

AQAR 2019-20

Annual Quality Assurance Report

SUBMITTED TO



विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान
राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

**NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL**

*An Autonomous Institution of the
University Grants Commission*

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi,
Bangalore - 560 072 India

SUBMITTED BY



Pallagatti Adavappa Arts and Commerce
First Grade College

B H Road, Tiptur, Karnataka, 572 201

NAAC Re-Accredited "B" Grade

Website: <http://pactiptur.org/>
Email: principal.pac.tiptur@gmail.com

Phone:
NAAC Track ID:

AQAR- 2019- 20

SL. No.	CONTENTS	PAGE NO.
	PART A	
1	Details of the Institution	1-11
	PART B	
2	Criteria-I	12-13
3	Criteria-II	14-16
4	Criteria-III	17-21
5	Criteria-IV	22-23
6	Criteria-V	24-28
7	Criteria-VI	29-36
8	Criteria-VII	37-40
9	Annexures	
	1. Formation of IQAC	
	2. Evaluation process & Reforms	
	3. Programme outcome	
	4. Student Satisfaction Survey	
	5. Maintenance of physical, academic & support facilities	
	6. Capability enhancement	
	7. Student Grievances	
	8. Professional development	
	9. Human Values & Ethics (PDF)	
	10. Conferences & Journal publications (Excel)	
	11. Parents' feed back.	

**Annual Quality Assurance Report (AQAR) to NAAC,
Through IQAC.**

A detailed report of the tangible results achieved in key areas, specifically
identified by the IQAC at the beginning of the Academic year,

June 01 2019- May 31, 2020

Part A	
Data of the Institution	
1. Name of the Institution	Pallagatti Adavappa Arts and Commerce First Grade College
Name of the Head of the institution	Dr. S B Basavaraddi.
Designation:	Principal
Does the institution function from own campus	Yes
Phone no./Alternate phone no.	08134-251364
Registered e-mail: Principal	pac.tiptur@gmail.com
Alternate e-mail	udayaravi.shastri@gmail.com
Address	B H Road, (NH 206)
City/Town	Tiptur
State/UT	Karnataka
Pin Code	572201

2. Institutional status:	
Affiliated / Constituent:	Affiliated
Type of Institution: Co-education/Men/Women	Co-education
Location : Rural/Semi-urban/Urban:	Semi-urban
Financial Status:	Grants-in aid/ UGC 2f and 12 (B) and Self financing
Name of the Affiliating University:	Tumkur University
Name of the IQAC Co-ordinator :	Dr. Udaya Ravi S V

Phone no. :	8050316432
Alternate phone no.	8105524670
Mobile:	8050316432
IQAC e-mail address:	aqar.pact@gmail.com
Alternate Email address:	udayaravi.shastri@gmail.com

3. Website address	http://www.pactiptur.in
Web-link of the AQAR: (Previous Academic Year)	http://www.pactiptur.in/aqar2018-19.pdf
4. Whether Academic Calendar prepared during the year?	Yes
if yes, whether it is uploaded in the Institutional website	Yes
Weblink:	http://www.pactiptur.in/aqar2019-20.pdf

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	B+	Level 2	2003	from:2007 to: 2008
2 nd	B	2.80	2010	from:2010 to: 2015
3 rd	B	2.15	2016	from:2016 to: 2021
4 th				
5 th				

6. Date of Establishment of IQAC:

08 / 07 /2019

[View File - 01](#)

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture			
Item /Title of the quality initiative by IQAC		Date & duration	Number of participants/ beneficiaries
1	Lectures from Invited speakers	27-1-2020, 14-02-2020 30-01-2020, view file	300
2	Department-wise exhibitions	21-02-2020, 11-01-2020	500
3	Open Day	11-01-2020	500
4	Cultural Heritage awareness	30-01-2020, 24-01-2020	300
5	Uniform for boys and girls	2019-20 onwards	All students
6	1.Faculty exchange programme with KSC 2. Kateel Ashok Pai Memorial Institute , (KAPMI), Shimoga.	Two months: August-Sept.	About 70 in each college 20 students
7	information about the Latest developments in Humanities	24-01-2020, 19-08-2019 06-01-2020 to 08-01-2020 06-01-2020, 04-11-2019	300
8	Exposure to students to participate in literary events within and inter-collegiate level	7 th Sept. '19, 31 st Jan '20, 18 th Feb '20, 16 th Aug. '19,	24
9	Frequent IQAC meetings 3 per year (last meeting cancelled due to pandemic)	July 8 th , Oct. 14 th , Dec. 16 th	15
10	Career guidance and employment opportunities for PU & Degree students	19-08-2019, 13-11-2019 31-8-2019	300 200
11	Faculty Seminar	Weekly once throughout the semesters	36

[View File - 02](#)

8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc. -- **NONE** --

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
Nil	-	-	-	-
-	-	-	-	--
-	-	-	-	-

9. Whether composition of IQAC as per latest NAAC guidelines: **YES**

*upload latest notification of formation of IQAC : View File - 01

10. No. of IQAC meetings held during the year: **03**

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.....

Yes/No

YES

[View File -01](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? **NO**

12. Significant contributions made by IQAC during the current year (maximum five bullets)

• Lectures from Invited speakers
• Cultural Heritage awareness
• Faculty exchange programme with KSC Kateel Ashok Pai Memorial Institute , (KAPMI), Shimoga.
• Exposure to students to participate in literary events within and inter-collegiate level
• Faculty Seminar

13. 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
Updating knowledge by eminent guest lectures	A series of lectures by resource persons was arranged by each faculty, it was a perennial activity.
Subject specific Exhibition	The students were given ideas and material to produce charts and equipment to explain the concepts to visitors.

Open Day	We celebrated Open Day as “Parichay” the public and the students from neighbouring colleges were allowed to watch exhibitions and participate in several competitions we conducted.
Cultural Heritage awareness	An education tour was arranged for a cultural heritage site, cleaning the surroundings of old temples, lectures on the great tradition of India were arranged.
Exposure to inter-collegiate activities.	Students were taken to various colleges in Bangalore and Shivamogga to present papers in seminars. One of the students got a best paper award too.

14. Whether the AQAR was placed before statutory body? Yes /No: **YES**

Name of the Statutory body: **Governing Council** Date of meeting(s): **28-01-2020**

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning? **No**

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

Year: **2019** Date of Submission: **13th Feb 2019.**

17. Does the Institution have Management Information System?
No

Part-B

CRITERION I – CURRICULAR ASPECTS
1.1 Curriculum Planning and Implementation
1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words
<p>Affiliated colleges do not have the freedom to plan their curriculum and they are bound by the regulations and guidance given by their respective universities, and in our case it is Tumkur University. The only way how the institution can involve in the process is by being a part of the BOS and Text book committees formed by the university. Since our college has senior teachers in each department, we are lucky to be a part of the process of curriculum design and development. Our ideas and suggestions will carry a weight and we can be instrumental in bringing about the expected change.</p> <p>During the course of the academic year, the faculty members discuss among themselves their class room experiences, the teachability and relevance or otherwise of the syllabus currently in use. Such lively discussions and the knowledge of the latest developments in their respective fields will cumulatively add to the syllabus that will be formed the next time. The subject of Syllabus improvement, in our college, is a perennial issue. Such discussion by the Senior lecturers with the temporary and newly recruited teachers will enhance their learning and inspire them to keep abreast of</p>

the latest findings.

Bordering around the curriculum prescribed by the university, occasionally going a step or two beyond the syllabus, we arrange guest lectures where the resource persons update and enlighten the students and the faculty. This helps the students to cope with the contemporary world in real life situation as they get into professions after attain their degree.

Those students who join the first semester are given a bridge course to bring them at par with the expected levels of a degree college. Remedial courses are conducted to the weak students during the end of the term, just before exams which will help them to brush up their lessons and fetch them at least the minimum marks to pass the examination. Industrial visits to Commerce students, and seminars and literary club gatherings give a practical edge to class room teaching. As semesters allow very limited time for learning, any effort to teach the students extra must be taught during the extended hours, and without hampering the regular curriculum.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
Nil	Nil	Nil	Nil	Nil

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
Nil	Nil	Nil	Nil

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

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	U G	PG
	B A/ B Com				
		M Com			

Already adopted (mention the year) (2016-17 Academic year)

1st June 2016

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

	Certificate	Diploma Courses
No of Students	Nil	Nil

1.3 Curriculum Enrichment

1.3.1 Value-added courses imparting transferable and life skills offered during the year				
Value added courses		Date of introduction		Number of students enrolled
nil		nil		nil
1.3.2 Field Projects / Internships under taken during the year				
Project/Programme Title		No. of students enrolled for Field Projects / Internships		
M Com students have to do project works and submit them to the college as a part of their curriculum design. Besides this no other fieldwork/ projects are assigned.				
1.4 Feedback System				
1.4.1 Whether structured feedback received from all the stakeholders.				
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	No	No	No	Yes
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)				
<p>The feed-back forms are issued to the students and to their parents through the students once in every year. Normally a large number of forms we receive are very formally filled up without complaints or suggestions. They generally are satisfied with our infra-structure, teaching and other criteria. The teachers share the filled in forms and sort them out. Forms with complaints/ suggestions and compliments and forms with no significant point, are made into three groups .</p> <p>After short-listing the feed back forms they will be placed before the IQAC. Again we have two major heads to sort out the issues concerning academic and the infra-structural/ physical requirements. As we have experienced so far, generally such demands/ suggestions will be only the material requirements. Occasionally, when complaints are received against the teaching quality or the incomplete syllabus the concerned teacher will be summoned in camera, with the head of the department and the issue is discussed. The teacher is politely requested to complete the syllabus or is briefed by the head of the department if he needs to be updated with the subject. Generally, feedback is taken from the students , allowing enough time to make up for the loss, if any. But such cases are very few and far-between.</p> <p>The parents' feed back will generally be about the inability to pay fee or the request for scholarships or fee concession. Since the feed back will be received at the fag-end of the academic year such requests can be considered for the forthcoming year.</p> <p>Complaints regarding the need for maintenance of hygiene, sanitation or need for potable water, are sorted out with immediate effect without waiting for the committee to meet. Such complaints are very rare as a regular supervision of the premises is being done by the teachers and the maintenance staff.</p>				
CRITERION II -TEACHING-LEARNING AND EVALUATION				
2.1 Student Enrolment and Profile				
2.1. 1 Demand Ratio during the year				
Name of the Programme	Number of seats available	Number of applications received	Students Enrolled	
BA	HEK, HEP, HES, HPG, HSK, EEPsy, HEPsy	I BA 171	171	

B Com	(100 each)	I B Com 134	134
		Grand Total:	----- 305

2.2 Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
19-20	748	68	19 (Temp) 17 (permanent) Total: 36	07	43

2.3 Teaching - Learning Process

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

Number of teachers on roll	Number of teachers using ICT (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
36	10 (30%)	04	02	00	04

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

Allotting a certain number of students to each teacher is a normal routine, for extra responsibilities. However, any teacher would be most willing to guide and support the students at the moment of crisis and emergency.

Understanding the capabilities and interests of the individual student requires more time and keen observation. Such tasks are made by the official mentors. The mentors are suggested to break down the goal plan for their mentees and guide them to achieve their goal step by step. Mentors generally bring out the best abilities in the students by their constructive criticism. They have been advised not to demoralize the mentees at any cost, consciously or unconsciously. The creative ideas and observations of their mentees are given a great support and encouragement, however simple they may be.

The IQAC makes it a point to instruct the mentors not to use the mentees for personal favours of any kind. Mentors must not be fault-finding agencies that demoralize the mentees. Mentors are advised to make the mentees their goals aims and objectives realistic and practicable. The more academic façade of the mentor's role includes improving them their writing and speaking skills, career orientation, how to surf the net and get relevant academic information, how to find books in an open access library and find required material. The formal mentoring ends at the end of the student's career when the feed-back is taken and evaluation is made.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
--	-----------------------------	----------------------

748	17	1:27
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2.4 Teacher Profile and Quality				
2.4.1 Number of full time teachers appointed during the year				
No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
59	12	47	--	06
2.4.2 Honours and recognitions received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)				
Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies	
---	---	---	---	
NIL				
2.5 Evaluation Process and Reforms				
2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year				
Progra mme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
BA B Com	Arts Commerce	Odd/even Sem 2019 - 20	23.09.2020	November
2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)				
The internal evaluation process is generally carried out according to the mandate of the University by all affiliated colleges. In the normal process, in each semester the students are given two assignments and two tests are conducted. Besides this, the individual teachers conduct tests at the end of every lesson, to ensure they have understood, though these within the class-room activities are not officially recorded, they will be of a great help to the students to see where they go wrong and rectify accordingly. These tests provide clues to the teachers about the gaps and areas where the students haven't grasped the concept/ lesson, and these will be made clear in the revision or the remedial classes taken up at the end of the semesters.				
2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)				
With an intention to have a better learning and more confidence to grapple with the ensuing examinations, extra tests and examinations are made besides what the university expects us to do. Instead of monotonous tests which could be boring to the students. Cross words, quiz and MCO tests				

are conducted based on each lesson completed. This keeps the interest of the students alive. The calendar of events issued by the University is slightly modified to increase the activities in them for a better performance. Co-curricular and cultural activities find a place there in addition to the conduct of examinations.

2.6 Student Performance and Learning Outcomes

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

[View File -03](#)

2.6.2 Pass percentage of students

Program me Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
---	BA	233	126	54.07
	B Com	404	248	61.38

2.7 Student Satisfaction Survey

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

[View File - 04](#)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University/ College				
Students Research Projects (other than compulsory by the College)				
International Projects				
Any other(Specify)				

Total				
NIL				
3.2 Innovation Ecosystem				
3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year				
Title of Workshop/Seminar	Name of the Dept.		Date(s)	
NIL				
3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year				
Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
<i>Not applicable</i>				
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year				
Incubation Centre	Name		Sponsored by	
03	Rahul L P Ravi Kiran T R Amith K R		Bank loan And Self financed	
Name of the Start-up	Nature of Start-up		Date of commencement	
Surya Decors Guru Raghavendra Desiccated Coconut factory, MTR Agency.	Rahul L P -- Hardware trade Ravi Kiran T R - Desiccated coconut factory Amith K R- MTR spices agency		2019 2019 2020	
3.3 Research Publications and Awards				
3.3.1 Incentive to the teachers who receive recognition/awards				
State	National		International	
	NIL			
No incentives are given. They are appreciated in meetings and is announced in the college magazine,				
3.3.2 Ph. Ds awarded during the year (<i>applicable for PG College, Research Center</i>)				
Name of the Department		No. of Ph. Ds Awarded		
Not applicable				
3.3.3 Research Publications in the Journals notified on UGC website during the year				
	Department	No. of Publication	Average Impact Factor, if any	
National	Commerce Psychology	03	ISSN: 2277-8160 ISSN 2348-5396(e)	
Inter national	--	--	--	
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year				
Department		No. of publication		
		Nil		

3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index							
Title of the paper	Name of the author	Title of the journal		Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
NIL							
3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)							
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication	
NIL							
3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :							
No. of Faculty		International level		National level		State level	Local level
Attended Seminars/ Workshops		02		14		02	
Presented papers				01			
Resource Persons							
View File - 05							
3.4 Extension Activities							
3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year							
Title of the Activities	Organising unit/ agency/ collaborating agency		Number of teachers co-ordinated such activities			Number of students participated in such activities	
Slum clearance	NSS		07			150	
Free eye testing and issue of free spectacles	NSS		07			150	
Awareness of deadly diseases	NSS		07			150	
Prevention of fire accidents demo	NSS		07			150	
Free check-up for domestic	NSS		07			150	

animals				
Women empowerment	NSS	07	150	
Blood group detection & donation	Red cross	02	45	
Training	Red cross	01	04	
View File – 06				
3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year				
Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited	
NIL				
3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year				
Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
NIL				
3.5 Collaborations				
3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year				
Nature of Activity		Participant	Source of financial support	Duration
Teacher exchange With Kalpaturu science & Kateel Ashok Pai Memorial Institute , (KAPMI), Shivamogga		Udaya Ravi- Vinutha Dr. Malathi V Dr. VijayaKumari Pooja Hegde, Anagha	Nil	Two months
Faculty exchange with two institutions				
3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year				
Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	participant
NIL				
3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year				
Organisation		Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs

NIL						
CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES						
4.1 Physical Facilities						
4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year						
Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development					
---	Sports Complex: 1,72,172 Computers maintenance: 8,996 Renovation of building: 1,04,620 Total: 2,85,788					
4.1.2 Details of augmentation in infrastructure facilities during the year						
Facilities	Existing	Newly added				
Campus area	Existing	nil				
Class rooms	36 acres	nil				
Laboratories	26	Nil				
Seminar Halls	07	Nil				
Classrooms with LCD facilities	01	Nil				
Classrooms with Wi-Fi/ LAN	04	Nil				
Seminar halls with ICT facilities	Nil	Nil				
Video Centre	02	Nil				
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	00	nil				
Value of the equipment purchased during the year (Rs. in Lakhs)	Nil					
Others						
4.2 Library as a Learning Resource						
4.2.1 Library is automated {Integrated Library Management System -ILMS }						
Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation			
4.2.1 Library Services:						
	Existing		Newly added	Total		
	No.	Value	No.	Value	No.	Value
Text Books	72380	28,70,139.18	253	39,439	72,633	29,095,78.18
Reference Books	1404	1,47,604.00	41	2,278	1445	1,49,882
e-Books	138521	17,550	138521	5,900 ^a	138521	23,450
e- Journals	6328		6328		6328	
Journals	19	59,555	18 ^b	11,304	19 ^d	
Digital Database	Nil		Nil		Nil	70,859

CD & Video	280	43,105	Nil		280	43,105
Library automation	Fully automated.					
Weeding (Hard & Soft)	Nil		Nil			Nil
Magazine & Newspapers	43	1,21,362.38	40 ^c	20,476	43 ^d	1,41,838.38

Note:

a: The payment is made by the library for the subscription of Nlist programme for accessing e books and E journals

b: includes total number of the renewed journals and received free journals during 19- 20.

c: Includes total number of the renewed magazines and newspapers and received free magazines and newspapers during 1920.

c: Number of titles of print journals and magazines and newspapers

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available bandwidth (MGBPS)	Others
Existing	45	11lab with 15 systems	All 45 systems are internet enabled	01centre with 15 systems	---	Three offices with 06 systems	10 departments with 9 systems	50 mbps	
Added	--	-	-	--	--	--	--		
Total	45	15		15		06	09		

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

50 MBPS / unlimited

4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
--	--

NIL

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

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e – content
---------------------	--------------------	---------------------------------------	-------------------------------

NIL

4.4 Maintenance of Campus Infrastructure

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

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
		Sports Complex: 1,72,172 Computers maintenance: 8,996 Renovation of building: 1,04,620 Total: 2,85,788	

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

Our College is a two storeyed building spread over west, east and northern wings. There are departments of

various faculties in each wing. Teachers take care to monitor the necessary maintenance work in their respective wings and inform the house-keeping staff for necessary implementation. The teachers conduct periodic checks to ensure the efficiency / working condition of the infrastructure. Adequate in – house staff is employed to meticulously maintain hygiene, cleanliness and infrastructure on the campus so as to provide a congenial learning environment.

Classrooms, Staffrooms, Seminar hall and Laboratories are cleaned and maintained regularly by house-keeping staff assigned for each floor. Wash rooms and rest rooms are well maintained. Dustbins are placed in every floor. The Green Cover of the campus is well maintained by the gardeners. Optimum working condition of all properties/ equipment on the campus is ensured through service force. The management has regular plumbers and electricians to maintain all the nine sister institutions of Kalpataru Vidya Samsthe. Technicians from Kalpataru Engineering college come and maintain the college computers and accessories efficiently. The campus maintenance is monitored through surveillance Cameras.

The college maintains a stock register for the available equipment. Proper inspection is done and verification of stock takes place at the end of every year. The requirements are collectively processed in every semester break so as to keep things ready for the new semester. Regular spray of DDT to control mosquitoes is made to prevent insect-borne infections. Pest control of library books and records is done every year by the maintenance department.

Sports materials and NSS materials are taken care of by the officers concerned. The sports instructor acts as the estate office manager and his team is involved in the maintenance of infrastructure facilities. This team looks after the regular maintenance of civil works such as furniture repairs, masonry and plaster works, painting, carpentry, plumbing and housekeeping. The Estate office workers look after the maintenance of rest rooms, approach roads and neatness of the entire premises. Housekeeping services are regularly monitored.

[View File - 07](#)

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	UG -SC/ST Scholarship	103	1,94,385/-
	PG – SC-ST Scholarship	05	46,010
			----- 2,40,395
Financial support from other sources			
a) National	Nil		
b) International	Nil		

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

Name of the capability	Date of	Number of students	Agencies involved
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enhancement scheme	implementation	enrolled	
Bridge Course	June	305	All deparatments
Remedial Coaching	Sept/ March	10	English
Personal Counselling	Year-long	Whenever required	Psychology

[View File -08](#)

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

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed

NIL

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

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal

NIL -- [View File - 09](#)

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed

No placements were made due to pandemic Covid 19

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2019-20	13	BA	HEP (02) HPG (03), HEK (02), HSK (1)		B.Ed 10 LLB 02

	21	B Com	EEPsy (05)		MA (English) 01 MBA -14 M Com -06 LLB -01
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5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET		
SET		
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services	05 police	Girisha, Nagamani, Krishna murthy, Naveen Kumari, Guru Pradsad.
State Government Services		
Any Other :Lecturer, Bank employee	02	Manoj B S, Kavyashree

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

Activity	Level	Participants
Shuttle Badminton Men and women.	Inter collegiate	14 Teams. 12-13 th Sept 2019

5.3 Student Participation and Activities

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

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
31/01/ '20	1.Best Paper Award	Inter collegiate		Student seminar	18003	Sharath M R
	2.First Inter- district Taekwondo Championship Gold - Sparring Silver – Taequik Gold - Breaking	State Level	Taekwondo	----		Syed Sharukh

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)
<p>We do not have a student council, we involve students at various responsible stages like the academic and administrative bodies. After enough observation, the students are chosen by teachers taking into account their dedication, sharpness and interest in the respective field. The student representatives are nominated as the members of the college governing council. As this is the highest and most honoured administrative body of the institution, students representatives have their voice here. Their opinions and suggestions are taken seriously for any constructive activity.</p> <p>The students know what they require in the sports field, as, ultimately, it is they who participate in the collegiate and inter-collegiate levels. A transparency is maintained in the purchase and management of the sports events by the involvement of the students. They have a very vital role to play in the fields of NSS, library and cultural committees. Student representatives in the Library committee suggest what books the students need most. The provision to have open access, the time of retaining the borrowed book, required number of copies of a useful text book to buy to the college library are decided by the opinions taken by students.</p> <p>All the co-curricular activities of the college are conducted by the leadership of the student representatives. They have been performing efficiently and exceptionally well so far. They have a major role to play in the annual cultural events and the NSS activities.</p>
5.3 Alumni Engagement
5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words): NO
There is an informal Alumni association formed by the student-enthusiasts on their own, however, no registered and official Alumni association exists till date.
5.3.2 No. of registered enrolled Alumni:
Not applicable
5.3.3 Alumni contribution during the year (in Rupees) :
Not applicable
5.3.4 Meetings/activities organized by Alumni Association :
Not applicable
CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT
6.1 Institutional Vision and Leadership
6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)
<p>Decentralization of the power makes the administrative mechanism stress free and more efficient. The sub-committees get more autonomy and the special groups focus on their respective task and work more creatively and perform better.</p> <p>About 40 various activities conducted in an academic year are listed and categorised under eight major committees for each of which a co-ordinator and six members are assigned. The committees are as follows: Youth welfare schemes, Academic events, Decorum committee, Career building cell, Student support groups, Fitness and wellbeing committee, Tours and visits, administrative cell.</p> <p style="text-align: center;"><u>View File – 10</u></p>
6.1.2 Does the institution have a Management Information System (MIS)? Yes/No/Partial:

Yes. Partial.
6.2 Strategy Development and Deployment
6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):
❖ Curriculum Development: As the institution is not an autonomous college, it has no role to play in the development of curriculum, which is designed by the University. However, 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 learn how to instruct the students in a most effective way. And the students of various learning abilities adapt themselves to the teachers and learn efficiently. Wherever the ICT is necessary, the teachers resort to them. The 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. PPT are designed for the students for a better understanding and retain 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: In addition to the regular promotional examinations conducted by the university at the end of every semester, which are centrally valued at the university, 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
❖ Research and Development This is conducted at two different levels. The departments have been trying to encourage undergraduate research with the interested students. 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 grammatical corrections and suggestion of scopus journals are made.
❖ Library, ICT and Physical Infrastructure / Instrumentation: Maintaining the well equipped library periodically updating it with ICT and including new books is constantly being done. 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.
❖ Human Resource Management: The faculty working in our college constitute 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.
❖ Industry Interaction / Collaboration Since Tiptur is a small town, we have a very few industries in and around the town. We take students of every batch to the industries to give them an idea of entrepreneurship and management.
❖ Admission of Students : This is a great problem the institution faces every year. There has been a general fall in the admissions in the colleges, by and large. The various inter-collegiate competitions we conduct every year 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 neighbouring junior colleges and request the principals and students to

get admitted in our institution. The long standing service (60 years) of the college and the reputed teachers working in it are also factors that encourage the students to join our college.

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

❖ Planning and Development

❖ Administration most of the administrative work is done on computers and internet.

❖ Finance and Accounts both physical and electronic services take care of the accounts.

❖ Student Admission and Support As this is a part of the administration process, computers are used.

❖ Examination Examinations are conducted physically as directed by the university.

6.3 Faculty Empowerment Strategies

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

The teachers bear their own expenses to visit conferences and workshops. They are congratulated and due honour is made by publishing them in college magazines and noticeboards. But financial support is not given.

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
		NIL		

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non- teaching staff)
2019-20	ICT training	---		45	--

[View File -11](#)

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

Title of the professional development programme		Number of teachers who attended	Date and Duration (from – to)
1	Refresher Course at Bharthiar University, Coimbatore	CMS Lokeswaraiah (English)	20-11-2019 to 03-12-2019
2	Refreshers Course at Bangalore University	Manjunathaswamy (Geography)	02-03-20 to 14-03-20
3	Refresher Course in UGC-HRDC, University of Mysore	Dr. Manjunatha J (Library & Information Science)	07-11-2019 to 20-11-2019

4	Refresher Course at Savithri Bai Paule pune University,	Vijayakumari TR (Psychology)	18.9.2019 to 1.10.2019
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):			
Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
12	17	04	20
6.3.5 Welfare schemes for			
Teaching & Non teaching		Kalpatru housing co-operative society, and college employes housing society. Kalpataru co-operative society for groceries and stationery	
Students		Stationery material at concessional prices	
6.4 Financial Management and Resource Mobilization			
6.4.1 Institution conducts internal and external financial audits regularly Yes. We have a regular auditor who takes care of all our financial issues.			
6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)			
Name of the non government funding agencies/ individuals		Funds/ Grants received in Rs.	Purpose
Nil		Nil	
6.4.2 Total corpus fund generated		nil	
6.5 Internal Quality Assurance System			
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?			
Audit Type	External		Internal
	Yes/No	Agency	Authority
Academic			
Administrative			
NO			
6.5.2 Activities and support from the Parent – Teacher Association (at least three)			
The major role the parents do is to admonish their students and advise them to behave with respect and gentle behaviour in the college, when they find their wards are not behaving well in the college. Most of them are humble, modest and too innocent to give suggestions and advises. They co-operate with the college rules and are proud to see their wards study in a big institution. We have very little to expect from them in terms of advice and support.			
6.5.3 Development programmes for support staff (at least three)			
Continuation of loan facilities for the support staff, The department of Psychology conducted a Stress Management program for the support staff. Yoga classes were arranged for the interested staff members to maintain their health along with the students.			
6.5.4 Post Accreditation initiative(s) (mention at least three)			

- to strengthen the Research culture.
- To enhance e content in the library
- To establish coaching for competitive exams.

[View File - 12](#)

6.5.5

- a. Submission of Data for AISHE portal : (Yes)
 b. Participation in NIRF : (No)
 c. ISO Certification : (No)
 d. NBA or any other quality audit : (No)

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to-----)	Number of participants
2019 - 20	Undergraduate Research Project	Aug, 16 th , 2019	May to August, 2019	04
	Research Paper writing for students – intercollegiate	7 th Sept 2019, 31 st Jan 2020, 18 Feb 2020	Student seminars conducted by various colleges in Bangalore	04 05 05
	Faculty seminar	Through out semester	One lecture per week	30

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period (from-to)	Participants	
Women's Day	08-03-2020	300 (F)	200 (M)
Schemes for Women's development	05-03-2020	200	
Women empowerment	06-03-2020	200	

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
 Percentage of power requirement of the College met by the renewable energy sources

Installation of Solar powered lights is done in the girls' hostel for power saving. The 39 acre campus is green with several shady trees. We take pride in having a huge green campus without vehicular noise-pollution. WE have huge lung spaces for free natural air to breathe without any emissions of smoke in the neighbourhood. Vermicompost pit is maintained for the college garden for a chemical -free organic manure. Drip irrigation is implemented for conserving water. Rainwater harvesting is also implemented to save water.

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities		
Provision for lift		

Ramp/ Rails		
Braille Software/facilities		
Rest Rooms		
Scribes for examination		
Special skill development for differently abled students		
Any other similar facility	Yes	One

The only student with mobility problem is allotted class room in ground floor.

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2019 -20	01	One	One day	Cleanliness for public health	Clearing parthenium in SharadaNagar Railwaystation.	40 + 5 NSS students and teachers.

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
'Professional ethics and Human values' by R S Naagarzan	2006, New Age International (P) Ltd., Publishers	Language teachers in particular find an opportunity to inculcate etiquette, manners, ethics and values. There have been several books about these but we found this book catchy simple and recommendable to students.

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-----to-----)	Number of participants
Lecture: Concept of Ahimsa	October 2 nd	350

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

Rain-water harvesting rejuvenated. Planted saplings in the campus. Keeping the campus clean, by placing dust bins in the quadrangle, and in the corridors of every floor, and following efficient waste disposal norms. Spraying disinfectant to keep pests away providing a clean atmosphere.

7.2 Best Practices

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

1. Initiating students into research, encouraging students to participate in conferences by presenting papers
2. Faculty Seminar Exchange programme

[View File - 13](#)

7.3 Institutional Distinctiveness

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

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.

8. Future Plans of action for next academic year (500 words)

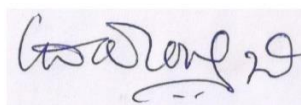
Besides the routine planning for the oncoming academic year in terms of academic, administrative and infra-structural reforms, the planning for the next academic year must be quite different, as the situation is grim and unprecedented. The attention to the health, hygiene and safety of the students and teachers will be of utmost importance. The fag-end of the current academic year was hampered by the pandemic and the entire rhythm of the curriculum is disturbed. Assuming that the gravity of the situation continues for the next academic year too and if the classes are to be conducted online here after, proper streamlining of that and accountability of it must be ensured.

We need to gear ourselves up for the hitherto unknown situations of virtual class, scheduling classes and dependence on the internet and the use of the 'evil' cell phones for education. There needs to be a feedback from the students to ensure they have understood the lessons. The teachers need to be updated with technology to make use of media platforms like google meet and zoom. The students must be taught the online etiquette of muting their camera and mikes when not in use, use of raising the hands icons while asking for a question, etc. The teachers need to know how to create google forms, make use of PPT and share lesson based video clips to make the classes more interesting. They must be instructed to use supporting software and gadgets like pentab.

Extra curricular and co-curricular activities must be conducted online if the situation continues as it is. We must equip ourselves to take strict sanitizing methods if the classes are allowed to begin off line, and prevent further spreading of the pandemic.

Name: Dr. Udaya Ravi S V

Name :



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC
