



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		ST. ANNE'S DEGREE COLLEGE, VIRAJPET
Name of the head of the Institution		Mr. ISSAC RATHNAKAR N S
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		08274-257622
Mobile no.		9740725327
Registered Email		stannescolleges@gmail.com
Alternate Email		issacrathna@gmail.com
Address		ST. ANNE'S DEGREE COLLEGE, VIRAJPET - 571218 SOUTH KODAGU
City/Town		VIRAJPET
State/UT		Karnataka
Pincode		571218

<b>2. Institutional Status</b>	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Semi-urban
Financial Status	Self financed
Name of the IQAC co-ordinator/Director	MRS. TRUPTI BOPANNA
Phone no/Alternate Phone no.	08274260622
Mobile no.	9480351177
Registered Email	truptibopanna@gmail.com
Alternate Email	stannescolleges@gmail.com

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="https://www.stannesdegreevirajpet.com/">https://www.stannesdegreevirajpet.com/</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://www.stannesdegreevirajpet.com/calendar2.pdf">https://www.stannesdegreevirajpet.com/calendar2.pdf</a>

**5. Accrediation Details**

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	C	1.85	2019	28-Mar-2019	27-Mar-2024

<b>6. Date of Establishment of IQAC</b>	01-Jul-2017
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**7. Internal Quality Assurance System**

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
FDP-Design thinking and	02-Mar-2019	25

innovation in teaching and learning	1	
Communicative English	22-May-2019 3	28
FDP- Positivity Quotient of a teacher	30-Nov-2018 1	27
Mock Interview and what next after degree	24-Jan-2020 1	64
Exhibition on Commerce and Management Business Models	25-Feb-2019 2	524
Workshop on 'New Methodology of NAAC'	24-Sep-2018 1	27
Inauguration of Nature Club	18-Jul-2018 1	248
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	00	NIL	2019 00	0
<a href="#">View File</a>				

<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No
<b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>	
The first NAAC cycle was successfully completed and college was accredited.	

Students enrolled for MOOC online courses

MOUs was signed with St. Aloysius College, Mangalore Coorg Institute Of Dental Sciences under which various Program were organised

The mentoring system in the college was standardized

workshop on Mock Interview and what next after degree was conducted

[View File](#)

**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
The management & IQAC decided to get the college accredited by NAAC	Achieved
Decided to host Inter-collegiate Football Tournament	Achieved
It was decided to subscribe for NLIST	Achieved
It was decided to enroll the Students for MOOC online courses	Achieved
Proposal to install new Projectors with screen in the classrooms	Achieved, 4 new projectors with screen were installed
Proposal to construct two new laboratories	Achieved
Proposal to construct New Recreation/ Sports room	Achieved
To organise programs under the MOU signed	Achieved, 4 programs were successfully conducted
It was planned to sign MOUs with other educational institutions	Achieved, 2 MOUs were signed with Coorg Institute Of Dental Sciences St. Aloysius College, Mangalore
The decision was been taken to apply for applied for 2(f) of UGC Act 1956	Achieved

[View File](#)

**14. Whether AQAR was placed before statutory body ?**

No

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

No

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission	2019
Date of Submission	13-Mar-2019
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The dissemination of messages to the internal stakeholders of the college is maintained through Kripta software. The college library is partially automated with Easylib software in the areas of accessioning and circulation. All the books are registered with barcode for circulation. The students are allotted with a unique code number for the circulation of the books through this software.

## Part B

### **CRITERION I – CURRICULAR ASPECTS**

#### **1.1 – Curriculum Planning and Implementation**

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

? The institution is affiliated to Mangalore University which provides common curriculum within its jurisdiction. Administrative body and faculty implements syllabus which is revised once in three years. IQAC directs the Heads of the Department to discuss about the syllabus and distribute the subject papers to the respective faculties in par with their specialization and expertise. ? In turn HODs summon the meeting and distributes the syllabus to each faculty and they have to prepare a teaching plan and innovative teaching methods to deliver the syllabus in the class room. Faculties must maintain their work diary and lesson plan semester wise, which is checked by the Head of the Department and forwarded to the Principal. ? HODs prepare the timetable for each semester abiding by the university calendar of events and ensure the completion of assigned syllabus according to the month wise distribution of syllabus. ? Faculty also arrange bridge courses for the students who are not familiar with new academic courses. ? In the teaching learning process IQAC instructs the lecturers to observe the involvement of students in the classroom, their body-language, eye contact, performance in the examinations and general activities of the college to identify slow learners and advance learners. ? Poor academic performances of the students are taken seriously and they are personally counselled by the mentors to improve their performance. ? Remedial classes are taken by the faculties for more clarity and understanding of the subject. Other than two internal examinations prescribed by the university, separate tests, oral tests and assignments are conducted by the faculty for better academic commitments. ? The HODs ensure that the syllabus is revised before the commencement of the semester examinations. ? To break the monotony of the talk and chalk method, certain innovative teaching methods like power point presentations, group discussions, industrial visits, case study and role play are practiced by the faculty. ? The college has a rich central Library with subscription to N-list, in addition to which most of the Departments have also maintained Departmental Library for the benefit of the staffs and students. ?

The academic calendar is prepared to adhere to the various events and programme of the College and University that will be carried out during the academic year. ? Documentation of all these activities is maintained by various departments, library and office; also a review mechanism is adapted to scrutinize them periodically.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Basic Computing(Continuing Course)	NIL	16/07/2018	18	NA	Skill Development

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
<a href="#">View File</a>		

#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

#### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	17	Nil

### 1.3 – Curriculum Enrichment

#### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Jewellery Making	17/07/2018	66
<a href="#">View File</a>		

#### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCA	NA	57
<a href="#">View File</a>		

### 1.4 – Feedback System

#### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)

#### Feedback Obtained

? The College has been actively involved and consistently interested in collecting the feedback from all constituent units of the College viz. the Students, Faculty Members, Parents, Alumni and Other Stakeholders. ? Students, Teachers, Parents and Alumni play an important role in the evaluation, development and enhancement of quality in teaching-learning process. ? A structured Questionnaire is framed and analysed separately for each constituent units with eight questions and four parameters. ? Students' Feedback: i. The students are generally asked to fill the feedback forms before the last working day of the academic year. ii. Feedback is received on various aspects of the college including teaching process, academic activities, co-curriculum activities, library, administration, office and canteen. iii. Students' feedback enables improvement of confidence, self awareness and enthusiasm for learning in students thus has a very important role in the overall learning process. iv. Overall students' experiences and teaching quality can be improved by proactively making changes based on evidence. ? Parents Feedback: i. Feedback forms are usually collected from the Parents during the Parent Teacher Meetings that are organised every year by the college. ii. The primary metric are for teaching-learning process, discipline of the students and infrastructure. iii. Suggestions and guidance are taken into consideration for further improvements. iv. Most parents are happy with the initiatives taken up by the institution and also to be a part of the feedback process, since they desire mostly for the development of their Children. v. Parents feedback acts as a foundation to build healthy relationship between the teachers and students ? Alumni Feedback: i. Feedback forms are collected from the Alumni during their gatherings of that academic year. ii. Suggestions are considered for any further developments since they relate directly with the working environment and to be just passed outs of the institution iii. Their suggestions are considered and many workshops and seminars are conducted as per their suggestions iv. Suggestions on having career guidance activities are considered to form the next academic year's activities. ? Faculty Feedback: i. Feedback forms are collected from the teachers for the progress of the curriculum and academic excellence. ii. It helps in improving learning strategies and practice, various teaching styles in a classroom setup. iii. Most learning gaps can be filled in by considering the faculty feedback. iv. There are many positive opportunities for students to have feedback from the teachers as well as for the institutional development ? The college follows a systematic feedback evaluation mechanism, with the supervision of the Principal of the college, Internal Quality Assessment Cell (IQAC) and various Heads of departments. Their suggestions are taken for the correction of the mistakes and implementation of corrected plans for the future which in turn helps in better academic functioning.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCA	NA	65	64	54
BBA	NA	65	65	64
BCom	NA	150	199	150

[View File](#)

## 2.2 – Catering to Student Diversity

### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	741	Nil	22	Nil	Nil

## 2.3 – Teaching - Learning Process

### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
22	22	Nil	7	Nil	4

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes, The College has a formal student mentoring system that is facilitated through the Student mentoring form. Under this, every mentor is allotted with thirty five students, who fills in and maintains the student mentoring. In the beginning of the academic session, the class wise name of the mentor is displayed on the college notice board. The mentors are responsible for the progress of the students and also monitor their attendance. They also provide primary counseling to those who need them and refer them for more professional counseling if required. In the process of mentoring, the mentors play multiple roles, to get closely acquainted with the students. The mentor takes up the following responsibilities of the students in the college, viz. monitoring the regularity of the student and other discipline issues, getting to know the family background (economic and social) of the student and suggesting any possible assistance in this regard, maintaining the academic and personal details of the student, Identifying the slow and advanced learners and direct the slow learners for remedial coaching and advanced learners to take up coaching for competitive exam and other subject specific courses. The Mentor will inform the students about various college activities and channelize them to co- curricular and extracurricular activities or events as per their interest and talent. Mentor also monitors the progress of the students over the years thereby help them achieve her/ his potential with advice for suitable careers in their areas of excellence. The mentors use both formal and informal means of mentoring. This scheme aims at addressing conflicts in attitudes, behavior, habits and knowledge of the students towards learning practice. In addition, the college has always provided a very conducive and cordial ambience for an informal mentoring through the student teacher interface at various levels. Over the years, this has developed a healthy relationship between the students and teachers. The students often approach their heads of departments or subject teachers with confidence in the staff room and departments.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
741	22	1 : 35

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
3	3	3	3	Nil

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National,



International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCA	BCA	V	22/11/2018	24/12/2018
BCom	BCA	III	22/12/2018	24/12/2018
BCA	BCA	I	29/11/2018	24/12/2018
BBA	BBA	V	19/11/2018	22/12/2018
BBA	BBA	III	23/11/2018	22/12/2018
BBA	BBA	I	29/11/2018	22/12/2018
BCom	BCM	V	19/11/2018	26/12/2018
BCom	BCM	III	20/11/2018	26/12/2018
BCom	BCM	I	29/11/2018	26/12/2018
<a href="#">View File</a>				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As an affiliated institution of Mangalore University, the evaluation system of the institution is as per the university norms. The performance of the students is measured by the faculty by taking the following initiatives • Internal examinations will be conducted twice in a semester for evaluating the academic performance of the students • Class test will be conducted after completion of each unit to evaluate the students' performance. • Quiz, pick and speak, easy writing and many more competitions will be organized to develop the overall performance of the students • Remedial coaching for slow learners and for the advance learners extra reference books and guidance will be provided. • Guest lecturing, seminar and workshop shall be promoted for gaining knowledge. • Mentoring and counseling system is practiced in the institution to make the students for their mental and psychological development. • Assignments will be given to the students to develop writing and analytical skills. • Since technology is a part of learning resources, encouragement is given to the students from time to time to expose to E-learning. • A class presentation is organized to assess the communicative and presentation skills. • To improve the quality of teaching, suggestions from the students are invited in the form of questionnaire and the respective teacher should take the suggestions seriously making the reforms in the curriculum delivery. • A suggestion box is placed where the students can suggest their needs which are confidential.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The IQAC ensures that the College Calendar Committee adheres to the university

schedule of events and examinations and prepares the academic calendar of the college and distributes to the students at the time of their admission. The calendar is also distributed to all the teaching and non teaching staff of the college. While implementing the academic calendar, ethics in teaching is always maintained for CIE and adherence to the work schedule. The departments and auxiliary bodies prepare their respective plans and execute the work according to the calendar of events. The examination committee takes utmost care to conduct the internal examinations as per the dates prescribed by the university. When the institution fails to conform to the calendar of events, the faculties make an effort to fulfil the purpose of those events by taking special classes, working on holidays and find out alternate days for the programmes arranged outside the college.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://www.stannesdegreevirajpet.com/naac/2.6.1.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BCA	BCA	NA	57	57	100
BBA	BBA	NA	31	25	81
BCM	BCom	NA	141	102	72

[View File](#)

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://www.stannesdegreevirajpet.com/naac/SSS%20Questions%202018-19.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Total	0	0	0	0

[View File](#)

### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Design Thinking and Innovation in Teaching and Learning	IQAC	02/03/2018
Workshop on Communicative English	IQAC	22/05/2018

Positivity Quotient of a teacher	IQAC	30/11/2018
Talk on leadership	Alumni Association	01/10/2018
Workshop on New Methodology of NAAC	IQAC	24/09/2018
Corporate Social Responsibility	Dept Of Commerce	29/09/2018

### 3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

### 3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

## 3.3 – Research Publications and Awards

### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
<b>00</b>	<b>00</b>	<b>00</b>

### 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
<b>NIL</b>	<b>Nil</b>

### 3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
<b>National</b>	<b>NIL</b>	<b>Nil</b>	<b>0</b>
<b>International</b>	<b>NIL</b>	<b>Nil</b>	<b>0</b>
<a href="#">View File</a>			

### 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
<b>NIL</b>	<b>Nil</b>
<a href="#">View File</a>	

### 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>2019</b>	<b>0</b>	<b>NIL</b>	<b>Nil</b>

NIL	NIL	NIL	2018	0	NIL	Nil
<a href="#">View File</a>						

### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	2018	Nil	Nil	NIL
NIL	NIL	NIL	2019	Nil	Nil	NIL
<a href="#">View File</a>						

### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	5	7	2
<a href="#">View File</a>				

## 3.4 – Extension Activities

### 3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Dental Camp	Coorg Institute of Dental Sciences	15	205
Cricket Tournament	Coorg Institute of Dental Sciences	7	165
Dental Awareness Talk	Coorg Institute of Dental Sciences	6	70
Swachh Bharat	NSS and District Government Hospital , Virajpet	4	93
Blood donation	YRC	5	54
Blood Donation Campster 2018	NSS and District Blood Unit, District Government Hospital Madikeri	4	45
Free Eye Check Up	NSS and Drishti Lopamudra Hospital Eye Care Unit	4	59
Free Dental Check up	NSS and Coorg Institute of Dental Science	4	59
Annual camp	NSS	20	59
<a href="#">View File</a>			

### 3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	Nil
<a href="#">View File</a>			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Blood Donation	Red Cross	Blood Donation Program	5	54
Swachh Bharat	NSS	Swachh Bharat Abhiyan-Government Hospital	4	93
Reach for help -Kodagu disaster 2018	NSS	Reach for help -Kodagu disaster 2018	24	49
Swachh Bharat	NSS	Swach Bharath Abhiyan	5	59
KaaduHakkiGoodu-A path towards Tribal settlement	NSS	Kaadu Hakki Goodu-A path towards Tribal settlement	5	55
Aroghya-Soubhagya - Community health oriented activities	NSS	Aroghya-Shoubhagya - Community health oriented activities	10	58
Social Awareness Programme	NSS	Social Awareness Programme	7	160
Self- Defence	Women Empowerment Cell	Talk on Self-Defence	13	210
Woman Safety	Women Empowerment Cell Woman Anti-Harassment Cell	Talk on Good Touch and Bad Touch	10	195
Woman Protection	Women Empowerment Cell Woman Anti-Harassment Cell	Legal Provisions for Woman Protection	12	200
<a href="#">View File</a>				

**3.5 – Collaborations**

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
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NIL	00	00	00
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Coorg Institute of Dental Science	02/11/2018	3	420
St. Alosiyus College, Mangalore	03/09/2018	1	24
<a href="#">View File</a>			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
200	200

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
<a href="#">View File</a>	

### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Easylib Software	Partially	4.3.3	2009

4.2.2 – Library Services

Library	Existing	Newly Added	Total
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Service Type						
Text Books	517	144148	Null	Null	517	144148
Reference Books	1028	368255	Null	Null	1028	368255
Journals	32	Null	Null	Null	32	Null
e-Journals	1	35400	Null	Null	1	35400
CD & Video	104	Null	Null	Null	104	Null
<a href="#">View File</a>						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

#### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	52	2	1	0	0	1	0	4	0
Added	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>52</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>0</b>

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

4 MBPS/ GBPS
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4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	<a href="#">NIL</a>

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
15	15	10	10

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The institution has a policy system in the physical and academic facilities.

**Physical Facilities:**

- For the supervision of proper maintenance of the available physical facilities, the IQAC has formed a maintenance committee. Under the supervision of IQAC, the cleanliness of both inside and outside the buildings is maintained with utmost care.
- Faculties have created awareness on Swachh Bharath Abiyan among the students and as a part the use of plastics are strictly banned inside the campus.
- Student leaders are instructed to supervise the hygiene in the washrooms and prevention of misuse of water in the campus.
- Generator maintenance is carried out by the specialists.

**Academic and Support Facilities.**

- 1. Laboratory**
  - The computer science lab is under the supervision of the head of the department of BCA.
  - A service provider is appointed to maintain and update all the computers and software.
  - The computer lab assistant is always available in the lab to guide the students.
  - The IQAC ensures that the IT facilities are updated according to the new systems.
  - The Damaged systems and hazardous parts are regularly sent to the scrap vendors and few e-wastes are utilized to be displayed in e-waste Lab.
- 2. Library**
  - The institution has established Library Advisory Committee with principal as chairperson and its members are librarian, HODs and three student representatives.
  - The library is available to the faculties and students from 8 A.M to 5 P.M to enable the users to utilise the resources beyond the class hours.
  - The users must enter their name, date, time and signature in the register before using the library books and also e-resources.
  - The subject wise arrangement of the books and its replacement is done by the assistant librarian.
  - The students are supposed to use only the systems allotted to them in the library.
  - It is supervised such that the internet and Wi-Fi facilities provided are not misused or damaged.
  - Insecticides are used to protect the books from white ants.
- 3. Sports/Recreation room**
  - The sports committee consisted of principal, physical director and eight student representatives.
  - The committee prepares plan of action for coaching, preparing the students for tournaments, university, state and national competitions.
  - The physical director maintains a register where the students have to enter date, time and signature before using the sports equipments.
  - IQAC supervises the maintenance of sports/ recreation room regularly.
- 4. Classrooms:**
  - Every classroom has sufficient furniture and its maintenance is supervised by the class in-charges and the student representatives.
  - The services of the house keepers are utilised to maintain the cleanliness in and around the campus.

<https://www.stannesdegreevirajpet.com/naac/4.4.2%20Procedure%20and%20Policies.pdf>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	00	0	0
Financial Support from Other Sources			
a) National	OBC	124	392170
b) International	00	Nil	0

[View File](#)

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved



Mentoring	20/08/2018	741	BCOM/BBA/BCA
Personal Counselling	16/07/2018	39	ICTC Counsellor/Govt. Hospital, Virajpet
Yoga Meditation	07/07/2018	47	Department of Kannada
Bridge course	11/06/2018	28	BCOM/BBA/BCA
Remedial coaching	10/08/2018	126	BCOM/BBA/BCA
<a href="#">View File</a>			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Career counselling	Nil	224	Nil	20
<a href="#">View File</a>					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	7

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Conzulere Next Wealth Private Limited	85	8	Fidelity	85	10
<a href="#">View File</a>					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	51	BCOM/BBA/BCA	BCOM/BBA/BCA	Various	MCA/MBA/MCOM
<a href="#">View File</a>					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	Nil
<a href="#">View File</a>	

#### 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Literary Club Competition-Open Mic Poster Presentation Nil	Inter class	109
Ethnic Day Nil	Inter class	650
Inter collegiate Foot Ball Tournament Nil	District	155
Annual sports meet Nil	Inter class	249
Mehandi competition Nil	Inter class	62
Hair style competition Nil	Inter class	47
Greeting Card Making Competition Nil	Inter class	215
Patriotic Group Song Competition Nil	Inter class	65
<a href="#">View File</a>		

### 5.3 – Student Participation and Activities

#### 5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	NIL	National	Nil	Nil	0	NIL
<a href="#">View File</a>						

#### 5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

? With a view to facilitate cultural importance in the era of globalisation and intellectual achievements and leadership qualities, the college carries out many activities through the student council. To keep away from the influence and interference of political bodies in the academic atmosphere, we have avoided elections in the premises. • The student representatives are nominated as office bearers. • The nominative board consists of the principal, IQAC members and faculties. • The board nominates the president from final years, vice president from second years and secretary and joint secretary from first years. • After the nomination of representatives the inauguration of student council will be arranged as per the action plan. • The Principal and the IQAC coordinator will elaborate the responsibilities to the nominated representatives. Students representatives are made to involve in all the college activities. • The auxiliary bodies like NSS, YRC, Nature Club, Women Cell etc, will nominate the representatives from their individual wings. • The IQAC, departments and the auxiliary bodies list out all the activities to be done as per action plan for the academic year. • The IQAC ensures the active participation of the students in all the activities. • The IQAC arranges the

meetings with student council members to discuss about the activities to be carried out for the academic year. • The suggestion on the academic activities by the student council members is also taken into consideration. • Student representatives are given in-charge of the maintenance of garden and cleanliness of the campus. • The class representatives are responsible to supervise the discipline and cleanliness of the classroom under the guidance of teacher in-charge.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

400

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

3 Meetings 1 Talk on leadership

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The institute encourages the custom of decentralization and participative management, as the success of any institution is a combined efforts of all working towards the attainment of the vision of the institution. The Principal acts as the functional representative of the top-level management (MDES) by providing effective leadership, direction and co-ordination in fulfilling the overall objectives of the college. The institution has created a decentralized structure of decision making which is also evident through the activities planned in the action plans for the respective academic year. The members of IQAC plans out the action plan for the academic year which is discussed in the initial IQAC meeting. The faculty can forward their suggestions which they feel necessary for the academic excellence. Meetings are conducted by the HODs to suggest the necessary changes to be made in their respective department. The college constitutes various committees and auxiliary bodies for managing the college activities. There are 25 committees/cells that are involved in the academic and non-academic activities which exhibit a sense of participative management. Headed by the faculty as conveners and student representatives from different streams, in the beginning of the academic year action plan is prepared for the activities in their respective areas and implementation of programs are reviewed by the IQAC. The student council is headed by the Student Welfare Officer who guides the activities to be conducted and prepares the action plan along with IQAC. The academic programs are planned in the presence of the student representatives where their suggestions are encouraged. Every information regarding the operation of cells/committees or decision taken relating to the academic activities will be regularly updated to the management for their review and future referrals.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	<p>? Liberal admission policy is followed by the college. ? Strict observance of government rules for reserved categories in admission. ? The admission committee assists the candidates in selection of the Degree Programme. ? The Candidates are interviewed by the Principal before a student admits to the college.</p>
Industry Interaction / Collaboration	<p>? Seminars, workshops and talks with experts from industry as resource persons are organised by the departments. In addition some departments employ guest faculty from industry and conduct guest lectures by industry experts. ? Industrial visits are organised for the students to have a practical exposure.</p>
Human Resource Management	<p>? There is a Staff Club for the teaching and non-teaching staff where cultural programmes, celebration of festivals and staff birthdays, annual staff picnic, etc., were conducted to build love and loyalty to the institution and among faculties. ? Orientation programmes were given to newly inducted staff. ? Faculty development programmes were organised. ? The Correspondent and Principal visited the various departments, library and office and met the teaching and non-teaching staff to listen to their achievements and grievances and motivated them to address grievances of the faculty members. ? Maintenance of Grievance Redressal Cell and Anti-Ragging Committee.</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>? The library is partially automated with Easylib software. It is equipped with NLIST E-books and journals. Procurement of more books to the library. The IQAC monitors the regular updating of library resources. The new comers, both staff and students were given an orientation on effective use of library resources. The feedback is taken from staff and students and suggestions were given to improve the library services. ? Addition of projectors to classrooms to enable ICT teaching. ? Wi-Fi facilities for staff and students.</p>

<p>Research and Development</p>	<p>? The college encourages faculties to present papers in International/National/State Level Seminars, workshops and to act as resource persons. ? The faculties keep a track of the recent and on-going research papers. ? The college motivates the faculty members and the students to organise various seminars workshops at Institutional / State / National level.</p>
<p>Examination and Evaluation</p>	<p>? The semester examinations are conducted as per the guidelines of University. The university examination timetable is displayed in the college website. ? The internal examination will be held twice in a semester. To prevent malpractices in the internal tests, an internal squad is setup to supervise and take necessary actions. ? The internal test timetable will be displayed on the notice board and also in the college website. ? The different forms of internal assessments include assignments, project work, quizzes, class tests, presentations and role plays.</p>
<p>Teaching and Learning</p>	<p>? Seminars, workshops and talks with experts from industry and society are organised at the departmental level in order to keep the touch of recent developments and emerging trends. ? Orientation programmes are organised for the new entrant students at the institution and department level. ? Remedial classes are provided to slow learners. Special programs are take-up for advanced learners. ? Student appraisal of teachers is conducted and feedback is collected to evaluate the teaching learning process at the institutional level and suggest measures for improvement. ? Access to internet facility to inculcate online learning. ? Students are encouraged to participate in certificate courses offered in MOOCs. ? E-books and E-journals facility for carrying out project works.</p>
<p>Curriculum Development</p>	<p>? Project work and seminar presentation based evaluation for internal assessment marks. ? Structured feedback is received from students and alumni for the curriculum development. ? Faculties are encouraged to take up projects, publish research works and participation in programmes has greatly</p>

impacted the quality of the faculty and their contribution towards effective curriculum delivery.

#### 6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	? The Institute maintains its website to communicate information and updates to external stakeholders.
Administration	? SMS system is maintained for dissemination of information regarding regular notice to all internal stakeholders.
Finance and Accounts	? Online payment of ESI, Provident fund and Professional Tax.
Student Admission and Support	? At the time of admission, student's are briefed about the scholarships that they can avail.
Examination	Details of the students admission are uploaded on the Mangalore University official site. The Internal assessment marks of the students are uploaded on the official Mangalore University's online portal. Examination hall tickets are also downloaded from the Mangalore University official website.

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Mr. Sanketh AP	'The Future Of Higher Education: Opportunities and Challenges'	Mangalore University	500
2019	Mr. IssacRathnakar	'The Future Of Higher Education: Opportunities and Challenges'	Mangalore University	500
2018	Ms. Ramya P.M	'Excellence in college classroom teaching'	Mysore Diocesan Education Society	1000
2018	Ms. Kavery A.R	'Excellence in college classroom teaching'	Mysore Diocesan Education Society	1000
2018	Ms. Delphina	'Excellence	Mysore	1000

	J	in college classroom teaching'	Diocesan Education Society	
2018	Ms. Ronisha John	'Excellence in college classroom teaching'	Mysore Diocesan Education Society	1000
2018	Ms. Monisha Shiny	'Excellence in college classroom teaching'	Mysore Diocesan Education Society	1000
<a href="#">View File</a>				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	'Design Thinking and Innovation in Teaching and Learning'	'Design Thinking and Innovation in Teaching and Learning'	02/03/2019	02/03/2019	23	2
2019	Communicative English	Communicative English	22/05/2019	24/05/2019	24	4
2018	'Positivity Quotient of a teacher'	'Positivity Quotient of a teacher'	30/11/2018	30/11/2018	23	4
2018	New Methodology of NAAC	New Methodology of NAAC	24/09/2018	24/09/2018	24	3
<a href="#">View File</a>						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Capacity Building Workshop - 'The Future Of Higher	2	18/04/2019	18/04/2019	1

Education: Opportunities and Challenges'				
FDP - 'Excellence in College Classroom Teaching'	5	08/06/2018	09/06/2018	2
FDP - 'Workshop on Faculty Development Programme'	2	18/02/2019	18/02/2019	1
<a href="#">View File</a>				

#### 6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	3	Nil	Nil

#### 6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> <li>• Subsidised meals and refreshment in canteen.</li> <li>• Sponsoring Conference and FDP cost</li> <li>• Establishment of Informal staff club</li> <li>• ESI facilities</li> <li>• Maternity leave.</li> <li>• Provision for sick leave.</li> <li>• Provident fund and gratuity.</li> <li>• Providing residential facilities to the staff.</li> <li>• Fee concession to staff who admits their children in the same institution.</li> <li>• Annual increment</li> </ul>	<ul style="list-style-type: none"> <li>• Subsidised meals and refreshment in canteen.</li> <li>• Sponsoring Conference and FDP cost</li> <li>• Establishment of Informal staff club</li> <li>• ESI facilities</li> <li>• Maternity leave.</li> <li>• Provision for sick leave.</li> <li>• Provident fund and gratuity</li> <li>• Annual increment</li> <li>• Jobs given on compassionate grounds to family members of non-teaching staff</li> <li>• Providing residential facilities to the staff.</li> <li>• Fee concession to staff who admits their children in the same institution.</li> </ul>	<ul style="list-style-type: none"> <li>• Fees concession for economically weak students</li> <li>• Wi-Fi facilities</li> <li>• Scholarships by the government and other bodies are informed to the students and encouraged them to avail the benefit.</li> <li>• Canteen foods are available at reasonable prices.</li> </ul>

### 6.4 – Financial Management and Resource Mobilization

#### 6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

1. External Financial Audits The management appoints external auditor to audit the accounts of the college every year. The income and expenditure is verified by checking the daily transactions. The external auditor verifies receipts and vouchers of daily transactions and prepare income and expenditure account. The audited statement is obtained by the management from external auditor.
2. Internal Audit The institution conducts Internal Audit which is done by the Principal and Correspondent on the matters relating to physical facilities and finances. There is an Internal Academic and Administrative Audit committee set up as a part of internal Audit.



6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
<b>No Data Entered/Not Applicable !!!</b>		
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

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**6.5 – Internal Quality Assurance System**

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	LIC Visit (Mangalore University)	Yes	Principal and HODs
Administrative	Yes	LIC Visit (Mangalore University)	Yes	Principal and HODs

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

? Feedback obtained by the parents for development of the institution. ? The PTA representatives actively participated in programmes of the college and extended their support for developmental activities of the college. ? Supporting institutional ethics and values.

6.5.3 – Development programmes for support staff (at least three)

? They are encouraged to pursue higher education through Distance learning/ Correspondence. ? Support Staff is given part in all academic and non-academic activities. ? Jobs given on compassionate grounds to family members of support staff

6.5.4 – Post Accreditation initiative(s) (mention at least three)

? The area of Recreation Room was extended. ? Subscription to N-list (E-Library). ? Addition of projectors to classes for ICT teaching. ? Construction of two new labs for Chemistry and Physics department.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	FDP-`Positivity Quotient of a teacher`	30/11/2018	30/11/2018	30/11/2018	27

2019	Mock Interview and what next after degree	24/01/2019	24/01/2019	24/01/2019	64
2019	Communicative English	22/05/2019	22/05/2019	24/05/2019	28
2019	Exhibition on Commerce and Management Business Models	25/02/2019	25/02/2019	26/02/2019	524
2019	FDP- "Design thinking and innovation in teaching and learning"	02/03/2019	02/03/2019	02/03/2019	25

[View File](#)

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Talk on Self Defense	10/08/2018	10/08/2018	223	Nil
Talk on Good Touch and Bad Touch	22/02/2019	22/02/2019	205	Nil
Talk on Legal Provision for Women Protection	26/02/2019	26/02/2019	212	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
NIL

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Rest Rooms	Yes	1
Physical facilities	Yes	1
Any other similar facility	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	Nil	1	12/01/2019	1	Blood Donation camp	Public Health	59
2018	Nil	1	10/02/2018	1	Swachh Bharath abhiyyan	Clean Environment	97
2018	Nil	1	18/07/2018	1	Green Drive (Tree Plantation)	Plantation	28

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
COC for Teaching Staff	01/06/2018	<p>1. Every staff is expected to take care of discipline of the students within the campus. 2. Staffs are not allowed to conduct tuitions for the students of the same institution for the monetary benefits. 3. The staff should not collect any money under any pretext from anyone including students, except when he/she is specifically authorised by the management in writing for any particular fund raising program. 4. No staff shall associate with any political party or take part in any other organisational activity, which is not in line with the duties and ethics of teaching profession. 5. Staff should avoid conflict between their professional work and private interest which could reasonably have a negative impact on the institution. 6. Staff should treat all the</p>

students equally. They should not be partial to any student based on caste, religion and language. 7. Staffs are not allowed to carry mobile phones to the classrooms during the class hours. 8. All staff members are expected to be actively participating in all the events or programmes organised in the college. 9. Social media should not be used in contrary to the rules and regulations and dignity of the institution. 10. Any form of women harassment issues should be brought to the notice of the co-ordinator of the Women Harassment cell or the Principal. 11. Abusive language in the college campus is strictly forbidden. 12. The staffs agree to execute all the work assigned to him/her by the Head of the Institution and the Head of the Department from time to time honestly and sincerely. 13. Staffs should maintain decorum both inside and outside the class and set a good example to the students.

COC for Administrative Staff

01/06/2018

1. Office staffs are expected to be present before 9a.m and stay up to 4.30 p.m in the college. 2. The total casual leave allowed to the office staff in an academic year is 12 days. 3. Except Sunday's and Government holidays, office should be kept open. 4. All the Letter of correspondence should be filed and maintained properly. 5. Any information requested by the teaching staff should be provided without delay. 6. Regular updates

of the University websites should be made known to the principal and the teaching staff. 7. The accountant must remit the fee collection amount to the bank regularly. 8. Books of accounts must be maintained regularly and timely. 9. For every fee collection fee receipt should be issued. 10. Bills or voucher must be maintained regularly for every expenses made. 11. Whenever principal and teaching staff asks for any statistics, it should be given on time. 12. Dealing with regard to any issues with students, staff and parent's office staff should be kind, fair and honest. 13. While applying for C.L, office staffs have to give in writing atleast a day prior to the date of leave. In case of emergency, the staff can request for the permission over the phone before 9 am on the same day. 14. No office staff shall associate with any political party or take part in any other organisational activity, which is not in keeping with the duties and ethics of the profession.

COC for Students

01/06/2018

1. Students should attend college prayer at 9.30 a.m and should remain within the campus till 3.30 p.m. 2. Ragging in any form is strictly prohibited. 3. Use of mobile phones in the college premises is strictly prohibited 4. Smoking, use of any form of drugs or alcoholic drinks is strictly prohibited in the college premises. 5. Any damage to the college property

should be made good by the concerned students.  
6. Students are not expected to go out of the campus during their class hours. 7. In the case of any offense, the case will be referred to the grievance redressal cell.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Independence Day	15/08/2018	15/08/2019	80
Celebration of Republic Day	26/01/2019	26/01/2019	85
National Youth Day Celebration	12/01/2019	12/01/2019	71
Yoga Day	21/06/2018	21/06/2018	47
Christmas Day Celebration	22/12/2018	22/12/2018	612
<a href="#">View File</a>			

#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Use of organic manures and fertilizers in the college garden
2. Installation of Power Saving LED lights in the Campus
3. Herbal garden
4. Water Purifier been installed for refilling the drinking water.
5. Optimal use of Natural Light by providing large windows

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

Best practice 1 1. Title of the Practice 'Maintenance of Harmonious Workplace Relationships'. 2. Objectives of the Practice Objectives/underlying principles of the above practice We spend most of our time in the work place for the students, resulting in the need to learn how to work with and manage inter-personal relationships. Inside the institution we manage to be kind and gentle with each other and also with our students. We avoid using harmful words and try to use supportive and helping words which are necessary for the work culture. We support, inspire and instill confidence to each other, and we are ready to apologise for the mistakes and a willingness to recognise the areas for improvements. 3. The Context We believe that for the quality sustenance and quality enhancement in our workplace there is a definite need for the individuals to know how to work with harmony and cooperation. • This understanding helps us to work for curriculum delivery without losing our spirit. By our conscious efforts, we try to avoid frictions and if at all any misunderstanding between the faculties occurs, we find a way to solve it by open discussions and mutual communication. • This conscious practice helped our professional growth and maintaining good academic atmosphere in the college. 4. The Practice The quality of human relationship can affect individual performance and professional growth, as well as collective performance which impact the college though, we get focused on tasks. Teaching and meeting the

deadlines we cannot forget the human side of things. Our college has capable faculties, administrative staff and students to realise the vision, we have to work together as people and cannot isolate our personalities. We live like family in the work place. While we teach human values to the students we also internalise it and as far as possible we try to maintain patience and avoid ill mannered behaviour and rudeness towards each other. Management and the principal always cheer us with an encouraging work when they find our good work. IQAC also appreciate when one among us contributed an innovative idea. The most common trend is to compete but we try to avoid competing with each other. Our work place provides an opportunity for a variety of meaningful relationships. None of the teachers are exposed to wrong kind of influences and we also take care about our students falling into negative influences. That is the reason why we have avoided elections to the student council.

5. Evidence of Success

- Since the work environment is friendly and supportive we are happy to be in the college beyond the working hours.
- We maintain the team spirit.
- We honour our management and principal as we place them on the seat of responsibility, in turn they also respect their ideas and suggestions to strengthen the democratic environment inside the campus.
- We also pay attention to the performance appraisals by the management and principal. They are experienced and a walk with wisdom. We are ready to listen, learn and change for the better.
- Our friendly and compassionate approach towards the students instilled their confidence in us and they do not hesitate to share their problems with the faculties. These interpersonal relationships helped us to manage classroom discipline and good atmosphere in the college.

6. Problems Encountered and Resources Required

In any human setup problems like conflicts, misunderstandings and frictions do occur. Narrow and parochial behaviour in certain situations creates misunderstandings and differences among the staff and students. When we personalise these negative factors we cannot do justice for the better curriculum delivery in the classroom. Enmity, hatred, conceit behaviour are the great obstacles to keep the positive mood in the workplace.

The mood of the faculty and the behaviour influences the emotions of the students in the classroom. Positive mood is one of the important pre-requisite for teaching. Therefore there is a need to develop a balanced approach to avoid mood swings. Patience, acceptance and understanding the life and situations help us to ease the tension. Therefore positive attitude is a great emotional resource but we are aware that it has to be constantly watched and practiced.

Best practice

1. Title of practice 'Generous Fee Concession'.
2. Objectives of the Practice Another important area of our best practice is fee concession to the students who are not able to meet the institutional fee expectations. As per our vision, we are compassionate towards those students who are economically weak and desired to pursue their graduate programme in our college. Our objective is to provide higher education to as many students as possible and nobody should be deprived of education due to financial constraints.
3. The Context/Challenging issues This institution is not getting any external financial support like UGC funds and grant-in-aid. It is managed mainly on the resources based on fee collection from the students. In the local area, people generally lack the attitude of encouraging and supporting the educational institutions and sponsoring the education of poor students. Providing education is the main priority for us and giving fees concession takes away very large amount which otherwise could be utilised for developmental purposes and campus improvements. This is the biggest challenge the institution is facing today.
4. The practice It is expected that higher education in India aimed for intellectual development and integrated personality of the students, and our institution is not an exception. Even though we face financial constraints, opportunities are given to economically weaker students to study in our college according to their choice. Fee concession is given to the students in all the three streams - B.Com, BBA and BCA. It requires sincere efforts and firm action by all the right thinking



management members to mobilise funds for the cause of education. The fee concession also prevented discontinuation of education for many students. We considered fee concession is the best investment and hoping that our students will indeed serve the society in the future. We also aim that student should be economically self sufficient so that they should be able to contribute for the nation building. 5. Evidence of Success The fee concession facility provided by the institution has successfully increased the number of admission all over the years the institute has not entertained any personal canvassing or advertisement through any media or has not visited any institution for manipulating the minds of the students. Even in this present scenario of the environmental crisis the policy has helped many a students without any discrimination of Caste, Community and Religion to choose from the courses offered and thereby secure their future. 6. Problems Encountered and Resources Required For the overall development of the institution and its infrastructural facilities, the approximate amount required is around 1.5 crores. Sometimes faculties contribute money for fee concession and most often it is kept confidential. We formed Alumni association in 2017 and their contribution for the students' welfare is yet to be framed. The cost of living of the local area is quite high and most of the parents are not able to contribute extra finance other than the prescribed fees. This area is predominantly an agrarian area and most often susceptible to the vagaries of nature and therefore people are economically weak. This is the biggest problem to generate funds for fee concession. Since the college is established in the semirural area, industrial collaborations and linkages with the concerned organisations is also a constraint. We are yet to plan activities within the campus which generates funds.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://www.stannesdegreevirajpet.com/report/7.2.1.pdf>

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Our vision statement is not only emphasized on knowledge and skills for employability, but also for responsible citizenship. Apart from regular curriculum delivery we have decided to work to impart lofty thought the students and there by motivating him/her to respond to social needs and responsibilities. Our vision also considers that education is a medium to impart the legacy of cultural, social and political values to the younger generation. Modern society is facing many challenges despite economic and technological progress, and students need to be empowered to manage them without losing their self-esteem. Distinctiveness of the institution lies in this area. IQAC has planned to create "social awareness programs" to instill a positive attitude among the students. We think that it is absolutely essential for the student to understand the society of which he is apart and if is aware of the problems, needs, owes of the society he would truly derive the meaning of life. It encompasses such activities relate to the following areas Alcoholism, Black money, child abuse, communalism, corruption, violence against women, dowry, farmers suicide, illiteracy suicide, wasting food, juvenile delinquency to mention the few. Each faculty is assigned with a topic and expected to collect sufficient information resources before facilitating to the students. Such information is also documented under the preview of IQAC. Teachers are expected to discharge adequately their responsibilities on the dates prescribed by the IQAC. During the process student's attendance is strictly maintained. Power point presentations are used in these awareness programs. Apart from the above defined programs class mentors help the students



to deal with the negative influences and tell them that how stress will help or hinders us depending on how we react to it during the course of their lectures. This approach has enhanced academic performance of our students while comparing to the other local institutions. Attuning with vision statement NSS takes a leading role in order to develop students' personality through physical labour, service and give them an experience of good life. Activities designed by the coordinator creates the feeling of "Not me... but you" among the participants. Thus, the thrust area of this college is to "reach the society" rather than confining with prescribed syllabi. Students should realize that their knowledge, labour and energy is not for them alone, but important for the entire society. Our distinctiveness lies in this factor and stands different from others.

Provide the weblink of the institution

<https://www.stannesdegreevirajpet.com/>

### **8.Future Plans of Actions for Next Academic Year**

Educational innovation is going on in the facet of education for ensuring better teaching learning experience both for the teachers and students. We are making efforts to give a novel opening for higher education to satisfy the educational need of a student. Each student is different from another and equal learning experience cannot be possible. So we had focused on few pedagogical methods to engage the students for better learning of the subjects. Our educational institutions have grown from the roots of elementary up to the level of degree education over the period of time. MDES has prepared a blueprint for establishing a postgraduate centre for commerce and B.sc for the undergraduate programme with Physics, Mathematics and Chemistry, in response to the demands from the local society. Management is determined to develop infrastructural facilities, expansion of library, and recruitment of adequately qualified staff to enrich the new academic programs. We know that any new India of our dreams is reverberating in our minds. In future, we must focus on best practices and improving educational technology. We need to encourage creativity and innovative teaching methods and research culture of the faculty. Greater responsibility lies on our shoulders to go beyond fixed curriculum and assist our students to learn, to develop various skills suitable for career building. The responsibility is to make them aware that processing the academic knowledge is more important than accumulating information. Our future expectations are relied on MOUs with various agencies, industries and NGOs to fill the gap between industry academia relationships and join hands to develop a holistic approach which would benefit both the students and employers. At present, our college has begun to incorporate massive open online courses into the classroom learning.