



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Pallagatti Adavappa Arts & Commerce First Grade College
• Name of the Head of the institution	Dr. N. Jagadeesh
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	08134-251364
• Mobile No:	9449737194
• Registered e-mail	principal.pac.tiptur@gmail.com
• Alternate e-mail	udayaravi.shastri@gmail.com
• Address	Pallagatti Adavappa Arts & Commerce First Grade College, BH Road, Tiptur
• City/Town	Tiptur, Tumakuru District
• State/UT	Karnataka
• Pin Code	572202
2.Institutional status	
• Type of Institution	Co-education
• Location	Semi-Urban

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	Tumkur University				
• Name of the IQAC Coordinator	Dr. Udaya Ravi				
• Phone No.	08050316432				
• Alternate phone No.	8105524670				
• Mobile	9449737194				
• IQAC e-mail address	aqar.pact@gmail.com				
• Alternate e-mail address	udayaravi.shastri@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.pactiptur.in/aqar2019-20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.pactiptur.in/ACADEMIC_CALENDAR_2020-21.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	level 2	2003	21/03/2003	27/03/2010
Cycle 2	B	2.80	2010	27/03/2010	27/03/2015
Cycle 3	B	2.15	2016	28/03/2015	15/09/2021
6.Date of Establishment of IQAC			22/06/2020		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NONE	Nil	Nil	Nil	Nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of			View File		

IQAC		
9.No. of IQAC meetings held during the year	02	
<ul style="list-style-type: none">Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
<ul style="list-style-type: none">If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none">If yes, mention the amount		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>* Inter-disciplinary knowledge sharing through Faculty seminar *</p> <p>Inter-Collegiate Quiz Contest for PUC Students * encouraging & Training students to participate in inter-collegiate contests * Out-Reach programme by conducting free Online certificate Courses *</p> <p>Conducting several online quiz contests amidst pandemic. *</p> <p>Assessment of student emotional status through Psychological tests *</p> <p>To form a covid task force to monitor health and hygiene.</p>		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
Faculty seminar	Inter-disciplinary knowledge sharing through Faculty seminar, a regular event throughout the semesters. On Zoom platform. Ten lectures were conducted in the year.
Quiz Time- Inter-Collegiate contest	An inter-collegiate quiz contest was conducted for PUC students. 60 students comprising thirty teams participated in five best teams were chosen in the elimination round, for the finals. Audio visual rounds were held in oral quiz in a grand scale.
Supporting students to participate in various contests	Students were not only encouraged, but properly trained to contest in several intercollegiate activities. They brought prizes in debating, painting, short film making, and student seminars
Out-reach programmes	The Department of English conducted free online courses of 36 hour modules, for the interested public to commemorate the Diamond Jubilee year of our college. A Course on Translation, and another course on Linguistics and Phonetics were conducted.
On line programmes	Several online Quiz contests were conducted and certificates were given out. Quiz on Athletics Day, Yoga Day, Rabindranath Tagore birthday, Shakespeare's Birthday were conducted. An online workshop was conducted to teachers on how to use Google Forms for testing.

Assessment of student emotional status through Psychological tests	Dept of Psychology provided counselling service to students on various problems like adjustment issues, study habits and emotional issues. Many students got relief from their issues.				
To form a covid task force to monitor health and hygiene.	A Task force was formed to monitor the health and prevention of covid. Sanitization, checking temperature of every student before admitting them to campus, seating arrangements made for safety within the classroom, and a special vaccination drive for students was conducted. The hospital staff was invited to the college to conduct RTPCR test for the students. Nodal officers were appointed to conduct these activities.				
13. Whether the AQAR was placed before statutory body?	Yes				
<ul style="list-style-type: none"> Name of the statutory body 					
<table border="1"> <thead> <tr> <th>Name</th><th>Date of meeting(s)</th></tr> </thead> <tbody> <tr> <td>Governing Council</td><td>29/06/2021</td></tr> </tbody> </table>	Name	Date of meeting(s)	Governing Council	29/06/2021	
Name	Date of meeting(s)				
Governing Council	29/06/2021				
14. Whether institutional data submitted to AISHE					
<table border="1"> <thead> <tr> <th>Year</th><th>Date of Submission</th></tr> </thead> <tbody> <tr> <td>11-02-2022</td><td>11/02/2022</td></tr> </tbody> </table>	Year	Date of Submission	11-02-2022	11/02/2022	
Year	Date of Submission				
11-02-2022	11/02/2022				

Extended Profile

1. Programme

1.1

03

Number of courses offered by the institution across all programs

during the year

File Description	Documents
Data Template	View File

2.Student

2.1 **806**

Number of students during the year

File Description	Documents
Data Template	View File

2.2 **125**

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 **214**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 **28**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 **59**

Number of Sanctioned posts during the year

Extended Profile	
1.Programme	
1.1	03
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3.Academic	
3.1	28
Number of full time teachers during the year	
File Description	Documents
Data Template	View File

3.2	59
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	13
Total number of Classrooms and Seminar halls	
4.2	43,43,586
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	45
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institution takes pride in having a very vital role in the curriculum delivery right from the stage of curriculum development, as most of our senior teachers are in the BOS and have a significant role in the formation of the syllabus.

As all constituent colleges do, we teach the syllabus prescribed by the university, in a planned, meticulous way. We stick to the academic calendar and conduct term tests and give assignments, periodically, after completion of every quarter of the syllabus. The heads of the department convene departmental meeting intermittently to make sure that the allotted syllabus is being completed to the satisfaction of the students. We have a work diary where we record all the lessons covered on a daily basis this is scrutinized by the Head of the department and the principal.

Senior teachers discuss and assist the junior teachers in

explaining new concepts if they find difficult comprehend. Notes prepared by the senior teachers are shared with their colleagues and students to ensure an uniform quality of teaching from the department.

Use of well-equipped labs and the practical classes make understanding easier. Use of PPT, Video clips/links and charts are used to make a indelible learning experience.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The academic Calendar of Events chalked out and circulated by the university is only the bare minimum and mandatory list of activities. This is further enhanced by adding up several extra-curricular, literary and sports activities, in the beginning of the academic year, in consultation with the heads and the senior teachers of the institution. The calendar of events is uploaded to the website and a copy of it is circulated in the official whatsapp group.

Every mark the student is awarded for his internal assessment must be rightly earned by the candidate. The most deserving must be given the highest internal marks. To make this possible, and to create seriousness among the students to earn the marks by the dint of their sheer effort, mentors are appointed and the students' performance and involvement are constantly observed. Every teacher is given a manageable number of students to take care of.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum

C. Any 2 of the above

development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

03

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

01

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

00

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

00

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The motto of our college is Education for the sake of knowledge, behaviour and earning. Efforts to build behaviour has been a mission from the beginning.

Students learn by observing what we do rather than by listening to what we say. Teachers follow punctuality, discipline and dedication to work. Which is naturally imbibed by the students. Notes are given away in the soft copy form, to save that the time spent on dictation and taking down, which is used in more teaching and drill work.

No discrimination between boy and girl students is made in providing opportunities for competitions, admission to social services, studies, and fee. Values like respect, acceptance, consideration, appreciation, listening, openness, affection, empathy and love towards other human beings are expressed by the

teachers to the students which they inculcate naturally. Rainwater harvesting and organic compost pit are made in the campus. Lights and fans are turned off while it is not necessary. The students are encouraged to fill up their water bottles from the RO water plant installed in the campus. The campus is declared a plastic free zone. We are moving towards a paper-less office, Waste papers with blank surface on one side are used for hard copies.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

01

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

30

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2730

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

806

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Our institution has a heterogenous set of students. While some of the students are first generation literates and have very little knowledge of fundamentals, other students are quite sharp and know beyond their syllabus. Two different approaches needs to be followed for the enhancement of these contrasting groups.

Conducting extra classes , and remedial classes for the slow learners, revising previous years' question papers, drill work, are all very old and tested methods of improving slow learners. The department of psychology identifies students with emotional blocks, provides them with counselling, and makes their learning easier. Generally we concentrate on such students to bring them at par with the average students.

Our college takes pride in conducting mini research projects for the undergraduate students. The basics of research methodology is taught and a group of four students are given a simple topic, with a reading list. They are asked to do library work and browse in the net and gather information on the given topic.. finally a research paper is compiled and the students are given certificates from the concerned department. The students are given novels and other interesting books out side their syllabus and are encouraged

to read them. Enough care is taken to see that they understand the text as they read through it. Literary clubs conduct several activities that harness their abilities in oration, writing and other creative skills.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
806	35

File Description	Documents
Any additional information	View File

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

students "learn by doing" and by reflecting on the experience. Experiential learning activities in hands-on laboratory experiments, internships, and undergraduate research. Students pursuing Psychology and Geography have practical classes while the Department of English trains (Selected) students with UG basic research. commerce students have field exercises and project work. As a result of this the students learn to take initiative, make decisions, and be accountable for the results.

The participatory learning is the act of sharing in the activities of a group. This is encouraged in the exhibitions that we conduct by involving students in preparing charts and other exhibits in groups. Most of the departments use the methods of conducting role plays, debates, seminars and quizzes.

Our teachers employ the problem solving methodologies by creating situations or issues and analysing and solutions implemented. ... This includes steps for understanding a problem, brainstorming possible solutions, devising solutions, executing solutions, and evaluating the results.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Most of the teachers make use of simple but effective I C tools. They either prepare their own PPT or they download the most relevant PPT from the net and use them. Video clippings and audio tracks related to the syllabus, the teachers even send the links when the files are too heavy to transfer. These supplementary information helps to learn better. Class rooms have LCD projectors to which the respective teachers connect their laptops and display the required material.

Though normally these activities are done off line, paper presentations, seminars, debates, group discussions, assignments, quiz/tests/viva and laboratory work are conducted on line in zoom and google platforms due to the pandemic threat. The teachers use pentabs to replace black boards and that have been proved very effective. Use of ICT has increased remarkably and was inevitable also during the period of pandemic when online classes were the normal mode of teaching.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

37

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

10

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

07

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

29

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Internal assessment provides an opportunity for the teachers to examine the students by giving them individual attention to monitor their progress. There are a few general guidelines given to all the constituent colleges by the university, on the basis of which the tests and examination are conducted and marks are awarded accordingly. Till date, the allotted total marks for the internal assessment is ten. Every mark we award the student is a hard earned credit to the student. We have clearly split up the marks for two term tests and two assignments and attendance two marks each. But after the pandemic, it was declared that attendance is not compulsory.. then these two marks were earmarked for the student's involvement in the subject and interaction with the teachers. So, internal marks is not a charity offered to support lazy and inefficient students. The blue books submitted by the students for evaluation will be preserved as documentation of a transparent and impartial evaluation and assessment.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

We have an examination cell, headed by a senior lecturer and supported by the office staff and assistant lecturers. This cell takes care of a hassle-free conduct of examination. Right from the admission of the student, proper attention is paid to ensure the

student's opted papers are properly recorded at the university portals, its approval, issue of hall tickets, change of name in the marks sheet, if necessary, guidance to apply for revaluation etc...

Proper notice is given to students well in advance regarding the submission of university fees for examination, and modus operandi of the redressal and grievances cell. These are for the external examination process. With regard to the internal examination process, the IQAC ensures a regular academic audit system which audits the question paper work diary and evaluation process.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

1. In this three-year, six- semester course, the students acquire knowledge in various fields of social sciences, literature and humanities which make them sensitive and sensible.

2. The programme empowers the graduates to appear for various competitive examinations or choose the post graduate programme of their choice.

3. The B.A. programme enables the students to acquire the knowledge with human values enabling them to grapple with their future, with courage and humanity.

4. The students will be sensitized to respond rationally and pro-socially to the social and economic issues happening in and around their society, with the knowledge acquired in the course

Programme Specific Outcome:

1. The graduating student will have acquired substantial expertise in his/her core subjects and will be eligible to pursue

postgraduate studies.

2. By the end of the course, the students' general knowledge, and the ability to face the world would have improved, allowing them to fend for themselves.

3. The graduating student will have a minimum working knowledge of English to manage his office work, when appointed.

4. The student will have acquired self-confidence, self-esteem, to lead a life with self-respect with values and patriotism

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The quantum of knowledge or a specific skill a student is supposed to acquire in a course is called the course outcome. A much wider concept is the programme outcome which tells what students are expected to know upon the completion of a particular programme. A slightly different third concept is the programme specific outcome pertaining to what the students should be able to do during their specific programme. The three are inter-related and have slight variations. Both the programme outcome and the programme specific outcome are realised by successfully achieving the course outcome.

The progress of the students are keenly tracked by the mentors. They are guided rewarded and admonished from time to time to keep them in the right track. The performance of the students in their assignments and tests will be observed and guided accordingly to make their performance better in the final examinations. The reports furnished by each department will determine their cumulative performance.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

332

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

http://www.pactiptur.in/Students_Satisfaction_Survey_2020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

nil

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

nil

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

14

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year**3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

08

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

11

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities**3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year**

It is generally the NSS and NCC activities that colleges mention whenever they need to talk about extension activities. However, in our college the extension activities are not restricted only to these two youth welfare agencies. While students make a major contribution to the services to the neighbourhood through NSS and NCC, as departments and as individuals teachers too have their major share in such activities. This year in particular, while the NSS and NCC activities were not entertained due to the pandemic, the teachers as resource persons, both online and offline (during the permitted period), made a major service to the community. Several out reach programmes were conducted by various departments like Psychology, English and Commerce faculties. Counselling on how to keep up emotional quotient at the time of pandemic, how to

serve the community keeping ourselves safe and hygienic were the most relevant timely and contextual activities. While the commerce department did a free service of filing the IT returns to the community. English department conducted free online certificate courses on Linguistics and phonetics and translation, for the public and Psychology department offered free counselling for the parents, students and the public in general.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

10

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

965

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

30

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution takes pride in having a commodious campus of 39 acres, with asphalted roads, street lights, and buildings with spacious & ventilated rooms, that provide the best ambience to learn. The campus is big enough to be a deemed university.

The physical facilities and infra-structure may be considered in the categories of learning resources, support facilities and utilities.

The first and foremost learning resource we have is a well equipped and automated library with over 70,000 books and inexhaustible quantity of e-resources well manned by our library staff. Laboratories for Geography, psychology and Computer science are equipped with adequate apparatus so that each student can carryout the experiments individually, without sharing in a crowd. We have a state-of-the-art gymnasium, indoor sports complex with adequate sports equipment to inspire and train students into good sportsmen. . Some rooms are fitted with LCD projectors and it is a WiFi enabled campus.

Support facilities include our hostels and in-campus canteen, Co-Operative society for stationery. We have a huge auditorium for major functions and two seminar halls for smaller events.

Utilities include RO potable water, clean waiting room and

toilets, Standby power-generators and well maintained parks

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

Sports and extra-curricular activities have become essential components of education with the CBCS and compulsory core course. Our college has both indoor and out door stadia. The out-door stadium is 150 meters X 180 Meters big with a viewer's gallery. Students are trained in Track and field events, foot ball, cricket, and court games like Kho-Kho, net-ball and basket ball in the out-door, and the closed auditorium accommodates three shuttle courts and has wooden flooring and flood lights. Students who have been admitted to the college under the sports quota are given accommodation in the newly built sports hostel. We have a state-of-the-art gymnasium.

Yoga is taught as a course by outsourcing professionals.. Board games like carrom and chess are also provided and a few lecturers assist the physical instructor in training the students.

Our Sports instructor, not only trains the students but he also participates in several state and national level events and brings accolades regularly every year.

We have a convenor for the cultural committee with a team of teachers supporting him. Various competitions in activities like singing, dancing, debating, essay writing, dumb-charades, are conducted within the college and the winners will be chosen for representing our college in inter-collegiate events. A wall magazine and study circle of the English literary association help them learn the required skills.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**08****4.1.3.1 - Number of classrooms and seminar halls with ICT facilities****08**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)****468813**

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

- **Name of ILMS software: Libsoft**
- **Nature of automation : fully automated.**
- **Version : 9.8.0**
- **Year of Automation: 2014**

The library is fully automated using standard 'Libsoft' ILMS and

the library house-keeping activities has been done through this software. The software also has a provision of OPAC service which helps the users to identify the availability status of procured documents in the library. The software supports international standard MARC-21 format for inter-operability (exchange of bibliographic information). The students have been issued Smart Library Identity Card not only for Borrowing and Returning of books through barcode but also library other services. The library has been using international standard like DDC Classification Scheme for classifying and AACR-2 for describing the procured documents.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.89872

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

18

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

Our institution frequently updates its IT facilities including Wi-Fi. The services change according to the costs and plans offered by the providers. We have digitally equipped laboratories in the college. Besides having computer labs, we have systems with internet facility in the library. The office fully automated and the records and documents are uploaded to the university using internet. The computer technicians from our own engineering college, a sister concern, take care of the regular updating and maintenance, adding anti-virus and fixing wi-fi issues, of all the systems in the college. Computers are used for administrative and instruction purposes with exclusive and sufficient systems for each purpose. We use a 50 mbps internet speed in our campus and the RAM of our computers are frequently increased for a quicker booting. Each department is provided with a computer besides the office systems, systems for IQAC, principal, labs and browsing in the library.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

40

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

468813

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

The greatest material asset of the institution is the building. Care is taken to maintain the building with periodic repairs and whitewash , to keep it in good condition. The class rooms are swept and mopped and the benches are dusted regularly. Students are educated not to litter the rooms and campus.

We have stock registers for all the material we have bought and a physical verification of all the material will be annually conducted. Furniture in the class rooms and in the departments, electronic equipment, are audited and their timely maintenance/ servicing is done. Now that the library is fully mechanized, we no longer do the physical verification of books. The software takes care of the auditing. The students are strictly warned not to distort, dog-ear and disfigure the books or pull down pages from the book. The browsing section, reference section, lending section and the e-library Computer sections are all neatly used by the students and maintained by the staff. Since this is the largest library in the entire town, on special request even the outsiders pursuing higher education are allowed to make use of the services. Sports auditing is also done. It needs to purchase sports material regularly as they get used up. Adequate equipment are there in our Psychology and Geography labs and they are not recurring.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

731

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

13

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

B. 3 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

00

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

C. Any 2 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

04

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

77

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

00

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

07

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

Involving students in academic and administrative activities is a two-pronged approach. The college is convinced that they are democratic by involving the stakeholders of the institution. They get a balanced view by involving students who are at the receiving end. The other advantage is with the eminence they are given , they try to be more responsible and matured. They grow an affinity towards the college, and gain experience as good administrators. Taking care to see that they do not over power and cause inconvenience to administer, the students are involved in various activities by nomination. Electing them by votes could be inviting trouble. The brightest, the serious, and the interested students are nominated by the teachers to administer various tasks like, cultural committee where they compere and organize programmes. In the sports committees the senior students choose the junior for selection and training. The IQAC expects a student representative in its committee, with a view that we get the student feedback through him. Involving Students in anti-ragging cell will work wonders, because they know how, who and why they rag. If the students are made the guardians of innocence, they will know where the shoe pinches, and control it more efficiently than the teachers.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

00

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

No. Till today, we do not have a registered and recognized alumni association. Whenever the interested alumnus approaches us to conduct an activity, we permit with our personal affection and contact. There is practically no money involved in the functions conducted by the alumni and no official record of the proceedings or the accounts are ever maintained, as money is not at all involved. A bit of streamlining and control over this needs to be done in future to make this fully functional.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The motto of our institution, as set by its founders is to have "Education for the sake of Awareness, Character, and Earning". Acquisition of money is considered as the last priority and purpose of education. The most vital quality a student graduating out of our institution must be awareness and character. Awareness is the ability to directly know and perceive, to feel, or to be cognizant of events. This not only includes the literal, mundane alertness of the worldly affairs, but also metaphorically includes the spiritual consciousness and conscientiousness at a higher plane.

The institution believes in building a holistic development of the soul that includes values and ethics which are more vital and relevant in the present world than becoming fiscally affluent and hoarding wealth, with arrogance and pride.

The role of a teacher attains fulfilment, only when he/she inculcates in the tender minds of his pupil the ethics, values and patriotism, besides the conventional learning of the syllabus prescribed by the university to fetch them a degree. The greatness of the institution is, though we do not have a written declaration to uplift these values, the hidden agenda of all the teachers and the undercurrent of our psyche is to mould the character of the students

The professional ethics, moral values etiquette, self-esteem and pride of one's religion and nation are not generally taught in the main-stream curriculum. But without these values a man becomes incomplete. He could turn out to be a self-centred hypocrite despite having a great knowledge of the subject of his specialization. The duty of a conscientious teacher is to focus his attention on building the future citizens who uphold the culture, tradition and pride of the nation.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Decentralizing the responsibilities is beneficial in several ways. First it makes the task easier to accomplish by involving all the stakeholders and secondly the decentralized teams can perform the task more efficiently.

Our college has made eight different committees which further have more sub committees that are managed by various teachers, as follows:

Committees like NSS, NCC, Scouts & Guides, Red Cross, Blood-donor committee, and Red Ribbon committee are grouped under the youth welfare schemes. Each committee has a co-ordinator and five lecturers to assist.

So also we have the committee for the academic events, which comprise cultural programme, literary forum and film club, special lecture committee, extension and outreach cell, and library committee.

Under the Decorum committee, we have included Anti-ragging cell, Vigilance committee, campus ambience committee, student grievance redressal cell, women empowerment cell and anti-sexual harassment committee.

Career building cell has sub committees like Career Guidance and Placement Cell human Resource Development cell.

We have formed several student support groups like old students association, teacher -parent association, student welfare forum, students' study cell, Student Counselling Cell and Scholarship committee.

The Fitness and wellbeing committee takes care of , sports committee, the Yoga Centre, health and hygiene committee, Traffic awareness and road safety committee

We have several sub committees under the administrative committee and tours and travel committees. Academic calendar committee, admissions, attendance, Internal assessment, academic timetable and examination committees are formed for a smooth conduct of these events.

The second part of administrative committee manages with Magazine, prospectus, remedial classes, governing council committees.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- Curriculum Development:** We receive the curriculum formed by the University, being an affiliated college. However, we have a significant role to play in the development of the curriculum, as most of the lecturers from each of our departments are involved in the BOS and text book committees where they introduce the latest and most employable concepts in the curriculum.
- Teaching and Learning :** The teachers essentially must be eternal students. They should be flexible to step up or step down their standards to make themselves intelligible to the students of various degrees of learning abilities. Sometimes, the use of films produced based on the novels that are prescribed to the students will be displayed in the AV Rooms, Links are sent to them to watch at their convenience. ICT aids like the PPT help the teachers to make the students understand the concepts better and retain them with a graphic memory. Use of bilingual method in the classroom, instruction in regional language wherever the students need more clarification have proved very useful and efficient .
- Examination and Evaluation:** We are bound by certain formalities imposed by the university with regard to

examinations and evaluation. That has to be mandatorily followed. Besides that, we conduct class tests and give assignments at regular intervals which gives us an idea of how well the students have understood. Enough material for feed back is thus obtained while the evaluation is made. The teacher will be left with enough time to explain each concept which the students find difficult to comprehend.

1. **Research and Development** Our college conducts a Under graduation research project for select students, who are above average. Here we teach the basics of research methodology and inspire them to refer to various books in the library and online, to write a mini thesis on the subject we give. This is conducted at two different levels. Simple but interesting topics are given for the students to get material from the library and web resources. This research experience is offered only to make them aware of the methodology and procedure. The teachers are encouraged to present research papers in journals and conferences. Guidance for writing research papers , and grammartical corrections and suggestion of scopus journals are made.
1. **Library, ICT and Physical Infrastructure / Instrumentation:** The constant updating and maintaining the library is a daunting task. The library staff with the team of lecturers in the library committee, manage to keep the books intact and take care to see them well utilized. A small amount of fund is generated by the overdue charges of borrowed books, which takes care of the binding, and reprographic needs in the library.
1. **Human Resource Management:** The institution must be proud of having teachers of international quality serving in our college. They make a rich human resource. The teachers enhance and update their knowledge in their respective fields by subscribing to the online journals provided by the en-list. Hard copies of the journals of national and international standards are subscribed for keeping abreast of our knowledge.
1. **Industry Interaction / Collaboration**

Industrial visits for students are generally arranged locally, keeping in mind the constraints of time, transportation and money. We give first priority to visit the few industries in and around the town, as these industrialists are very familiar with and co-operative to our institution. They share ideas and suggestions with students, which serves the primary intention of an industrial visit. We take students to these industries to give them an idea of entrepreneurship and management. However, when occasion arises, we take them to far off industries too.

1. Admission of Students : There has been an overall decline in the admissions in all the colleges, by and large, and the situation here is not different. Retaining each combination with a minimum of 15 students has become an ordeal. Our strategy to beat this perennial problem is we conduct various inter-collegiate competitions every year which draws the attention of prospective students. Announcing Fee concession is another method the institution adopts to encourage admissions. In addition to this the teachers physically go to the neighboring junior colleges and request the principals and students to get admitted in our institution. Our institution is the oldest in the neighborhood and has retained a reputation as a good institution, with dedicated teachers, this is a motivation for the students to join our college.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Our College is one of the nine institutions of Kalpataru Vidya Samsthe group of institutions. The Principal of our college operates under the instructions of The management which is the supreme authority. However, they are governed by the recognizing and funding authorities like the Univeristy, JDCE and the UGC. Within the college the principal sphere heads the administrative

and academic wings. The clerical staff headed by the superintendent, with his fleet of clerks take care of admissions and administration. Each faculty has a head of the department with his/her subordinate colleagues, manage a smooth conduct of teaching and other academic responsibilities. The teachers are entrusted with various responsibilities to conduct curricular and co-curricular activities like NCC, NSS, and other committees that take care of law and order. These make the wheel of administration run smoothly with mutual co-operation .

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Kalpataru co-operative society which is located within the campus, provides groceries and stationery for the employees and students at concessional rates. Employees can buy the necessary things and pay the money later. It also has branched out into Kalpatru housing co-operative society, and college employees housing society. It lends money for house building or purchasing at a

lower rate of interest.

The institution grants maternity leave for female staff without any cut in the salary.

Group Insurance scheme for staff members is made and Provident fund for the temporary teachers is arranged and partially the management pays for all employees of the institution. Study leave for Ph D completion under FIP is provided and encouraged. Salary advance facility is provided for non teaching staff in case of emergency. Sports and Cultural Meet for teaching and non teaching staff of management is arranged regularly to recognize their abilities and to keep them in good spirits. Besides this, health Insurance policy (Medicclaim) - for teachers and accident policy for Students is provided.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

00

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

02

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

04

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

This was earlier called self-appraisal system. Besides teaching, a serious academicians is expected to perform some serious intellectual work. By the end of the year, the teachers need to list out their academic achievements with convincing proofs. It

could include their participation in conferences and seminars at national or international level. They can record the research paper publications in journals or as chapters in books edited by others , or their own books with ISBN. If they are invited as resource persons. They could have been in the panel of BOE/ BOS of other universities, or they may have received awards. All these details can be documented with convincing certificates. Non teaching staff may have less of such opportunities. Any workshop or training programmes they had attended can be documented here.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The external audit is periodically conducted by the AG's office, Bangalore. We have been regularly getting clear reports from them, as our accounts are transparent and uncontroversial.

We outsource a professional Chartered accountant from Bangalore for the internal audit. The period from 1-04-2020 to 31-03-2021 has been audited by Mr. K Channabasappa & Co. The audit was conducted in accordance with the general standards accepted in India. The audit included examining evidence supporting the amounts and disclosures on a test basis, in the financial statements. Proper books of account have been maintained. The Balance sheet and the statement of the income and expenditure are in agreement with the books of account. The statements are properly drawn and are true and fair.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**00.70**

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The fee collected by the students is the main source of funds for the institution. However, in order to encourage more admissions and compete with the government colleges, the college doesn't take developmental fee. Salary is paid to the permanent staff by the UGC, but a large majority of vacancies are temporary jobs that are filled and paid by the management. A few philanthropists and NGOs give away free ship and scholarships to deserving students. The only other source of generating small amount of money is by the library over due fines.

The Provident fund, income tax and other deductions are made at the source. College pays the electricity and water bills. Any major decision of expenditure will be decided in the governing council meeting. The college has to pay for the NAAC accreditation, buying equipment and books subscribing to journals and paying for the invited resource persons.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

1. Faculty Seminar

The teachers must be informed about what is going on in their related subjects. This encourages interdisciplinary study and research.

The knowledge of teachers must not be confined only to their subjects. They must be aware of other related fields. For example lot of inter-disciplinary study can be done between commerce and economics, or English and psychology, or kannada and English.

Such knowledge sharing platform helps to integrate information and concepts, from two or more disciplines of specialized knowledge to solve problems which cannot be accomplished by either of the disciplines alone. Most research works conducted today relate to interdisciplinary studies. Faculty seminar breaks water-tight barriers between departments in college.

The evidence is evident in other academic spheres. It is just an initiative here, and our immediate target is to make the lecturers modify their faculty seminar presentations into research research papers to be published in journals. This is an attempt to raise the competence of teachers to be at par with desired standards.

Inspiring the teachers to open up, to find topics with common interest and present academically followed by a meaningful discussion is the challenge before us. This intellectual endeavour does not need any resources.

All the institutions can try this ground breaking initiative the available human resource in the form of teachers is enough to harness the potential.

2. Undergraduate Research

This inspires the students to pursue higher education and do research for PhD at a later stage. They start finding research gaps or topics of their interest from now.

Catch them young! Being a research guide, I have observed how research scholars lack insight and originality. They cant even choose their own topic and ask the guide to suggest one. This implies they lack proper training or motivation.

In India scholarly writing is not taught in UG. We can prepare them to future with Basic research methodology, purpose and significance of research at least the brightest students will be

motivated and guided. This cant be for all. A sharp and bright student is an endangered species to find. Teachers must be adept in guiding.

Undergraduate research is catching up in the west. It is just since two years we are trying this and already we find enthusiasm in students to talk about PG studies. If we introduce the difference between writing casually and scholarly writing, the students become more mature and academically serious.

The teacher who guides these young scholars must be resourceful and ready to work with the students. The available internet and college computers are enough. Strong determination, ardent students with passion to learn are the resources required. Such students are few and far between.

Anybody can try this if they have the two basic ingredients required which are inclination to teach, ability to guide and availability of serious impressionable students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The most responsible task of the IQAC is to monitor the teaching learning process every year. The marks obtained in the term tests reflect the learning standards of the students. The mentors who keep a close vigil over their mentees get regular information about progress. Remedial classes are taken during the fag end of the year for the weaker students.

The senior teachers share their notes, ideas and discuss new lessons with their junior colleagues that makes teaching in the class room easier. The work diary recorded by the teachers and the student reports got by the mentors are compared and made sure the classes are being conducted in the expected manner. The departments have a question bank which make the students the task of preparing much easier.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

E. None of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The gender equality must be in two phases. First providing equal opportunities, and secondly to protect the rights, privacy and dignity of a woman. The toughest youth service that a student can ever participate is NCC. The college takes pride in having a girls' wing of NCC with 26 girl cadets, which shows how we treat girls at par with boys. NSS and the scouts and guides also have equal number of girl participants. The girls are encouraged to be the MOC and the anchor in functions. They fare better in the examinations bringing ranks and distinction.

During the induction programme for girls, the Psychology teachers

enlighten them in what various ways the girls must take precautions to protect themselves from possible abuse either from students or even from teachers. They are instructed about the significance of committees like redressal cell, anti-ragging cell, vigilance committee, campus ambience committee, health and hygiene committee, student counselling cell, Students' Grievances Redress Cell, Women's Empowerment Cell, Anti-sexual Harassment Committees and how they shield them. The counselling for girls strengthens their morale to be bold and participative. The girls have a spacious common room with clean and hygienic toilets and furniture.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

E. None of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

For the bio- degradable waste, we have a vermicompost pit which engulfs all and converts into rich manure for our gardens in the campus. Though we are making the office work fully automated, we can't avoid using stationery for documentation. We have been frugal in using paper. The blank face of discarded waste pages are reused for drafts and other office needs. Being an arts and

commerce college we do not generate any bio-medical waste or hazardous chemicals and radio active waste. All the liquid waste produced by the college and the hostel is diverted into a sink tank that enriches the ground water. The water released by the RO unit, is used for watering the plants in the quadrangle. We have placed dust bins at strategic places in the campus and students are instructed to use them appropriately. The unused blank answer booklets are given to every department for the teachers to prepare notes and other office purposes. Since we do not have a Certified E-Waste Recycler in the vicinity, Old television sets, computers printers and such e-waste are given away to the scrap dealers periodically.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic

C. Any 2 of the above

5. landscaping with trees and plants	
File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded
7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

We admit students of all religions irrespectively. We permit students of all religions to participate in the daily prayer without restrictions. We observe all national festivals like birthdays of Ambedkar, Maharshi Vallmiki, Mahatma Gandhi Sardar Vallabhbhai Patel, Pandit Jawaharlal Nehru, Sarvepalli Radhakrishnan, Kanakdas and Lal Bahadur Shastri. indiscriminately. Students are made to take pledge on the National integration day and sadbhavana day. We celebrate Kannada Rajyothsava on Nov. first and also Hindi day on 14th September. Respecting the regional and national languages.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

We celebrate Nov, 26th as Constitution day. We have a special and compulsory paper on Indian constitution that all students have to take up. It is essential to know the values of humanity, tolerance and compatibility as a cultured society. Professional ethics and ethics in all walks of life , are inculcated in class rooms, setting ourselves as role models. We make them realize that rights and duties are two faces of the same coin one cant claim ignoring the other.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. Institution organizes professional ethics programmes for students, teachers, administrators and other staff. 4. Annual awareness programmes on Code of Conduct are organized.

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Special talks are generally arranged on the relevant topics of national commemorative days and events, either by local resource persons or invited speakers. These are the events that could pay tribute to individuals who strived for the building of our nation, remembered on their birthdays, or events that creates awareness of environment and our rights and duties, or conventional religious celebrations.

The college celebrates the birth anniversaries of Dr. B R Ambedkar on 14th April, Hindi diwas on 14th September, Constitution day on

26th Nov, and international Human rights day on 10th December. We also observe World Environment Day, International Yoga Day, Independence Day, Republic Day, National Unity Day (Birth Anniversary of Sardar Vallabh bhai Patel), Birth Anniversaries of Dr. Sarvapalli Radhakhishnan, Mahatma Gandhi, Birth anniversary of Swami Vivekananda.

The International Women's Day (8 March) is celebrated by organising programmes on gender equality and justice by various pro-women committees of our college.

National Voters' Day (25 January) is observed to make the youth aware about their electoral rights as first time voters.

A minute long silence is observed by the teaching and non-teaching staff of the College to pay tribute to the martyrs on the Martyrs Day (30th January).

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

BEST PRACTICES

1. Faculty Seminar

The teachers must be informed about what is going on in their related subjects. This encourages interdisciplinary study and research.

The knowledge of teachers must not be confined only to their subjects. They must be aware of other related fields. For example lot of inter-disciplinary study can be done between commerce and economics, or English and psychology, or kannada and English.

Such knowledge sharing platform helps to integrate information and concepts, from two or more disciplines of specialized knowledge to solve problems which cannot be accomplished by either of the disciplines alone. Most research works conducted today relate to interdisciplinary studies. Faculty seminar breaks water-tight barriers between departments in college.

The evidence is evident in other academic spheres. It is just an initiative here, and our immediate target is to make the lecturers modify their faculty seminar presentations into research research papers to be published in journals. This is an attempt to raise the competence of teachers to be at par with desired standards.

Inspiring the teachers to open up, to find topics with common interest and present academically followed by a meaningful discussion is the challenge before us. This intellectual endeavour does not need any resources.

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Anybody can try this if they have the two basic ingredients required which are inclination to teach, ability to guide and availability of serious impressionable students.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The institution will be commemorating its diamond jubilee this year. This institution has grown into a huge tree with spreading boughs of eight sister institutions. All this was made possible because of the co-operation of the local residents. Though this is a private institution, surviving on funds for its sustenance, the intends to serve the community and so does not charge developmental fee. Ours is the oldest institution in the entire town and its benchmark is to be maintained and improved at any cost. We have a team of very reputed experienced and dedicated teachers who are the pillars of the institution. Quality is our distinctive area. The work ethic, commitment to the profession to shape the future citizens with values morals and culture is what we incessantly strive for. The motto, which now a days is called vision and mission, of our college is 'Education for the sake of Knowledge, conduct and earning'. Our primary thrust is Conduct and monitory aspect takes last priority. We intend to produce a responsible and cultured citizen to this country, which is the need of the day.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Inspired by the tremendous success of previous year's plan and execution of action, we are determined to conduct more free online certificate courses as an extended activity. Student support to be done at two strata. Remedial courses for the slow learners and Under graduation research project for the above average and exemplarily good students. Encouraging students to participate in intercollegiate cultural competitions (if the pandemic doesn't prevail). Motivating teachers to achieve in their respective faculties to set as a role model to the students. Introduction of any job oriented additional course for the commerce students. It is intended to have an organized attempt to train students regularly to prepare them for competitive examinations that get them good jobs. This includes the involvement of various departments, gathering proper material and scheduling the training at the appropriate time of the year. Instead of cramming too many ambitions plans without focus, its better to have limited plans and execute them efficiently.