  
Physical Education Director.

Trainer : Volley Ball

**Chess** – Sri. Naresh B & Sri Gururaj  
Kashvi Chess School, Kundapura.

**Wrestling** – Sri Sharath Devadiga.  
University Wrestler,Old Student, Sri Sharada College, Basrur.

**Kabaddi (Men)**- Sri Suraj Kharvi,  
State Level Player,Old Student,Sri Sharada College, Basrur

**Badminton (Men)**- Sri Kishan- Police Udupi.  
Old Student, Sri Sharada College , Basrur.



## **BEST PRACTICE -13**

**Title of the practice:** COMMERCE LAB

### **Objectives :**

The Department of Commerce of our college strive tirelessly in pursuit of excellence in commerce education and develops a practical oriented approach towards subject. For this purpose Department established a commerce laboratory which inculcates practical knowledge among the students as regards forms, instruments, agreements, applications etc.

### **The Context**

Department of Commerce of our college maintained different formats of various commercial documents which provide a bent of practical knowledge to students while learning different commerce subjects , especially banking, insurance, law, financial management , accounts etc. Again , there are different types of cards like debit cards, credit cards, pan cards etc., which provide practical knowledge for digital transactions.

### **The Practice**

There are more than 50 documents which are basically classified into (1) documents ( formats) related to Bank Transactions (2) documents ( formats) related to loan agreements and loan deeds (3) documents ( formats) related to insurance transactions (4) documents (formats) related to government departments and documents ( formats ) related to Companies.

Orientation programs are arranged for students, especially for first year commerce students who are required to accustom with these documents while studying their course . Classroom exhibitions of lab documents are arranged for the all the students once in a year.

1. Bank Deposit opening Form
2. Account Opening Form – NRI
3. Account opening form – Current Account
4. Account Opening Form- SB Account
5. SB Account Withdrawal Form
6. Housing Loan Application Form
7. Education Loan Application Form
8. Car/ Two Wheelers Loan Application form
9. Application Form for ATM Card
10. Online Registration Form- Internet Banking
11. Term Deposit Advice
12. Renewal Form – loan
13. Form – D Pay-in-slip for deposits under senior citizens savings scheme.
14. Draft/ Banker’s Cheque Application form
15. Application for NEFT/ RTGS Remittance
16. Deposit Pay-in-slip Form
17. Format of Demand Draft
18. Format of Cheque
19. Deposit Slip/ Cash Transfer and Term Deposit Slip
20. Draft/ mail transfer/ Cheque Application Form
21. ATM Card

There are different formats related to loan agreements / deeds.

1. Application for Agricultural Loan
2. Loan Security Form/ Letter of Guarantee
3. Mortgage Deed.
4. Guarantee Agreement

The formats related to Company are as follows:

1. Company Annual Report
2. Company Meeting Notice
3. Format of Equity shares
4. Share Transfer Form.
5. Attendance Slip-cum-entry pass for Annual General meeting
6. Transferable Warrant.
7. Attendance Slip and Proxy Form
8. Form of Company Meeting and Proxy
9. Final Accounts and Final Statements.
10. Final accounts and Annual Report.
11. Dematerialization Request Form
12. Format of Debenture Certificate.

The various formats related to the Government Department and PPF transactions are as follows:

1. Income Tax Returns
2. Government of India- Income Tax Department – Acknowledgement.
3. PPF Withdrawal Form
4. Application for Nomination cancellation or Variation of nomination previously made-PPF
5. PPF Scheme – Format for Deposit of money into Government Account.

The formats related to Insurance companies are as follows:

1. Certificate of Insurance
2. Brochure of insurance Companies.
3. Policy- Schedule Insurance company.
4. Medical Insurance policy

#### **BEST PRACTICE -14**

**Title of the practice:** ON-LINE COACHING CLASSES FOR BANK / OTHER COMPETITIVE EXAMINATIONS

Batch : On-line Coaching Classes for I Year B. Com 2021-22 Batch , Mode : Google Classroom PDF form/ Watts App Group / Explanation in Google Classroom.

#### **Objective**

Keeping in view the vision and objectives of the founders of the institution and limited resources available under present conditions, the college has strived hard to impart skill enhancement trainings for the students especially coaching classes for competitive examinations.

#### **The Context**

It is the necessity of the institution to prepare the students for placement opportunities along with making them graduate. As majority of the students of our college hail from rural areas, they are deprived from such coaching classes nearby. Apart from regular course classes, Department of commerce and career and counseling cell of our college jointly started online coaching classes for competitive examinations.

### **The practice**

The Career Counseling Cell and Department of commerce of our college jointly organized an on-line coaching classes for Bank and other competitive examinations. Now a day Bank jobs are most demand-in-jobs among other jobs in India. The aspirants generally appear for examinations conducted by IBPS, RBI, SBI and other private sector banks. These banking examinations can give the jobs for candidates in RBI, SBI and Associated Banks, 12 Nationalized Banks, 20+ Private sector banks, selected foreign banks and a large number of small and medium sized co-operative banks with Gramina Banks at the clerical, PO ( Probationary Officer), and SO ( Specialist Officer) levels.

In order to cater the needs of the aspirant students, On-line Coaching classes for Bank and other competitive examinations are conducted through Google classrooms. Professor Purushothama Balyaya, Assistant Professor and HOD, Department of Commerce, conducted these classes by uploading various lessons which are suitable for aspirant students. 23 separate lessons are sent and explained on online mode.

### **The Evidence of Success**

There is a good response from students about the initiative. The majority of the students on online classes show a positive attitude towards these classes. The students who are in final year B.Com classes felt helpful for appearing for different types of competitive examinations. They also involved in asking questions regarding their doubts while solving problems. The college was also started offline certificate course in Kannada Language to impart coaching classes for competitive examinations. This will definitely help the future placement of the students.

### **Problems Encountered and Resources Required**

Some of the problems encountered:

- Difficulty involved in developing special app for online classes.
- The institutions should impart sufficient training for faculty for making this initiative successful.
- Paucity of funds required for appointment of specialized staff, imparting training and development of this initiative.



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