



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

ST. ANNE'S DEGREE COLLEGE, VIRAJPET

ST. ANNES DEGREE COLLEGE, VIRAJPET- 571218 SOUTH KODAGU
571218

www.stannesdegreevirajpet.com

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Pandit Nehru described Kodagu a small picturesque district in Karnataka as the 'Scotland of India' during his visit years ago. It is cradled in the eastern slopes of Western Ghats and predominantly inhabited by the warrior community called Kodavas. Various other communities and minorities coexist in Kodagu and live harmoniously.

We have a proud ancient heritage Church at Virajpet town called St. Anne's which stands as the symbol of secular tradition. This church was built in 1792 by the Canara Christian settlers. In 1869 Fr. Gullivan a French missionary re-constructed the church with gothic architectural style. It is dedicated to the mother of Blessed Virgin Mary and became a popular place of worship for the Christians.

In 1842 J M Newness started the lower primary school with English as a medium of instruction which became very popular for its high standards of discipline and value systems. In 2007 Fr. Madalai Muthu envisaged to establish a degree college in the same campus to bring the higher education to the people of rural areas. St. Anne's Degree College began with three bachelor's degree courses B.Com, BBA and BCA. It is affiliated to Mangalore University. The management and the institution are striving hard to prepare the students for global competency and excellence. At present we have 741 students on roll and the institution stands first in academic performances both in PUC and Degree courses in the local area. Those who passed out are well settled in life and career.

As an institution we can't afford to remain outside the developments in this fast changing world. The battle of quality has to be fought in the minds of all those who are involved in the institution which is now opened for Assessment and Accreditation. With the active participation of the Management, Principal, functional IQAC and faculty members self study report has been prepared. We are eagerly looking forward to welcome the Peer team and undeniably our main objective is to accept the comments and suggestions for improving the quality of higher education and to bring out the best human resource development in the institution.

Vision

Vision: To educate an individual with passion and compassion... developing the lasting human values of the life... empowering to gain knowledge and capabilities... thereby contributing for social, economic and national development in conformity with the constitution as a responsible citizen.

Mission

MISSION

- Liberal admission policy based on non-discrimination.
- To attain the highest standards of values and ethics in life.
- To encourage democratisation and greater participation in the campus activities.
- Assist the students to find career path in making the connections between their courses and potential

careers.

- To formulate various methodologies for the effective curriculum delivery.
- To upgrade infrastructural and technological resources.
- To maintain harmonious relationship in the workplace.
- To create an atmosphere for inquiry, critical thinking and research.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Reputed Management with long standing perspectives to promote higher education especially for the rural and weaker sections of the society.
- The responsible attitude and active involvements of the head of the institution over the period of time strengthened the academic environment in the campus.
- Committed teaching staff with years of experience.
- Activities that ensure the all round development of students in curricular, co-curricular and extra-curricular domains.
- Steady increase in student strength since the inception.
- Effective teaching-learning - evaluation process.
- Excellent academic performance by students over the years.
- ICT enabled teaching practices.
- Various scholarships and free-ships for meritorious and deserving students from all sector of the society.
- Personal Counselling Cell that has rendered sincere service to students.
- Sufficient number of classrooms well equipped computer lab and resourceful library.
- Students are encouraged to participate in various fests, cultural activities and intercollegiate sports competition with vigour and wins prizes, thereby enhancing the glory of the college.
- Safe and Secured Environment for the students.
- Dynamic contributions from Cultural Committee, Examination Committee, Sports Committee, NSS Unit, Nature Club and YRC to support learning and skill developments.
- Inculcating social concern and a strong sense of social commitment through extension activities.

Institutional Weakness

- The college is situated in the semi-urban area, so our students have less exposure to corporate world.
- Lack of adequate campus placement.
- Non availability of coaching facilities for various competitive exams.
- Less number of faculties qualified with UGC-NET/SET and research pursuits.
- Unpredictable climate condition hampers the implementation of various plans on time.
- The college needs more autonomy and financial support in order to develop with good pace.

Institutional Opportunity

- To enrich the curriculum the college has to plan for more Add-on and certificate courses must be introduced.

- Utilising the local advantage MOUs can be entered with Forest College and other agencies.
- To enhance the academic performance through IQAC.
- Conducting more State and National level seminars and workshops etc.
- Scope for improvement of digital literacy amongst students.
- Scope for starting B.A., B. Sc and PG studies.
- All teaching staff can equip themselves with UGC- NET/SET, Doctor Degrees.
- More faculty development programs can be planned for improving the professional competencies.

Institutional Challenge

- Openness and flexibility in learning cannot be imagined without ICT in the form of e-learning applications.
- To bring more technological resources to the portals of the college is a challenge due to budget constraints.
- In the semester systems at present we score runs between classes and examinations and aim up to covering the syllabus. The challenge is to uncover the syllabi and help the students for further exploration in the subject of their choice.
- Another important challenge for the faculty is to prepare the students to be the useful members of the society and skills for the employability for which financial support, flexible teaching hours, positive mindset and creativity of the faculty is very essential.
- Mushrooming of Private and Government colleges in the vicinity.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Education is the means for the all round development of the students through which they can develop mind, emotions, skills, values and spirit. In 2007 St. Anne's Degree College was established in a small town in Kodagu, Karnataka. It is affiliated to the University of Mangalore which offers three year credit based semester system. The institution has established three courses for the graduate programme B.Com, BBA and BCA. Curriculum is prescribed by the university. The IQAC in the beginning of the academic year calls the meeting of the HODs and the teachers to prepare the teaching plan and curricular related activities for the effective curriculum delivery. Emphasis is given to classroom teaching supplemented with various innovative teaching methods and it is meticulously planned by the individual faculty. One such innovative method need to be mentioned is our nature class which breaks the monotony of classroom teaching.

We familiarise the newly admitted students about the vision and mission along with the core values which are displayed on the prominent area. Bridge courses are conducted for those students who come from the science background. We made some efforts to implement teaching methods enabled by technologies such as power point presentations, internet searches, documentary screening and e-learning. Our main concern is to provide value education for the students. One core value of the college emphasised moral and ethical principles as the growing concern over the erosion of essential values in the society.

University curriculum incorporated gender equity, human rights and environmental sustainability in the core

courses. Faculty exposes the students for various aspects pertain for the above subjects. Board of studies in the university discusses the draft syllabus along with the regulations, make changes if required and approve the curriculum. We are yet to avail the opportunity as the member of BOS. Performance appraisal by the IQAC, feedback from the students, suggestions from the parents helps us to know the kinds of learning strategies. Thus the faculty tries their best to deliver the curriculum and make an effort to know about the latest happenings in teaching and learning process.

Teaching-learning and Evaluation

Aware of the fact that higher education has become a prime mover in bringing students and teachers at one common platform, we have taken utmost care for teaching and learning strategies. We have a liberal policy for admission and the students from the different strata of society are our stake holders. Within the institution we see lot of socio-economic and cultural diversity and providing an appropriate learning environment is a challenge.

We overcome these challenges by familiarising the students with the program outcome, methods of internal assessment, and support for both advanced and slow learners.

Teaching learning strategies are structured by preparing the academic plan, month-wise division of the syllabus and innovative methods for the curriculum delivery. Curriculum enrichment like debates, seminars, group discussion, power point presentations, internet searches, quiz, lecturing by giving daily life examples helps the students to improve their communication skills, voice modulation and better understanding of their subjects. Learning has been enhanced by conducting certificate course in basic computing.

IQAC plays a vital role in monitoring teaching learning process facilitating constant engagement in academic activities by teachers and students. Mentoring and counselling systems are focused to improve the academic performance, behaviour and etiquettes and active participation of students in the curricular and co-curricular activities. Remedial classes are arranged for the slow learners and encouragement and support is given to advanced learners to perceive their interest. Books for references are given from the department library and personal collections of the faculty.

Our teaching learning process is open for continuous evaluation. Students' ideas are solicited regarding the curriculum delivery. Examination committee is formed not only for conducting smooth examinations but also to assess the performance, assignments and project works. IQAC monitors the teaching learning process analyses the feedback from the students, parents and alumni and using it for improving the institutional performance in academics, curricular and co-curricular activities. Our efforts are centred according to the vision statement to meet the demands of the society and the aspirations of the youth.

Research, Innovations and Extension

At present college is focusing on student empowerment satisfaction and commitment to an educational program which are important factors in determining success do we do not have the established Research Centre. Faculties constantly keep in touch with ongoing researches and developments in their respective subjects. While teaching in the classroom we focus on contemporary issues to create awareness about the new developments in the subjects. Faculties have presented papers in the seminars using research methods.

Institution has created an ecosystem within the campus by conserving water resources. Strictly, awareness is created among the students to save drinking water. Compulsory emission test should be done for the vehicles used by the staff and students which avoid pollution in the campus. We are happy to expose the students to flora and fauna in Kodagu. Through NSS activities awareness talks are arranged on environmental protection.

Extension activities are conducted by NSS program officer and with IQAC he prepares action plan. Eye camps, dental camps are also arranged for the villagers during the camp. Red Cross wing had organised awareness programme on prevention of AIDS / HIV and blood donation camps. Traffic awareness, interaction with the inmates of orphanage and computer awareness for the lower primary students are some examples of extension activities carried out in the institution.

Infrastructure and Learning Resources

Along with the management, IQAC has framed certain infrastructural policies for the proper maintenance of classrooms, electrical establishments, and computer laboratory and so on. The maintenance committee supervises cleanliness in and around the campus. Generator maintenance is carried out by a technician. New building which is coming up in the campus will be utilising for the library and the canteen, and the top floor is planned for PG program in commerce. Computer centre is upgraded with recent Technology. Few classrooms have ICT facilities, and campus has Wi-Fi facilities. Washrooms, restroom and toilet facilities for staff are maintained by the housekeeping staff. A separate office is established for administrative purposes. The management and the principal prepares annual budget for maintenance, upgradation and utilisation of infrastructural facilities. A large playground for outdoor games and recreation room for indoor games are the sports facilities available in the campus. Sports materials and equipments are maintained by physical director.

Along with the traditional role of the librarian carrying out the task like acquiring, organising and preserving printed materials, college also made efforts to acquire information communication technologies. Wi-Fi and internet facilities are available. Another e-resource available in the library is NLIST and INFLIBNET. Library Advisory Committee is looking into the library upgrade, purchase of library books for reference and library orientation to the students. The library has preserved 18th century machinery documents with excellent handwritten manuscripts. Original literature written on indigenous Kodava culture is also preserved which is a real asset as a model for younger generation.

Student Support and Progression

Liberal admission policy and fee concession in the college helped to maintain required strength prescribed by the University. There is incremental growth in student admission and today our college total strength is 741. To cater their needs and to excel in Academics we have mentoring system and counselling system. The ratio of mentorship is 1:32 students. Parents are enthusiastic to admit the children especially from the minority community for the discipline, safety and academic standards we maintain within the campus. In the atmosphere of academic flexibility students can select the course of their choice without any manoeuvre by the faculty.

Besides the fee concession to the economically deprived students, college avails various government scholarships for the students. We have no record of dropouts who left the graduation due to financial constraints. Since the students are pursuing higher education in an environment of global competitiveness

college takes responsibility to help the students for skill development and employability. Programs are arranged by the career guidance and placement cell to develop the effectiveness and the capabilities of our students. Grievance redressal cell, Anti-ragging and women anti harassment cell are prevalent in the campus. Through personal interaction and counselling problems like infatuation, lack of interest in studies, unacceptable behaviour towards parents etc., are to be addressed in the campus.

College encourages pragmatic leadership of students by involving them in various committees and IQAC facilitated activities. Nomination process for selecting the leaders is to keep away from external political interference but the council activities are purely democratic and the opinions, ideas/ suggestions from them are always welcomed by the faculty and the management. Sports, cultural activities, NSS are vibrant the campus involving large number of participation. Alumni Association encourages the present students for sports and cultural activities. PTA has been formed where parents give constructive advice and feedback for the improvement of academics and handling the teens.

Governance, Leadership and Management

MDES is a well known Management which runs around 134 educational institutions and St. Anne's college in Virajpet is one among them. It works in close collaboration with the principal and correspondent to regulate and maintain a student friendly and scholastic environment in the campus. The key for success today is the proper attitude and the governing body brings out the fine balance between the policy makers, principal, faculty administrative staff and students. Principal as the head and the chairperson of IQAC meticulously implements the rules and regulations in tune with Vision and Mission of the college. Decentralization process encourages the IQAC to form the committees, student bodies and liberty to the faculties to formulate the plans both for curricular and extracurricular activities. Autonomy is insured for Greater participation at all levels without hampering the interest of the Institution.

The college has made efforts to develop professional competencies of the faculties to benefit better academic planning and curriculum delivery. The faculties are supported to participate in workshops/ seminars and also organising training programs in the college. A well defined performance appraisal mechanism gives the utmost importance to mould the faculties and to be motivated towards the best. Welfare measures implemented by the institution inspire the faculty members to improve their performance and to retain them. The institution follows internal and external audits regularly and transparency is maintained in financial matters and in preparation of budgets. The IQAC ensure quality assurance strategies that are institutionalized for the overall development of the Institution and to achieve academic excellence.

Institutional Values and Best Practices

We have core institutional values which are appropriate to meet the expectations of National Education Policy. Environmental friendly programs are carried out by the nature club which looks into waste management conservation of water resources and pollution free campus. Women's cell promotes gender equity and sensitivity through awareness programs. Plastic free campus is another concern and to preserve our rich biodiversity of flora and fauna in Kodagu is encouraged.

We take pride in presenting the two best practices related to the workplace relationships and supporting education for the poor by giving fee concession. We spend 40 hours in a week in the college and there is a need to learn how to work with and manage interpersonal relationships to give the best curriculum delivery and to

develop employability skills, moods and the spirit need to be maintained. We make conscious efforts to manage misunderstandings and frictions which are likely to happen in human interactions. Faculty, principal and administrative staff works like a family with the sense of belongingness, resulting to work in a harmonious atmosphere. Most of the co-curricular and extracurricular works are carried out with team spirit. This attitude supports the cordial relationship with students as well, and they are open for mentoring and counselling to solve their problems.

Financial support to the economically deprived has enhanced strength of the college. This practice helped the parents to some extent to reduce their financial burden, and they prefer to admit their children to our Institution.

Thus St. Anne's college tried to Foster Holistic approach to educate students so that they may be successful in variety of endeavours.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	ST. ANNE'S DEGREE COLLEGE, VIRAJPET
Address	ST. ANNES DEGREE COLLEGE, VIRAJPET-571218 SOUTH KODAGU
City	VIRAJPET
State	Karnataka
Pin	571218
Website	www.stannesdegreevirajpet.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	ISSAC RATHNAKAR NS	08274-257622	9538303581	08274-260652	stannescolleges@gmail.com
IQAC Coordinator	TRUPTI BOPANNA	08274-260622	9480351177	08274-260612	truptibopanna@gmail.com

Status of the Institution	
Institution Status	Private

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	Yes MINORITY CERTIFICATE.pdf
If Yes, Specify minority status	
Religious	CHRISTIANITY
Linguistic	
Any Other	

Establishment Details				
Date of establishment of the college	16-07-2007			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name	Document		
Karnataka	Mangalore University	View Document		
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC				
12B of UGC				
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

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

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	ST. ANNES DEGREE COLLEGE, VIRAJPET-571218 SOUTH KODAGU	Rural	17.54	5785

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BBA,Administration	36	PUC	English	65	64
UG	BCom,Commerce	36	PUC	English	150	150
UG	BCA,Computer Science	36	PUC	English	65	54

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				22			
Recruited	0	0	0	0	0	0	0	0	7	15	0	22
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				8
Recruited	3	5	0	8
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	7	14	0	21

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
		UG	Male	112	1	0
	Female	154	1	0	0	155
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	6	7	4	5
	Female	12	8	8	5
	Others	0	0	0	0
ST	Male	0	1	0	0
	Female	1	1	1	0
	Others	0	0	0	0
OBC	Male	307	304	301	88
	Female	405	383	350	301
	Others	0	0	0	0
General	Male	5	5	4	5
	Female	5	7	8	7
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		741	716	676	411

3. Extended Profile

3.1 Program

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

Response: 1

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
03	03	03	03	03

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
716	676	411	514	458

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
358	338	305	257	229

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
234	199	167	127	144

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

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

2017-18	2016-17	2015-16	2014-15	2013-14
23	19	19	18	14

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
23	19	19	18	14

File Description	Document
Institutional Data in Prescribed Format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 15

Number of computers

Response: 52

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

2017-18	2016-17	2015-16	2014-15	2013-14
13.36	7.15	20.30	20.41	13.29

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

Response:

- The institution is 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 specialisation 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 update work diary and semester wise lesson plan.
- Each department heads prepares the timetable for each semester abiding by the university calendar of events.
- All department heads ensures the completion of assigned syllabus according to the month wise distribution of syllabus.
- Faculty also arranges 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 are taken seriously and the students 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 head of the departments make sure 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 followed by the faculty.
- Department library contains few books for extra reference and it is utilised by the staff and students.
- The academic calendar is prepared to adhere to the various events and programs of the College and University that will be carried out during the academic year.

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

Response: 1**1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
01	00	00	00	00

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

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years**Response: 0****1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Details of participation of teachers in various bodies	View Document

1.2 Academic Flexibility**1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years****Response: 0****1.2.1.1 How many new courses are introduced within the last five years**

Response: 00

File Description	Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system

has been implemented

Response: 0

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 00

File Description

Document

Name of the programs in which CBCS is implemented

[View Document](#)

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

Response: 0.56

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

2017-18	2016-17	2015-16	2014-15	2013-14
20	00	00	00	00

File Description

Document

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

[View Document](#)

Any additional information

[View Document](#)

1.3 Curriculum Enrichment

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

Response:

The curriculum designed by the university itself includes cross-cutting issues relevant to gender, environmental sustainability, human values and professional ethics etc. that gives an effective opportunity when it comes in applying them positively into the curriculum.

For all UG courses, the papers which integrate such issues, human values and professional ethics are - The Constitution of India, Principles of Management, Business Organisation, Human Rights, Environmental Studies and Gender Equality, Business Entrepreneurship, Human Resource Management, Organizational Behaviour, Marketing Management, Business Law, Human Resource management, Auditing, Indian

Corporate Law.

Giving emphasis to gender, environment, human values and professional ethics apart from university prescribed, the institution imparts awareness on cross cutting issues.

- To enhance the concentration of the students a prayer session is conducted every day during the morning assembly. The principal and HODs gives a small talk on moral values and ethics for life once in a week.
- The NSS unit of the college conducts the activities that sensitises the students to understand the importance of environmental protection through planting saplings, celebrating Vanamahotsav day. Participation in NSS special camps develops the sense of responsibility and service to the society.
- The human rights cell had organised a talk on gender equality in order to understand the basic human rights.
- The nature club is initiated which involves the students in activities like maintenance of medicinal plants and herbs, creating awareness on environmental protection etc.
- The women empowerment cell organised the programs on gender equality, family values etc.
- The Youth Red Cross wing had organised programs on human values, voluntary blood donation camp, importance of blood and organ donation with the intention to develop the social responsibilities among the students.

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

Response: 1

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

Response: 01

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 6.01

1.3.3.1 Number of students undertaking field projects or internships

Response: 43

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

1.4 Feedback System

<p>1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise</p> <p>A.Any 4 of the above</p> <p>B.Any 3 of the above</p> <p>C. Any 2 of the above</p> <p>D. Any 1 of the above</p> <p>Response: A.Any 4 of the above</p>	
File Description	Document
Any additional information	View Document
URL for stakeholder feedback report	View Document

<p>1.4.2 Feedback processes of the institution may be classified as follows:</p> <p>A. Feedback collected, analysed and action taken and feedback available on website</p> <p>B. Feedback collected, analysed and action has been taken</p> <p>C. Feedback collected and analysed</p> <p>D. Feedback collected</p> <p>Response: C. Feedback collected and analysed</p>	
File Description	Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.26

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

2017-18	2016-17	2015-16	2014-15	2013-14
01	00	03	01	01

File Description

Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 89.29

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

2017-18	2016-17	2015-16	2014-15	2013-14
256	242	224	210	177

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

2017-18	2016-17	2015-16	2014-15	2013-14
280	280	280	220	190

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description

Document

Institutional data in prescribed format

[View Document](#)

2.2 Catering to Student Diversity

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

Response:

The institution assesses the learning levels of the students through:

- Assessing the students' level through personal interactions including counselling.
- The faculties find out the levels of the comprehensions, communication of the students by observing the behaviour in the class room, his/her body language, interaction with other peer members.
- The type of complexity that they have developed due to reasons like social and economic environment and parental care are observed by the mentors.
- Analysing the performance of the students through the internal tests, oral tests and university examination.
- The students use the library resources and technological resources while preparing for seminars, debates, group discussions and assignments and also for their co-curricular and extracurricular activities.
- Each HOD along with faculty members analyse examination results and record the marks on the basis of the above assessing mechanism.
- The slow and advanced learners are identified and listed out.

Initiatives taken for improving the students' abilities:

- Through the mentoring system, the mentors personally interact with the students and motivate them to follow the better performance.
- The faculties help the students to improve their communication through the use of dictionary, conversation, reading, classroom presentation. The students are also supported to learn the language

of their interest prescribed by the university.

- In cases of family problems personal counselling are followed and at times financial support to an extent are also provided.
- For better academic performance extra remedial coaching is arranged after the regular class hours and attendance of those students are recorded.
- Remaining absent for the remedial classes are seriously questioned and if need arises the parents are asked to meet the principal and concerned subject faculty to find out the legitimacy of his/her absence.
- Personal books, library books and question banks are provided for a better performance in the exams.
- Encouraging the advanced learners to share their knowledge with the slow learners.

2.2.2 Student - Full time teacher ratio

Response: 31.13

File Description	Document
Any additional information	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.28

2.2.3.1 Number of differently abled students on rolls

Response: 02

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document
Any other document submitted by the Institution to a Government agency giving this information	View Document

2.3 Teaching- Learning Process

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

Response:

Following are the innovative teaching methods followed to enhance the learning experiences of the students:

- In order to bring out the talent critical thinking and confidence, students are made to debate on the general topics as well as curricular aspects.
- Classroom presentations are conducted on the subjects like marketing, auditing, principles of management, economics, organisational behaviour etc., by the students in order to develop presentation skills, communication skills and also to get rid of stage fear. Students are compelled to present through power point in order to boost computer skills.
- Group discussions on general topics and subject topics are organised in order to enhance participative learning.
- Power point presentations are conducted by the teachers to enhance the learning levels of the students with the use of technology.
- Students are registered under Massive Open Online Courses (MOOCs) to expose them for E-learning.
- The students are encouraged to gain practical knowledge on the working of industries, by participating in industrial visits and field trips.
- Guest lecturers are invited to throw light on the topics apart from the syllabus.
- Numismatic exhibition is organised for the students to get exposure on the currency values of different countries.
- In order to promote experiential learning, students are encouraged for peer teaching in the class rooms.
- The slow learners and advanced learners are identified based on their learning levels and performances. In a ratio of 1:4, the advanced learners guide the slow learners on the subject topic which is evident as participative learning.
- The documentary clips are shown for the students regarding the social issues.

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

Response: 91.3

2.3.2.1 Number of teachers using ICT

Response: 21

File Description	Document
List of teachers (using ICT for teaching)	View Document

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

Response: 31.13

2.3.3.1 Number of mentors

Response: 23

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

The lecturers follow different innovative and creative teaching methods to improve the learning levels of the students. They are

- To improve the imagination and creative thinking small situations are created such that the students can come out with their own opinions on Swachh Bharath, natural calamities, poem composing, essay writing, writing articles to display on soft boards, field visits and projects etc.
- Cut and paste method in preparing assignments are not entertained by the faculties.
- To improve the language and pronunciation, topics from different subjects are assigned where the students have to present it in the class room.
- To bring out hidden talents role play, Mock interview and management games are encouraged.
- Interaction with guest speakers by the students.
- Encouraging students' participation in management fests outside the college.
- Students' participation in quiz programmes.
- Motivational talk by the faculties to maintain the spirit in the class room.
- Lecturing through power point presentations and video clips.
- The critical topics related to the subjects are made easy to understand with the help of YouTube videos.
- Documentary screening on the topics such as public behaviour, social responsibility and impartial service to motivate the students to grow as responsible citizens.
- Field trips and industrial visits are arranged in order to gain practical exposure.
- Visit to agriculture farm to have practical knowledge on growing vegetables, fruits, preparation of manure compost and also fish farming.
- Computers with internet facility are provided in the library for ease of information access to help the students to prepare for classroom presentations on given topics.
- Computer Basics training are arranged to BBA and B.Com students by the BCA department.

2.4 Teacher Profile and Quality

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

Response: 100

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

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

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

2.4.3 Teaching experience per full time teacher in number of years

Response: 4.87

2.4.3.1 Total experience of full-time teachers

Response: 112

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 10.75

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	01	00	01

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document

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

Response: 5.51

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

2017-18	2016-17	2015-16	2014-15	2013-14
01	01	01	01	01

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

2.5 Evaluation Process and Reforms

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

Response:

Focusing on the reforms of the institution, IQAC has the following initiatives:

- Ø IQAC regularly monitors the day to day activities of the college according to the implementations of the calendar of events.
- Ø Explanations are asked from the faculty members where lapses are found.
- Ø IQAC also suggests the areas of improvement required to maintain the quality.
- Ø Regular meetings with the lecturers, administrative staff and students to ensure quality and its maintenance.
- Ø Orientation is provided for the newly recruited staff members.
- Ø To break the monotony of classroom teaching, IQAC ensures that the faculty prepares plan of action and monitors its implementation through co-curricular, extracurricular and cultural programmes.
- Ø To enlighten the faculty members and to update the academic abilities, faculty development programmes were held.
- Ø Evaluating the university exam results individually and collectively.
- Ø IQAC monitors the strict implementation of calendar of events prepared in the beginning of academic year by the respective department and other auxiliary bodies.
- Ø Since technology is a part of learning resources, encouragement is given to the students from time to time to expose to E-learning.
- Ø To improve the quality of teaching assessment, 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.

Ø A suggestion box is placed where the students can suggest their needs which are confidential.

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

Response:

The university directions are followed with respect to internal assessment and semester examinations. The university mandates one internal test per semester. In tune with the internal test performances, the assessment is also done by the lecturers on the basis of class room presentations, projects and assignments and class tests.

- The IQAC conducts the meeting with the HODs at the beginning of the semester and entrusts them to follow the action plan to maintain the mechanism of internal assessment.
- The IQAC forms temporary examination committee and internal squad for the smooth functioning of internal tests of the particular semester.
- The HODs prepares the internal test timetable and it is circulated to the class and put up on the notice board a week before the commencement of the test.
- The subject teachers maintain confidentiality while preparing the internals question paper.
- The students performances are evaluated by the subject teachers and the statement of marks are submitted to the HODs.
- The performance of the students in assignments, classroom presentations and projects are assessed by the lecturers which are also the parameters for internal assessment marks.
- The credit based marks are allotted to the students on the basis of their active participation in NSS, sports, cultural, co-curricular and extracurricular activities and in other auxiliary committees.
- Before the online submission of internal assessment marks, the students are informed about their score by the class in-charges to have the transparency.
- Parents are permitted to verify the academic performance of their children any time during the working hours.

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

Response:

- The IQAC arranges the meetings of the staff to prepare the questions, to fix the time of internal assessment, preparation of question papers, conducting of exams and recording of marks within the campus.
- Listing out absentees and to find out the reasons for remaining absent for the examination
- In cases where the students involved in sports, extracurricular activities, NSS .etc were are not able to attend the examinations, they are given opportunity to take up the internals in a specially arranged manner.

- Poor performance levels, lack of interest in classroom, health related issues are discussed in the PTA meetings.
- Habitual absentees for the exam and careless attitude are dealt by faculties with firm actions like assignments, counselling, surprise tests etc.
- To ensure the transparency and to uphold the sanctity of examination and to prevent malpractices, internal squad is framed by the IQAC.
- Students who are suffering from psychosocial problems and personal issues are counselled by the mentors for their poor performances in examinations.
- Students are permitted to meet the principal, IQAC co-ordinator, class in-charges or mentors in cases of any grievances related with examinations.
- Parental counselling is also conducted to bring these matters to their focus.
- Differently-abled and psychologically disturbed students are specially considered and separate room facilities are provided to take their examinations.

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

Response:

The IQAC ensures that the college calendar committee adheres to the university schedule of events and examinations and prepare the academic calendar 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 executes the work according to the calendar of events.
- Completion of curriculum prescribed by the university on time.
- The examination committee takes utmost care to conduct the internal examinations as per the dates prescribed by the university.
- Due to unforeseen circumstances, 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, to conduct certain events 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 on website and communicated to teachers and students

Response:

Mangalore University structures the syllabus, extended syllabus, course objectives, its duration for completion and the grade marks which is well defined by the respective Board of studies.

- The admission committee takes the initiative to brief the course outcomes to the candidates who takes the applications for admission.
- The IQAC discusses the course outcome for all the programs with the heads of the department. In turn the departmental heads make aware the lecturers about the course outcomes.
- During the orientation programme, the principal orients the students in detail about the programme outcome to the newly admitted students.
- In the initial stages the class in-charges and the subject teachers describe about the program specific outcomes to the students.
- The copy of programme outcome, program specific outcome and course outcome is kept in the individual department and also in college library for the reference of the teachers and students.
- For further clarification the mentors also discusses the program outcomes with their mentees.
- The program outcome is also displayed in the college website.

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

Response:

- The institution practices feedback mechanism from the students which is evaluated by the IQAC members. Opinion survey is also practiced to know the opinion of parents and alumni.
- The performance of the students in the internal tests is a measure of course outcome.
- After the declaration of the end semester examinations and internal test results, the HODs discuss the performance with the faculties and decisions are taken for the improvement in the required areas.
- During the end of the academic year the instructors examines the computer expertise gained by the students. Certain situations are created to check the capacity of the students, to analyse, design and evaluate computerised solutions.
- Public speaking and pick and speak competitions are arranged to measure the skills of communication.
- While teaching in the classroom, faculties help the students to understand the managerial education and at the end of the semester group discussions and general discussions are arranged.
- Certain business related problems are given where the students are required to prepare business letters which helps to understand their writing skills, language skills etc.
- The students' performance in quiz, fests, classroom presentations, achievements in fests and competitions is also an indicator of evaluating programme outcome.
- Advanced learners are given special attention for their performance levels that are gauged by marks obtained, so also performance level of slow learners are gauged by their test performance and classroom interactions.
- The faculty members prepare the graphic profile of each student from entry to exit level.
- Appreciation by the parents for the performance of their children is another important way of measuring program outcomes.

2.6.3 Average pass percentage of Students**Response:** 62.38

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

Response: 131

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 210

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey**2.7.1 Online student satisfaction survey regarding teaching learning process****Response:** 3.63

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description

Document

List of project and grant details

[View Document](#)

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

Response: 0

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

Response: 00

3.1.2.2 Number of full time teachers worked in the institution during the last 5 years

Response: 00

3.2 Innovation Ecosystem

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

Response:

The initiatives of the college include

- Rain water conservation and prevention of wastage of drinking water within the campus.
- Compulsory emission tests should be done for the vehicles used by the staff and students.

- Taking the students outside the campus to expose them for flora and fauna.
- During the NSS camp awareness programs are organised on environmental protection.
- The college has displayed blood donor bank in its website where the YRC members are ready to donate blood in cases of emergencies.
- To introduce the students about herbal plants, an herbal garden is maintained in the college campus under the supervision of nature club.
- Students are exposed to the industries to avail practical knowledge.
- To understand the reality regarding the incubation and raising of different crops, students are taken to horticulture and agriculture farms.
- In order to inculcate the research knowledge, students are assigned different projects on topics such as crops raised in Kodagu, industrial development in Kodagu etc.
- To facilitate e-learning, the college has subscribed to e-journals like N-LIST and INFLIBNET.

The college has no incubation centre.

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

Response: 0

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: No

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

File Description	Document
e- copies of the letters of awards	View Document

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

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

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

Response: 0.16

3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	00	02	00	00

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

3.4 Extension Activities

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

Response:

The institution arranges various extension activities to sensitize students to social issues and holistic development.

- The NSS unit of the college frequently arranges extension activities. As a part of 'Vanamahotsava Day', saplings were planted around St. Anne's high school. During every special camps dental check up camp sponsored by Kodagu institute of dental sciences, and eye test camp sponsored by Vasana eye care, Madikeri are conducted at the villages in the respective camps. On view of 'National Youth Day', Health and Hygiene program was arranged at lower primary school, Byrambada village. NSS volunteers distributed fruits to the inpatients of Government Hospital, Virajpet. To make the people aware of education, a one day camp was organised at Kattemadu village on observance of 'International Literacy Day' and also health check up camp sponsored by Kodagu Health Education Department was conducted in the same village. Giving importance to 'Swachh Bharat Abhiyan', the unit took the initiatives to clean the roads from Virajpet to Makutta village and Athur to Gonikoppal town. Health camp for tribes sponsored by Lopamudra Medical Centre was arranged at Chennayana Kote village. To expose the students to the tribal traditions, cultures and their economical status, a visit to 'Dayyadadlu tribal settlement', Chennangi village was arranged.
- The youth Red Cross wing of the college had organised an awareness programme on prevention of HIV/AIDS to spread the knowledge and awareness on the causes, effects and means of managing the spread of HIV/AIDS among populations. The wing had organised an awareness program on "Blood Donation and Organ Donation". Voluntary blood donation camp was organised in the College in collaboration with St. Josephs Hospital, Mysore where 55 students and 5 staff donated the blood. The college website has displayed the list of blood donors to help the community in case of emergency. The YRC volunteers had participated in voluntary blood donation camp which was organised by Cauvery College, Virajpet and SMS School, Arameri village. The YRC volunteers had delivered a talk to the school students on 'First Aid' and 'Health and Hygiene' at Vijaya High School, Kadanga.
- A traffic awareness program was organised by the human rights cell. The cell had also invited a solicitor to guide the students to understand their fundamental rights and duties.
- The department of English had taken 40 students to an Orphanage, Mercy home Heggala, Virajpet.
- The department of BCA conducted a computer literacy awareness programme at lower primary school Cheyandane village, Virajpet. The department had also organised a state level seminar, three seminars and talk on "Recent Trends Enterprise and Information and Communication Technology" to the students. The department had arranged an educational tour to Ooty.
- Students of commerce department has created orientation program on banking instruments to the students of Ammathi Government School.

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

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

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

Response: 26

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

2017-18	2016-17	2015-16	2014-15	2013-14
05	07	05	08	01

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

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

Response: 0

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-

wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

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

3.5 Collaboration

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

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

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

Response: 1

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	0

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

NAAC

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

The institution has provided with sufficient infrastructure for teaching and learning. The campus comprises of two blocks (Commerce block and computer science block).

Computer Science block comprised of:

Ø The ground floor constitutes principal's chamber, administrative office, ladies room, computer lab and reception.

Ø The first floor comprises library and reading room, language lab, BCA staff room, NSS room, IQAC room, E-lab, A/V room, counselling room.

Ø The second floor is provided with BBA and Economics staff room, language staff room, three BCA classrooms, and three BBA classrooms.

Ø The recreation room is situated on the top floor of the building.

The commerce block comprised of:

Ø The correspondent chamber, medical room, A/V room, commerce and management lab are established in the ground floor.

Ø Commerce staff room and three B.Com class rooms are situated in the first floor.

Ø The second floor comprises a green room and three B.Com class rooms.

Ø The auditorium is situated in the top floor of the block which is equipped with projector and audio output.

Ø A store room for NSS is provided in the same block.

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

Response:

Ø The college has provided sufficient facilities for indoor/outdoor games and cultural activities.

Ø The college has a recreation room comprising of 188.5 M2 area. The facilities provided to improve the level of performance of the students in games are shuttle badminton, carom boards, chess boards, and table tennis.

Ø The college has ground area of 4.12 acres. The provisions are made to play games like hockey, football, cricket, handball, basketball, throw ball, volleyball, net ball and athletics. All the required equipments and materials for the above sports are provided by the college and it is maintained by the physical director.

Ø The students, who participate in sports and cultural activities outside the college, are provided with financial support by the college.

Ø The sports committee is formed to make the necessary arrangements for the inter-department sports activities.

Ø The college has framed cultural committee, which is responsible to conduct the cultural activities throughout the academic year. The auditorium is equipped with audio and video facilities, audio mixer/amplifier and focus lights. Most of the cultural activities are conducted in the auditorium.

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

Response: 33.33

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 05

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

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

4.2 Library as a Learning Resource

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

Response:

The college library is partially automated with easylib software version easylib 4.3.3. It was automated in the year 2009. It is automated in the areas such as catalogue and accessioning, circulation via bar-coding and members. Library has acquired NLIST and INFLIBNET facilities for the benefit of the staff and students.

The HODs places the requisition of the books required for the references based on the request of the faculties and students. The books which are purchased are bar-coded before circulation which is recorded in the software. All the faculties and students are given unique identification number where the books borrowed and returned will be recorded with date and time.

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

Response:

The college has made efforts to collect and preserve certain manuscripts of 18th and 19th century. These collections are displayed in library. It includes marriage register and burial register of the people of 18th century.

The correspondence letter between the parishes, church and parish account books, book of church rules of 18th century. Stamp papers related to the land and administrations of 19th century is also among the collection. These books are evident for the beautiful calligraphy of the French missionaries and are also evident for the quality of the papers used during those times.

The rare book also includes 'Pattole Palame' a collection of Kodava folksongs and traditions compiled in the early 1900s by Nadikerianda Chinnappa, first published in 1924. This is said to be one of the earliest and most important Kodava literature.

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

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

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

Response: 1.18

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

2017-18	2016-17	2015-16	2014-15	2013-14
1.37775	1.04440	1.21005	1.53539	0.72634

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

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

Response: No

4.2.6 Percentage per day usage of library by teachers and students**Response:** 1.49**4.2.6.1 Average number of teachers and students using library per day over last one year****Response:** 11

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure**4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Response:**

IT facilities are provided by the institution which comprises of desktops, internet connectivity in library which is upgraded to a speed of 5 MBPS, Wi-Fi facilities, computer laboratory, ICT enabled classes and the departments are equipped with desktops. Computer laboratories consist of advanced software like Visual Studio, JAVA Editor Turbo C++ etc. It also provides other facilities like Typing, Printing and CD/DVD writing. The computers are installed with anti-virus software. The library is fully automated with Easy-lib software. The college has a website which is updated frequently by the web developer. The computers are updated to the latest software and uses windows operating system viz., windows XP, windows 8 and windows 10. The computers in lab and library are equipped with UPS such that there is no power interruption while using the systems.

4.3.2 Student - Computer ratio**Response:** 13.77**4.3.3 Available bandwidth of internet connection in the Institution (Lease line)****>=50 MBPS****35-50 MBPS****20-35 MBPS****5-20 MBPS****Response:** <5 MBPS

File Description	Document
Any additional information	View Document

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

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure**4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years****Response:** 54.89

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
8.63	4.14	9.16	8.47	8.68

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

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**Response:**

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

Admission policy:

- The institution follows a liberal admission policy based on non-discrimination.
- Admission committee has been framed by the IQAC which counsels the candidates who comes for admission. The committee guides the candidates regarding mode of admission, streams available,

and the outcome of the courses.

- The SC/ST and OBC students are given admission as an obligatory measure for reservation act of Government of India.
- As per physical disability act 1955, the institution provides opportunities to physically disabled students.

Policies for maintaining and utilising 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.
- 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.

NAAC

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 18.2

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

2017-18	2016-17	2015-16	2014-15	2013-14
101	160	79	57	105

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

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 0

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching

- 5. Language lab
- 6. Bridge courses
- 7. Yoga and meditation
- 8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: E. 3 or less of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Link to Institutional website	View Document

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

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

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

Response: 0

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Details of the students benefitted by VET	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document

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

Response: 18.38

5.2.2.1 Number of outgoing students progressing to higher education

Response: 43

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

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

5.3 Student Participation and Activities

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

Response: 5

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

2017-18	2016-17	2015-16	2014-15	2013-14
02	02	01	00	00

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

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 plans.
- 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.

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

Response: 7.8

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

2017-18	2016-17	2015-16	2014-15	2013-14
12	07	11	05	04

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document
Any additional information	View Document

5.4 Alumni Engagement

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

Response:

- The alumni association was established in the year 2017.
- The association is functional, it is not registered.
- 169 alumni have registered their names in the association.
- The general body meeting is conducted annually.
- Feedbacks are also collected from the alumni and their suggestions are taken into consideration.
- The office bearers include the president, treasurer and executive committee which include four alumni members.
- The alumni have contributed wall clocks for all the classrooms, one water purifier, printer and a projector.
- Alumni in better position and who have excelled in job were invited to address the students about the opportunities in their areas.
- Few alumni join NSS special camps to guide the volunteers regarding the shramdhan and other cultural activities.
- They have also donated few books to the department library and college library.

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

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years**Response:** 5**5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
05	00	00	00	00

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document
Report of the event	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

Vision:

To educate an individual with passion and compassion... developing the lasting human values of the life... empowering to gain knowledge and capabilities... thereby contributing for social, economic and national development in conformity with the constitution as a responsible citizen.

Mission:

- Liberal admission policy based on non-discrimination.
- To attain the highest standards of values and ethics in life.
- To encourage democratisation and greater participation in the campus activities.
- Assist the students to find career path in making the connections between their courses and potential careers.
- To formulate various methodologies for the effective curriculum delivery.
- To upgrade infrastructural and technological resources.
- To maintain harmonious relationship in the workplace.
- To create an atmosphere for inquiry, critical thinking and research.

The vision and mission statement inculcates the noble spirit to the robust functioning of the institution. Vision emphasised on lasting human values, which we believe, is very essential in a multicultural, multilingual and multi-religious society. Through the pedagogical approaches we try to foster universal human values oriented towards the unity and integration of our people. IQAC has designed awareness programs, and teachers are made aware of the critical issues facing the society. Life skill education and awareness programs on social issues helped consciously to expose the students to human values. Another central concern reflected in the vision is to train the students to gain the knowledge and employability skills. Placement cell, departmental programs, student council activities are focused on developing skills with support facilities.

We also believe that the students who walkout from the portals of the institution should be able to contribute for the development of society and nation. The teaching on Indian Constitution motivating the students to grow as law abiding citizens to maintain the peace and order in the society.

Management and the faculty members are aware of higher education, covering knowledge, skills and attitudes that empower a student to improve upon his/her requirements individual, economic and socio-cultural. Fundamental sources of wealth which will be knowledgeable and informative, the institutional action plans are framed accordingly. Value education, morning assembly, personal counselling, mentoring system and other activities aim to bring excellence and to do what is right even when no one else is around. Development of the students is the core issue for which the management, faculty and the non-teaching staff gives constant attention and support. The spirit of innovation and the need to solve the problems faced by

our students has prompted the institution to adopt ICT in the teaching-learning process. Choosing BCA as one stream of bachelor's degree is the testimony for this, and the faculty members along with students are experimenting in E-learning. Through the curriculum and human right cell awareness is created on the importance of human rights and duties, constitutional philosophy and responsible citizenship.

6.1.2 The institution practices decentralization and participative management

Response:

The institute encourages the custom of decentralisation and participative management. The college has created a decentralised structure of decision making which is also evident through the activities planned in the action plans for the respective academic year. 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 individual department.

The college constitutes various committees and auxiliary bodies for managing the college activities. There are number committees/cells. All the committees/cells are involved in the academic and non-academic activities which exhibits a sense of participative management. Headed by the faculty as convenors and student secretaries 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. All the committees have student representatives.

A case study that can be quoted as an example for decentralisation and participative management is the Commerce and Management Fest – 'EXZELLENZ 2K18'. In order to develop the perspectives of leadership, managerial skill, teamwork, problem solving etc, the fest was organised in the college with the permission of the management. The IQAC insisted the faculty to organise a Commerce and Management fest. The departmental heads took the initiative by dividing and assigning the responsibilities to the staff. In the departmental meeting the different events were allotted to the staff as event co-ordinators. The student co-ordinators for the fest were selected by the staff co-ordinators. The designing of individual event and its activities were planned by the student co-ordinators and faculties. The event co-ordinators took responsibility of their event like inviting the judges, preparation of agenda, arranging the necessities for the event, budget requirement etc. The committees like food committee, stage committee, technical committee, registration, escorts, etc., were formed to carry out the programme successfully. The student co-ordinators actively participated in all the committee and activities.

6.2 Strategy Development and Deployment

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

Response:

The plan for conducting enrichment programs like seminars and fests are communicated by the IQAC to the management for approval. So far management has not rejected such plans and they have given support and encouragement. On February 2018 the department of BCA has decided to conduct a state level seminar on the topic 'Network Security'.

The objectives of the seminar:

- To create an awareness to the students about the needs and necessities of securing data corruptions.
- To introduce information security and assurance.

Strategic plans:

IQAC discussed the perspectives of the seminar with the faculties of BCA and prepared strategic plans for the effective implementation. The strategic plans included selection of the theme to the seminar, selection of resource persons, budget allocation, time management, formation of the committees and division of work and the number of delegates to be invited for seminar from outside. Further these plans are discussed with the correspondent for the management approval.

Deployment of the strategic plan:

The college has invited delegates from Karnataka. As many as 200 delegates were participated in the program. Renowned resource persons like Mr. Vishwanath Pai, Prof. Santosh Rebello, Prof. Ravi Shankar were invited. Faculties from various colleges participated in the seminar. We had commendable participation and interactions of both students are faculty. The feedback was collected from the students about the effectiveness of the program which was analysed by the IQAC and suggested improvements. The documents of the IQAC meeting and registration of delegates, performance appraisal are preserved in the department.

The strategic planning documents for the program are available which is uploaded in the below link.

File Description	Document
Any additional information	View Document
Strategic Plan and deployment documents on the website	View Document
Link for Additional Information	View Document

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

Response:

- The institution is managed by the governing body of MDES (Mysore Diocesan Educational Society), Including President (Bishop of Mysore), Vice-President, Secretary cum Treasurer and six

members of MDES. They take the major decision for the administrative activities, decides all the development activities, policy making and new academic introduction.

- The management committee of the college is headed by the correspondent. All the academic and administrative functions of the college are carried out by the principal. Under the guidance of the principal, the IQAC actively monitors and reviews the academic and non-academic activities. The HODs supervise the activities of their respective department. All the faculties take responsibility to carry out the academic activities smoothly. The office administration is carried out by the office staff as per the university norms under the guidance of IQAC.
- The library is maintained by librarian who ensures maintenance of the books, registers, newspapers, journals and computers in the library. All the sports activities within and outside the college are monitored by the physical director. He is responsible to maintain all the sports materials.
- The auxiliary bodies are formed to enhance the teaching-learning process beyond the curriculum. The bodies are headed by faculties and student representatives.
- The staff club is formed to discuss and decide the innovative ideas, new implementations possible and also to resolve the grievances of the staff if any.
- The student council is headed by the student welfare officer. The council heads are assigned responsibilities of various academic, curricular and co-curricular activities.
- The PTA and Alumni associations are framed, where they guide in overall development in the matters relating to academic, non-academic, curricular, extra-curricular activities of the college.
- The service rules are framed by the management and a copy of it is provided to the faculties during appointment. These service rules, procedures, ethics and promotional policies are conveyed to the newly appointed staff during the staff orientation.
- The grievances related to the staff are brought to the notice of the president of staff club to resolve the same. If grievances are unsettled it is brought to the notice of the principal.

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File Description	Document
Any additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

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

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: D. Any 2 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	View Document

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

Response:

The college has framed different committees/cells/bodies to enhance the learning levels of students, enhance the quality and to involve students in academic activities. The committees/cells execute the activities as per plan of action designed at the beginning of the academic year. The activities that are conducted are documented. These auxiliary bodies conduct regular meetings/discussions with IQAC, respective office bearers, and student co-ordinators to implement their ideas and suggestions that improve the quality of activities. The activities implemented are evident through the minutes of the meetings. Few of these are mentioned below.

- The NSS unit of the college has been conducting various programmes including the special camps. During 2017-18 special camp was organised in Athur village, where the village was also adopted. University level Cancer awareness programme was organised in collaboration with Mangalore University and Yenepoya University on 11-04-2016.
- The youth Red Cross wing of the college had organised a blood donation camp in collaboration with St. Josephs Hospital, Mysore.
- Admission committee assures to guide the students based on their capacity and interest to select the streams available in the college. Pre-admission counselling made to the students as well as the parents.
- The anti-ragging committee had invited the DSP, circle inspector of police and sub- inspector of police to make aware the students about consequences to be faced in case of ragging, eve teasing and usage of drugs.
- The women cell had conducted awareness programme regarding the beauty and welfare of the girls in sports.
- Nature club took the initiation to plant herbal plants in the college campus.
- The alumni association had organised alumni meet.
- The human right cell had invited a senior advocate to make the students aware about the fundamental rights and duties related to the students.

- Women anti-harassment cell organised a karate program.
- The cultural club scheduled cooking without fire competition.

6.3 Faculty Empowerment Strategies

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

Response:

The college provides adequate welfare measures for the teaching and non-teaching staff

- The institution has established an informal staff club which also includes the non teaching staff. The club discusses general problems of the staff with principal and correspondent.
- Newly appointed staff is encouraged to attend the orientation program organised by Conference of Catholic Colleges of Karnataka (Mysore chapter).
- The faculties who attend the workshops/seminars/conferences are provided with financial assistance.
- The staffs are provided with ESI facilities.
- Maternity leave.
- Provision for sick leave.
- Provident fund and gratuity.
- Providing residential facilities to the staff.
- Fee concession to staff who admits their children in the same institution.
- Faculties who have completed NET/SET are supported with higher incentives.
- The canteen provides subsidized rates for the refreshment provided to the staff.
- Christmas gifts are provided for all the staff members.
- The basic pay for all staff members is revised and improved.

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

Response: 19.66

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
14	03	02	02	00

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

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

Response: 0.6

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

2017-18	2016-17	2015-16	2014-15	2013-14
02	01	00	00	00

File Description	Document
Reports of Academic Staff College or similar centers	View Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

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

Response: 0

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

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

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

Response:

The college has three types of performance appraisal system:

1. Management appraisal for the teaching and non-teaching staff.
2. Student appraisal system – feedback mechanism through the structured questionnaires.
3. HOD appraisal of the respective departments.

Apart from the structured performance appraisal system, IQAC supervises college activities carried out by the staff and day to day office administration.

- At the end of every semester the feedback form is collected from the students to evaluate the academic performance and submitted to the IQAC. The IQAC scrutinises and forwards it to the principal. The feedback and suggestions are maintained confidential.
- The principal considers the feedback and takes necessary action according to the need.
- All the college activities are supervised by the IQAC and reported to the management for further improvements and needs.
- The feedback is also collected from the teachers by the IQAC, regarding the improvement in syllabus, infrastructural needs and other changes if any.
- The IQAC also invites the suggestion from the parents during the PTA meetings.
- The alumni feedback is also collected during the alumni gathering.
- The correspondent regularly visits the college and calls for meetings to discuss the infrastructural and other requirements.
- The principal regularly summons the meetings with IQAC and department heads about the academic performances.
- IQAC supervises and discusses with the HODs on various subjects mentioned in the plan of action which includes seminars, debates, class room presentation, assignments, projects and academic syllabus.
- Department heads also supervises the assigned works in their respective departments.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

- The management appoints external auditor to audit the accounts of the college every year.
- The audit of the college is done by the external auditor. 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.
- The institution conducts internal audit which is done by the principal and correspondent on the matters relating to physical facilities provided to the college.

- The college has initiated an Internal Academic Audit Committee, comprising of all Principal and all HODs, to evaluate the performance of the students in academic, curricular and extracurricular activities.

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description

Document

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

[View Document](#)

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

Response:

- Financial assistance needed for the development of infrastructure is provided by MDES.
- Major resource of institutional funding is from tuition fees.
- The budget is prepared by the college each year and it is forwarded to the management for approval.
- For conducting any of the activity by the department, the budget will be prepared and given to the principal for approval.
- The scholarships given from the government and other boards are reached to the students directly to their bank accounts.
- Collection of funds from the local society by the students for organising fest and seminar.
- Despite the use of playground and auditorium by faculties and students, it is utilised by the local society for conducting events and programs.

6.5 Internal Quality Assurance System

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

Response:

The IQAC significantly contributes in quality maintenance, quality enhancement and quality sustenance in accordance with vision and mission of the institution. The initiatives taken by the IQAC towards improvement in academic and non-academic activities is supported by the management and institutionalises it for the positive growth of the institution. To enhance the quality in education the IQAC ensures that innovative teaching methods, student centric and participative learning are followed by the faculties. In compliance to quality enhancement and sustenance, the IQAC ensures to obtain the feedback on teaching-learning, co-curricular and extracurricular activities from stakeholders and evaluated it for further improvements. The IQAC has initiated many best practices for the overall development of the college. The two initiatives of IQAC institutionalised for quality assurance are:

1. The IQAC has suggested all the faculties to include the topics on life values other than the allotted syllabus, which includes their responsibility to the society, service with compassion, moral values, awareness on social issues, risk and stress management, self defence etc.. The IQAC monitors such that the entire faculty part these life values in the respective classes they attend. This is implemented in order to identify the quality of the students and to make them responsible citizens.
2. Internal Academic Audit Committee:

The IQAC has framed an Internal Academic Audit Committee which comprises of the IQAC and all departmental heads. Periodical review is made regarding the completion of syllabus on allotted time. Performance of the students in the internal assessment is evaluated and guides for further improvements wherever needed. Periodical verification is made regarding the maintenance of attendance registers, work diaries, marks registers, remedial classes, life skill classes and extra-curricular activities. All the programmes are planned in advance by the IQAC, departments, faculties and auxiliary bodies. The committee ensures to carry out the activities successfully on time as per the plan of action. The committee also supervises that the resources provided for the academics are efficiently utilised and also well maintained. It assures the proper communication of information to the management, departments, staffs and students. All the academic needs are identified and arrangements are made to meet the same.

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

Faculty had given priority to the structural adjustment of academic courses. As per university norms under graduate programmes on semester basis is for three years. Within the working days of 180, total of 40 hours per week is structured by the faculties as: Teaching hours per week is 16, mentoring 4 hours, Class preparation 10 hours, Class tests 2, Administrative support 2 hours, Remedial class 4 hours, Value education 2 hours.

Structure and methodologies thus defined gives the faculty clarity and to work with unambiguous terms, so as to establish its equivalence at the work place. Course work by the faculty includes lectures, seminars, class test, library references, and the assessment of the students are based on class participation and interest. Credit marks are given on the basis of both participation and assignment. Curriculum also provides the students with social and human values.

The structures and methodologies for teaching learning process are mentioned in the work diary of the

teachers which is signed by the principal during the end of every week. IQAC reviews the teaching learning process once in 15 days and emphasis is given for mentoring systems and to maintain attendance of remedial classes. It also examines the methodologies used by the respective teachers for the syllabus delivery. It reviews the record of the remedial coaching. The record of test marks, quiz and oral examination details are verified by the IQAC. IQAC informs the parents about the habitual absentees for the remedial coaching. These review initiatives by the IQAC ensure better performance in the university examinations.

Another example of the review:

IQAC regularly reviews the records of mentoring system. This system helps to deal with challenges faced by the students both internally and externally. Every faculty is expected to maintain the record of individual student profile i.e., as directed by the IQAC. Through personal counselling and friendly approach faculties are helping the students to improve academic performance and general discipline in and around the campus.

The reform brought by the IQAC is the creation of Academic Audit Committee.

Academic audit committee scrutinises the teaching plan of the syllabus and completion on time. Teachers lagging behind are instructed to take special classes. Innovative methods are chosen by the respective faculties which suit their curricula and documented. AAC also scrutinises the activities of computer lab.

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

Response: 1

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

2017-18	2016-17	2015-16	2014-15	2013-14
05	00	00	00	00

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
Any additional information	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for**

improvements

2. Academic Administrative Audit (AAA) and initiation of follow up action

3. Participation in NIRF

4. ISO Certification

5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E. None of the above

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

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

Response:

Our institution is going for first NAAC accreditation. Incremental improvements include:

- Students mentoring system was initiated.
- Internal quality assurance cell was formed in 2017 for quality assurance.
- Result has improved gradually during last five years (2013 – 14 to 2017 – 18).
- The student's strength has incrementally improved during last five years.
- The student's council was initiated.
- The auxiliary bodies have increased to 25 in number and the activities conducted by them are significantly increasing.
- The NSS unit is functioning actively where the enrolment of volunteers are increasing since its initiation.
- There is improvement in infrastructure facilities like extension of play ground, recreation room, ladies room, E-library, internet facilities, auditorium, ICT enabled class and canteen facilities etc.
- The number of computers purchased for labs have been improved and the students' user rate also show an upward trend.
- Herbal garden, initiatives of saving energy (LED bulbs) has been implemented significantly.
- A state level seminar which was organised on 26-02-2018 in the college on the topic "Network Security".
- Internal Academic Audit Committee was started comprising of Principal and HODs. It evaluates the performance of the departments, Cells, committees and guides for improvement in their all round performances.

- All departments are provided with computer, internet and Wi-Fi facilities.
- The communicative English classes are conducted to help the students to develop communication skills.
- The institution provides incentives for NET/SET qualified teachers.
- Students are supported morally and financially to represent the college in various national, state and university level sports and cultural activities.
- The number of cultural activities organised by cultural club is incremental.
- The institution has girls hostel which can accommodate 50 students.
- The fees concession for the number of economically poor students has increased over the years.
- CCTV was introduced for safety and security of the institution.
- The basic pay for all staff members has been increased.

NAAC

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response: 7

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

2017-18	2016-17	2015-16	2014-15	2013-14
02	01	01	02	01

File Description

Document

Report of the event

[View Document](#)

List of gender equity promotion programs organized by the institution

[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Response:

Being aware about the safety and security of the students and staff, the institution has taken the following measures.

- 64 CCTVs has been installed in and around the building which is monitored by the principal. The video footages can be reviewed up to 15 days. CCTV covers entire campus.
- A women anti-harassment cell has been established for the security assurance of the women students.
- In order to resolve the issues related to ragging inside the campus, an Anti-ragging committee has formed which is headed by the faculty.
- Establishment of women empowerment cell which is headed by a faculty. The cell organises programs on family values, health fitness, diet counselling etc. It takes initiatives to take care of the women students in cases of ill health when they are in the campus.
- Programs on gender equality and gender sensitivity are arranged by the college.
- A security is appointed by the institution for the supervision of the campus day and night.
- Occasional talks are organised by inviting the police officials on topics such as traffic rules, drug

abuse, anti-ragging, cyber crimes etc.

- A suggestion box is placed by the police department at the entrance of the college.
- Fire extinguishers are placed in the campus to avoid fire accidents.
- The complete ground area and the college campus are fenced to avoid the entry or interference of public inside the campus.
- A professional counsellor visits the college periodically to counsel the students. There is a counselling room provided for the external counselling.
- The mentors counsel the students regularly and records the details of sensitive cases.
- Students are permitted to approach faculties and the principal at any time to forward their grievances.
- In extreme cases of depression, infatuation, and unacceptable behaviour, faculty in-charge approaches such students and counsels them by giving emotional support.
- A Common room is arranged for girls with sanitation facilities, resting area, fan and mirror. It is under the supervision of women empowerment cell.
- The men students can approach any of the gents faculty to resolve any sensitive grievances.
- Awareness is created about the dangers of misuse of social media and digital games with the help of documentary films and by demonstrating the real life examples by the faculties.

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 00

7.1.3.2 Total annual power requirement (in KWH)

Response: 98

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 60.08

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

Response: 6.08

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 10.12

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

7.1.5 Waste Management steps including:

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

Response:

- The Institution follows a systematic manner in the treatment of wet waste. A compost pit is maintained by the college which is supervised by the nature club. The compost manure is used for the internal garden of the campus.
- Waste bins are placed in all the classrooms, office, staff rooms and corridors. Bigger waste bins are placed outside the building in the campus.
- As part of creating awareness about Swachh Bharat Abhiyan, students are taken to the town areas for public cleaning process.
- The canteen waste and perishable waste is converted into organic manure.
- The mentors have created awareness about the dangers of the plastic to the students. The IQAC supervises that the campus is maintained as plastic free zone. A caption - 'Plastic Free Zone', is displayed in the campus that influences the students to avoid using plastic in the campus.
- The plastic materials used by the institutions are sent for recycling.
- Waste and hazardous obsoletes are periodically sent to the waste vendors which is monitored by the IQAC.
- The liquid waste is channelized and let out to the drainage.
- The e-wastes are utilized to display in the lab to give the students exposure on computer hardware parts. Other e-wastes and hazardous parts are sent to the scrap vendors at regular intervals.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Though the institution is not provided with rain water harvesting unit, it has followed the practice of rain water conservation. The rain water from college buildings are conserved and saved in the well within the college campus after filtration. The staff and the students are made aware about the importance of water resources and its economic usage. Display board are placed in the canteen, hand wash area and wash rooms about the cautious usage of water. The water stored in the well is used for hand wash, for the usage in the washroom, water the plants in the campus.

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

- A nature club was established and a faculty was appointed as the in-charge of the club. The club is responsible to maintain and supervise the garden of the college. It has also planted few medicinal plants and herbs which are maintained by the in-charge and students also. The club had organised few programs on environmental protection.
- The institution insists the staff and the students to undergo emission tests who use the vehicles to ensure campus to be pollution free.
- The NSS students are taken to farms to get exposed to floriculture, fruits and vegetables farming.
- Staff and students are encouraged to use public transport to avoid traffic congestion.
- As a part of green practice the staff and students follow car pooling.
- To decrease the usage of paper the staff and students use e-mails and messages.
- Under 'Go Green' concept students are introduced to use locally available plants for small ailments.
- The college has created awareness to strictly ban the use of plastic in the campus.
- Placards are displayed inside the campus as 'Plastic free zone' that emotionally influences the students to reduce the use plastics.
- The college has maintained a small garden area. Saplings are planted around the ground as a part of green practice.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years**Response:** 0.74

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
00	0.23	0.1	00	00

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document
Any additional information	View Document

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

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

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: E. None of the above

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

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

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

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

7.1.12

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

Response: Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

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

Response: No

File Description	Document
Provide URL of website that displays core values	View Document

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

Response: Yes

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

7.1.15 The institution offers a course on Human Values and professional ethics

Response: No

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

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

Response: 12

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

2017-18	2016-17	2015-16	2014-15	2013-14
05	02	03	01	01

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

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

Response:

Realising the sense to develop patriotism and to grow as responsible citizens, the institution practices to celebrate various national festivals like Independence Day, Republic Day, Workers day (May day), Makara Sankranti, Ganesh Chaturti, Deepavali, Christmas, Good Friday, Easter Sunday, Ramzan, Eid Milad, Moharam, Raksha Bandan, Holi and Karnataka Rajyotsava.

Independence Day and Republic Day is celebrated by hoisting the national flag and the message on the importance of the day is delivered by the chief guest. On the eve of celebration of festivals, the principal briefs about the importance of celebration.

We also celebrate the birth and death anniversaries of great personalities like Gandhi Jayanthi, Buddha Jayanthi, Gurunanak Jayanthi, Sri Krishna Janmastami, Ambedkar Jayanthi, Jawaharlal Nehru Jayanthi (Children's day), Dr. Sarvapalli Radha Krishnan Jayanthi (Teachers Day), Students' day (Dr. A.P.J Abdul Kalam), Sir M Vishveshwarayya Jayanthi (Engineers day), Martyrs day and so on. The observations of birth and death anniversaries are done by inviting the guest speakers, arranging competitions and preparing assignments on the great personalities.

We also celebrate other prominent days like World Cancer day, International Women's day, World Water day, Earth day, World Environment Day, World Blood Donor day, International Yoga day, World Population Day, International Youth Day, World AIDS Day, Human Rights day etc. On these days, the students are explained about the importance the particular celebration.

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

The college has been striving for excellence in any task however small through the inculcation of work place ethics and human values. Prayer at 9:30 gives grace to the course of our activities. Schedules and plans are brought out by the IQAC as calendar of events give clear directions for academic and co curricular programmes with documentation. IQAC meetings with the management and the faculties help in maintaining transparencies. The management ensures that teachers lay a good foundation professionally like communication both verbal and non-verbal, time management, problem solving etc. They are encouraged to gain knowledge and develop skills relevant too our work place and aligned to the vision and mission of the college. Mentorship and counselling are the two ways through which we inculcate values to our students. Personal values like cleanliness, commitment to studies, social values such as civil sense, respect to women, co-operation to carry out activities, spiritual values which includes acceptance of oneself as created by God to reach the full potentials and accountable for talents and actions of one's life and respect for National sentiments like flag constitution, leaders of great calibre, celebration of national days, respect for nature and so on.

College is aware of several social needs and moving towards its fulfilment through N.S.S activities. Priorities are given to preserve socio-cultural heritage of the local areas through culture-club and to broaden students' general education to prepare students with positive attitude and capabilities for learning. College has established many auxiliary bodies to enhance the learning levels of the students. So to ensure

transparency the auxiliary bodies maintain the record of their activities which are often scrutinized by the IQAC.

The financial related matters of the institution are maintained transparent. The external auditor audits the statement of accounts annually. The departments and auxiliary bodies prepare the budget for the activities that is executed. All the expenditures related to the activities are documented and submitted to the administration department.

7.2 Best Practices

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

Response:

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 40 hours a week 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 instil 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 25 faculties and 3 administrative staff and 740 students and 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 2

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

We are presenting the details of fee concession given to our students from past three years. During 2015-16 Rs. 2,66,000; 2016-17 Rs. 7,29,500 and 2017-18 Rs.11,26,000. Our admission has increased from 2015 onwards. We have not done any personal canvassing and advertisement through the media about the college by visiting other PU colleges for manipulating the minds of the students for admission. In support of this statement we present the statistical data of admission from 2015 onwards: 2015-16 - 411, 2016-17 - 676 and 2017-18 - 716. Total amount of fee concession given for past three years is Rs. 21,21,500. The liberal admission policy helped many students to enter the portals of the college without the discrimination of caste, community and religion. While providing fee concession equanimity is maintained.

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.

7.3 Institutional Distinctiveness

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

Response:

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 instil 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.

5. CONCLUSION

Additional Information :

Educational innovation is going on in the facet of education for ensuring better teaching learning experience both for the teachers and students. As mentioned in the SSR St. Anne's college is 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.

St. Anne's 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, Maths 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.

Concluding Remarks :

In today's context the stakeholders would include the parents, learners, the educators, the industry and the society at large. All the above stakeholders should come together and support the college to breaking away from the status quo and provide human resource essential for the transformation of society and economy at large.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.2.3	<p>Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years</p> <p>1.2.3.1. Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>46</td> <td>00</td> <td>00</td> <td>00</td> <td>00</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>20</td> <td>00</td> <td>00</td> <td>00</td> <td>00</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	46	00	00	00	00	2017-18	2016-17	2015-16	2014-15	2013-14	20	00	00	00	00
2017-18	2016-17	2015-16	2014-15	2013-14																	
46	00	00	00	00																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
20	00	00	00	00																	
2.1.3	<p>Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years</p> <p>2.1.3.1. Number of actual students admitted from the reserved categories year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>358</td> <td>338</td> <td>305</td> <td>257</td> <td>229</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : As per the clarification given by the HEI, there are no reserved category students and therefore revised to 0.</p>	2017-18	2016-17	2015-16	2014-15	2013-14	358	338	305	257	229	2017-18	2016-17	2015-16	2014-15	2013-14	0	0	0	0	0
2017-18	2016-17	2015-16	2014-15	2013-14																	
358	338	305	257	229																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
0	0	0	0	0																	
2.3.2	<p>Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.</p> <p>2.3.2.1. Number of teachers using ICT</p> <p>Answer before DVV Verification : 22</p> <p>Answer after DVV Verification: 21</p> <p>Remark : Link of LMS, moodles, resources created and/or Geotagged Photos are not provided</p>																				

2.4.5	<p>Average percentage of full time teachers from other States against sanctioned posts during the last five years</p> <p>2.4.5.1. Number of full time teachers from other states year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 349 1046 483"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>01</td> <td>01</td> <td>01</td> <td>01</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 562 1046 696"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>01</td> <td>01</td> <td>01</td> <td>01</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	01	01	01	01	01	2017-18	2016-17	2015-16	2014-15	2013-14	01	01	01	01	01
2017-18	2016-17	2015-16	2014-15	2013-14																	
01	01	01	01	01																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
01	01	01	01	01																	
3.2.2	<p>Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years</p> <p>3.2.2.1. Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 976 1046 1111"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>03</td> <td>01</td> <td>00</td> <td>00</td> <td>00</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 1189 1046 1323"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>00</td> <td>00</td> <td>00</td> <td>00</td> <td>00</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	03	01	00	00	00	2017-18	2016-17	2015-16	2014-15	2013-14	00	00	00	00	00
2017-18	2016-17	2015-16	2014-15	2013-14																	
03	01	00	00	00																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
00	00	00	00	00																	
3.3.2	<p>The institution provides incentives to teachers who receive state, national and international recognition/awards</p> <p>Answer before DVV Verification : Yes</p> <p>Answer After DVV Verification: No</p> <p>Remark : e-copies of incentives to teachers not provided</p>																				
4.1.4	<p>Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.</p> <p>4.1.4.1. Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 1879 1046 2013"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>3.62200</td> <td>1.72913</td> <td>9.66763</td> <td>10.19034</td> <td>4.08703</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	3.62200	1.72913	9.66763	10.19034	4.08703										
2017-18	2016-17	2015-16	2014-15	2013-14																	
3.62200	1.72913	9.66763	10.19034	4.08703																	

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

Remark : The seal of the chartered accountant certification is not clear and has no Membership of FRN no. There is no budget allocation, on utilised amount is specified

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

4.4.1.1. Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
8.63232	4.14751	9.16773	8.68494	8.47934

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
8.63	4.14	9.16	8.47	8.68

Remark : The seal of the chartered accountant certification is not clear and has no Membership of FRN no.

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
102	160	79	57	105

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
101	160	79	57	105

Remark : Not provided in English to understand the attachment

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
59	48	50	40	41

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

Remark : Revised as per clarification given by the HEI

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
05	04	03	00	00

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
02	02	01	00	00

6.2.3 Implementation of e-governance in areas of operation

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

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

Answer After DVV Verification: D. Any 2 of the above

Remark : revised as per supporting documents

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14

15	00	00	00	00
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Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
05	00	00	00	00

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

Answer before DVV Verification : Yes

Answer After DVV Verification: No

Remark : Core Values are not provided in college URL.

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Number of courses offered by the institution across all programs during the last five years</p> <p>Answer before DVV Verification : 1</p> <p>Answer after DVV Verification : 1</p>																				
2.3	<p>Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)</p> <p>Answer before DVV Verification:</p> <table border="1"> <tr> <td>2017-18</td> <td>2016-17</td> <td>2015-16</td> <td>2014-15</td> <td>2013-14</td> </tr> <tr> <td>13.36207</td> <td>7.15304</td> <td>20.13891</td> <td>20.41067</td> <td>13.29271</td> </tr> </table> <p>Answer After DVV Verification:</p> <table border="1"> <tr> <td>2017-18</td> <td>2016-17</td> <td>2015-16</td> <td>2014-15</td> <td>2013-14</td> </tr> <tr> <td>13.36</td> <td>7.15</td> <td>20.30</td> <td>20.41</td> <td>13.29</td> </tr> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	13.36207	7.15304	20.13891	20.41067	13.29271	2017-18	2016-17	2015-16	2014-15	2013-14	13.36	7.15	20.30	20.41	13.29
2017-18	2016-17	2015-16	2014-15	2013-14																	
13.36207	7.15304	20.13891	20.41067	13.29271																	
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