



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		ST. ANNE'S DEGREE COLLEGE, VIRAJPET
Name of the head of the Institution		Mr. Rony Ravi Kumar
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		08274-257622
Mobile no.		8123947152
Registered Email		stannescolleges@gmail.com
Alternate Email		ronyravikumar@gmail.com
Address		St. Anne's Degree College, Murnad Road Virajpet - 571218
City/Town		VIRAJPET
State/UT		Karnataka
Pincode		571218

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Semi-urban			
Financial Status		Self financed			
Name of the IQAC co-ordinator/Director		Mrs. Trupti Bopanna			
Phone no/Alternate Phone no.		08274257622			
Mobile no.		9480351177			
Registered Email		truptibopanna@gmail.com			
Alternate Email		stannesdegrecolleges@gmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		<a href="https://www.stannesdegreevirajpet.com/naac/AQAR2018-19.pdf">https://www.stannesdegreevirajpet.com/naac/AQAR2018-19.pdf</a>			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		<a href="https://www.stannesdegreevirajpet.com/calendar.pdf">https://www.stannesdegreevirajpet.com/calendar.pdf</a>			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	C	1.85	2018	28-Mar-2018	27-Mar-2024
6. Date of Establishment of IQAC			01-Jul-2017		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries		
Extension Programme -	14-Nov-2019		150		

Seedball Making	1	
Workshop on E-Commerce	30-Jul-2019 1	196
Orientation Programme for first year students	30-Jun-2019 1	312
Workshop on Leadership, Self Management and Public Speaking	16-Dec-2019 1	339
Free Dental Camp Under the MOU with Dental Science College	29-Jan-2020 1	308
<a href="#">View File</a>		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2020 0	0
<a href="#">View File</a>				

<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	3
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No
<b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>	
Orientation Programme for first year students	
Extension activity by organizing Seedball Making	
State Level inter-collegiate basketball tournament	

Workshop on Public Speaking and Self Discipline for the students

Free Dental Checkup and blood donation camp

[View File](#)

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

Plan of Action	Achievements/Outcomes
To Provide Career Guidance	Conducted Successfully
To conduct guest-lectures	Achieved
Decided to host Cricket Tournament at Institutional Level	Achieved
Decided to host State Level Inter-collegiate Men's Basketball Tournament	Achieved
To conduct Orientation for the students	Achieved
<a href="#">View File</a>	

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

No

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

No

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

Yes

Year of Submission

2020

Date of Submission

13-Feb-2020

**17. Does the Institution have Management Information System ?**

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

The dissemination of messages to the internal stakeholders of the college is maintained through Kripta software. The college library is partially automated with Easylib software in the areas of accessioning and circulation. All the books are registered with barcode for circulation. The students are allotted with a unique code number for the circulation of the books through this software.

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

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

? St. Anne's Degree College is affiliated to Mangalore University which provides common curriculum within its jurisdiction. Administrative body and Board of Studies (BOS) of Mangalore University revise/ update the syllabus every three years. The college ensures effective curriculum delivery through a systematic and strategic mechanism. ? To be in par with the global standards Mangalore University implemented the Choice Based Credit System (CBCS). The college encourages staff to attend workshops organized by the University for Effective Implementation of the same into the curriculum. ? Principal directs the Heads of the Department to discuss about the syllabus and distribute the subject papers to the respective faculties as per their specialization and expertise. ? In turn HODs conducts meeting to distribute the workload to each faculty and they have to prepare a teaching plan and innovative teaching methods to deliver the syllabus in the class room. Faculties must update work diary and semester wise lesson plan. ? Bridge courses are conducted for the first year students to help them understand the basic concepts of the subjects. ? The Time-Table Committee prepares the timetable for each semester abiding by the university calendar of events. ? To ensure learning outcomes of each subject, continuous evaluation and internal assessments are carried out consistently throughout the year in the form of presentations, case study, assignments/projects and class tests. Remedial classes are taken by the faculties for more clarity and understanding of the subject. ? The head of the departments ensures that the syllabus is completed and revised before the commencement of the semester examinations. ? To break the monotony of the classroom teaching, certain innovative teaching methods like power point presentations, group discussions, industrial visits, case study and role play are followed by the faculty. ? To have a continuous teaching and learning process during the Pandemic Situation of Covid-19, Virtual Classes were conducted by all the faculties with a motive to enrich the process of Learning. ? The college has a sophisticated library with subscription to N-List, even departmental library is maintained for the benefit of students and staff. ? All the records are documented in a systematic manner by various departments, office and library.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Basic Computing(Continuing Course)	NIL	10/07/2019	18	NA	Skill Development

#### 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BSc	BSCPCM	12/07/2019
<a href="#">View File</a>		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the

affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BBA	Marketing Management Human Resource Management	17/06/2019
BCA	Computer Applications	17/06/2019
BCom	Taxation	17/06/2019
BSc	Physics, Chemistry, Mathematics	17/06/2019

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

	Certificate	Diploma Course
Number of Students	20	Nil

### 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Jewellery Making	25/07/2019	37
<a href="#">View File</a>		

1.3.2 – Field Projects / Internships under taken during the year

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

### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>? The institution has an effective mechanism of collecting feedback from different stakeholders like students, teachers, parents, alumni etc. A structured questionnaire is framed for each constituent with eight questions and four parameters. The feedback received is analyzed by the Principal and members of IQAC, necessary actions are been taken to improve the infrastructure, teaching learning process and experience of the stakeholders. Students Feedback: Feedback from the students are collected towards the end of the academic year which includes the aspects such as teaching process, academic activities, library, administration, office and canteen. Parents Feedback: Feedback from the parents are collected during the PTA meeting which includes the students' performance and discipline, infrastructural facilities, suggestions and guidance are considered for further developments. Alumni</p>

Feedback: Alumni forward their feedback forms during the alumni gathering, the suggestions are considered for further developments. Career guidance and placements are actively introduced as per the suggestions forwarded by the alumni. Faculty Feedback: For the progress and development of the academic excellence the feedback from faculties is also collected and considered. Faculty feedback is followed for the progress of the curriculum and academic excellence and further institutional development.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	PCM	65	39	21
BCA	Computer Application	65	83	65
BBA	HRM	65	81	62
BCom	Taxation	150	166	135

[View File](#)

### 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	762	Nil	27	Nil	Nil

### 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
28	28	Nil	7	Nil	3

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

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

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

Yes, the college has a formal students mentoring system where each teacher is assigned with a group of students who fills in and maintains the students mentoring record. In the beginning of the academic year, mentor and mentee lists will be displayed in the college notice board, which helps the students to know their mentor. This system helps for the progress of the students both mentally and physically. It also helps in counseling and monitoring their personal and academic issues. The mentees who need professional counseling will be referred to the professional counselor available in the college. The mentor take up the following initiatives to groom their mentees such as regularity of the students, discipline issues, getting to know their family background and suggesting any possible assistance in this regard, identifying the slow and advance learners and guiding the slow learners with remedial coaching and helping the advance learners to develop in their areas of interest. The mentor will inform the students about various activities and motivate them to participate in the same. The mentor

also checks the progress of the students over the years there by help them to achieve his/her potential to build their career in their areas of excellence. The mentor use both formal and informal means of mentoring schemes which aims at addressing conflict in attitudes, behavior, habits and knowledge of students. This system is more effective in the college as the college always provide a very conducive and cordial environment over the year. This system has built healthy relationship between the students and teacher.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
762	28	1 : 27

## 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
4	4	5	5	Nil

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	NIL	Lecturer	NIL
<a href="#">View File</a>			

## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	BCM	I	18/11/2019	23/01/2020
BCom	BCM	III	22/11/2019	23/01/2020
BCom	BCM	V	13/11/2020	23/01/2020
BBA	BBA	I	19/11/2019	23/01/2020
BBA	BBA	III	19/11/2019	23/01/2020
BBA	BBA	V	08/11/2019	23/01/2020
BCA	BCA	I	08/11/2019	23/01/2020
BCA	BCA	III	13/11/2019	23/01/2020
BCA	BCA	V	08/11/2019	23/01/2020
BSc	BSc	I	20/11/2019	23/11/2019
<a href="#">View File</a>				

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

As the institution is affiliated to Mangalore University, the evaluation system in the institution is as per the university norms. For measuring the performance of the students, the faculty will take the following initiatives. Internal assessment will be conducted twice in a semester for assessing the performance of the students. In the class, the faculty of each department will



conduct class test after each unit to evaluate the students' performance. Special attention will be given to cater to the needs of both the slow and advance learners. Continuous internal evaluation of the students is done by the faculty members through innovative teaching pedagogies and techniques like case studies, industrial visit, assignments, project work etc. Due to lock down and pandemic condition students' performance was assessed on the basis of assignments, their past performance and marks they scored in the first internals. To assess the quality of teaching in the institution, suggestions from the students are invited in the form of feedback forms with questionnaires. Suggestion boxes are placed where the students can drop their suggestions and grievances in turn which the respective teachers should make the reforms in the curriculum delivery of evaluation. This system in the institution can build confidence in both students and teachers.

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

Our college being affiliated to Mangalore University follows the academic calendar prepared by the University for Examination. The IQAC ensures that, the college calendar committee adheres to the conduct of schedule of events and examination and prepares the academic calendar of the college and distributes to the students at the time of their admission. The calendar is also distributed to all the teaching and non teaching staff of the college. The examination committee takes initiative in the conduct of the internal examination as per the dates prescribed by the calendar. Due to pandemic, the academic calendar of the even semester was revised (Jan to May). The second and fourth semester students were being promoted to next semester based on the internal assessment and previous year performance. However for the final year students offline exams were conducted as per university norms.

## 2.6 – Student Performance and Learning Outcomes

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

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

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BCA	BCA	BCA	56	56	100
BBA	BBA	BBA	39	33	85
BCM	BCom	BCom	140	104	74

[View File](#)

## 2.7 – Student Satisfaction Survey

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

<https://www.stannesdegreevirajpet.com/naac/2.7.1%20SSS%202019-20.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	NIL	0	0
<a href="#">View File</a>				

### 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
Talk On Career Guidance	Career Guidance and Placement Cell	29/01/2020
Talk on Professional Certification	Career Guidance and Placement Cell	06/02/2020
Talk on Reagents and their ability	Department of Chemistry	17/01/2020
Talk on Polar Co-ordinates	Department of Mathematics	15/02/2020
Workshop on GST	Department of Commerce	18/01/2020
Workshop on Public Speaking and Self Discipline	IQAC Department of Commerce	16/12/2019
Workshop on Filing Income Tax Returns	Department of Business Administration	17/01/2020
Talk on Present Indian Economy	Department of Economics	24/09/2019
Talk on Software Project Management	Department of Computer Application	14/12/2019
Talk on Career Options in Aviation Industry and Tourism Industry	Career Guidance and Placement Cell	14/01/2020
Talk on Investor Awareness	Career Guidance and Placement Cell	21/01/2020

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
00	Nil	Nil	Nil	Nil
<a href="#">View File</a>				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil
<a href="#">View File</a>					

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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

Name of the Department	Number of PhD's Awarded
00	Nil

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Computer Applications	1	00
<a href="#">View File</a>			

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

Department	Number of Publication
Economics	1
Business Administration	2
Commerce	1
Kannada	1
<a href="#">View File</a>	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	2019	0	NIL	Nil
<a href="#">View File</a>						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	2020	Nil	Nil	Nil
<a href="#">View File</a>						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	5	Nil	12
Presented papers	2	3	Nil	Nil
Resource persons	Nil	Nil	Nil	1
<a href="#">View File</a>				

## 3.4 – Extension Activities

### 3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and

Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Disaster Management and Awareness	NSS	4	60
Blood donation Camp	NSS, YRC St. Joseph's Hospital, Mysore	5	80
Free Dental Check-up and Awareness Camp	Coorg Institute Of Dental Science	15	308
Rally on road awareness and Traffic Rules	Lord's Driving School	15	100
Reach for help -Kodagu disaster 2019	NSS (Sneha Welfare Trust, Mysore)	3	20
Computer Literacy Programme	Government School, Athur	5	54
Career Guidance Programme	Career Guidance and Placement Cell (Excel Academy, Bangalore)	4	80
Career Guidance Programme	Career Guidance and Placement Cell (Skill India (GOI))	5	40
Career Guidance Programme	Career Guidance and Placement Cell (Mindificent Management Solutions)	10	155
Seed Ball Making	NSS, YRC Nature Club (Muliya Jewellers)	20	240

[View File](#)

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	Nil

[View File](#)

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Annual Camp	NSS	NSS Annual	20	60

		Camp		
World environment day celebration	NSS	World environment day celebration	20	48
International Yoga day celebration	NSS	International Yoga day celebration	5	106
Vanamahotsava celebration	NSS	Vanamahotsava celebration	10	45
Population Day	NSS	Awareness Programme to the Tribal Villagers of Hebbale Patna.	1	15
Literacy Week	NSS	Awareness about the impotence of Education	1	10
Independence day celebration	NSS	Independence day celebration	25	680
Sadbhavana day	NSS	Sadbhavana day	25	685
AIDS Awareness Programme	NSS	AIDS Awareness Programme	4	60
Blood donation Camp	NSS YRC	Blood donation Camp	5	80
<a href="#">View File</a>				

### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NIL	NIL	NIL	0
<a href="#">View File</a>			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	Nil	Nil	NIL
<a href="#">View File</a>					

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

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

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
200	96.23

4.1.2 – Details of augmentation in infrastructure facilities during the year

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

### 4.2 – Library as a Learning Resource

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

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

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	517	144148	5	21617	522	165765
Reference Books	1028	368255	31	9665	1059	377920
e-Books	129	Nill	Nill	Nill	129	Nill
Journals	32	Nill	Nill	Nill	32	Nill
e-Journals	1	35400	Nill	Nill	1	35400
CD & Video	104	Nill	Nill	Nill	104	Nill
<a href="#">View File</a>						

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nil
<a href="#">View File</a>			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	52	2	1	0	0	1	0	4	0
Added	10	0	32	1	0	2	3	21	2
Total	62	2	33	1	0	3	3	25	2

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

25 MBPS/ GBPS
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##### 4.3.3 – Facility for e-content

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

#### 4.4 – Maintenance of Campus Infrastructure

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

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

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

**Policies for Maintaining and Utilising Physical Facilities:**

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

**Academic and Support Facilities**

1. **Laboratory**
  - The computer science lab is under the supervision of the head of the department of BCA.
  - A service provider is appointed to maintain and update all the computers and software.
  - The computer lab assistant is always available in the lab to guide the students.
  - The IQAC ensures that the IT facilities are updated according to the new systems.
  - The damaged systems and hazardous parts are regularly sent to the scrap vendors and few e-wastes are utilized to be displayed in e-waste Lab.
2. **Library**
  - The institution has established Library Advisory Committee with Principal as chairperson and its members are librarian, HODs and three student representatives.
  - The library is

available to the faculties and students from 8 A.M to 5 P.M to enable the users to utilise the resources beyond the class hours. • The users must enter their name, date, time and signature in the register before using the library books and also e-resources. • The subject wise arrangement of the books and its replacement is done by the assistant librarian. • The students are supposed to use only the systems allotted to them in the library. • It is supervised such that the internet and Wi-Fi facilities provided are not misused or damaged. •

Insecticides are used to protect the books from white ants. 3.

Sports/Recreation room • The Sports Committee consisted of Principal, Physical Director and eight Student Representatives. • The committee prepares plan of action for coaching, preparing the students for tournaments, university, state and national competitions. • The physical director maintains a register where the students have to enter date, time and signature before using the sports equipments. • IQAC supervises the maintenance of sports/ recreation room regularly. 4. Classrooms: • Every classroom has sufficient furniture and its maintenance is supervised by the class in-charges and the student representatives. • The services of the house keepers are utilised to maintain the cleanliness in and around the campus. • Students are sensitized regarding the cleanliness to be maintained in the classroom and also motivated for energy conservation by careful use of electricity. • The college development fund is utilized for maintenance and minor repair of furniture and other electrical equipments. To ensure the maintenance of classrooms and related infrastructure the management of the college has deputed technicians, masons and plumbers.

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

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	Nil	Nil
Financial Support from Other Sources			
a) National	SC/ST, Minority, OBC	188	772520
b) International	Nil	Nil	Nil
<a href="#">View File</a>			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Mentoring	02/09/2019	762	BCOM/BBA/BCA/BSC
Personal Counselling	02/07/2019	26	ICTC Counsellor • Govt. Hospital, Virajpet. • DMHP
Yoga Meditation	01/08/2019	47	Department of Physical Education
Bridge course	17/06/2019	42	BCOM/BBA/BCA/BSC
Remedial coaching	21/08/2019	120	BCOM/BBA/BCA/BSC



[View File](#)

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Career Counselling	Nil	183	Nil	49

[View File](#)

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

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

## 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
Nandi Toyota	28	14	• SwisBrigo • Eureka Forbes • Infosys Bosch	60	35

[View File](#)

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	74	BCA/BCOM/BBA	BCA/BCOM/BBA	Various	MBA, MCA, MSc, M.Com, MSw

[View File](#)

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

Items	Number of students selected/ qualifying
Any Other	1

[View File](#)

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

Activity	Level	Number of Participants
Ramp Walk	Inter Class	120
Hair style competition	Inter Class	33
Carol Singing Competition	Inter Class	77
Star Making	Inter Class	78
Solo Singing	Inter Class	40
Flower Arrangement	Inter Class	21
Mehandi Competition	Inter Class	58
Solo Dance Competition	Inter Class	24
Inter class Cricket Tournament	Inter Class	208
St. Anne's Cup Basketball Tournament	State Level	40
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### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Dr. M M Chengappa Memorial Quiz Competition	National	Nil	1	00	Saman Suzain Devika T J
2020	Uttam 2020	National	Nil	5	00	Aiyappa T J, Nanaiah K A, Saman Suzain, Devika T J, Huda Thamanna, Chris David, Sinsha, Jashika, Thanushree
2020	Sankalp	National	Nil	2	00	Huda Thamanna, Vinith Kaverappa
<a href="#">View File</a>						

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

Student council is the voice of the student body and the purpose is to promote sports and cultural importance in the era of globalization, which will help

students to gain leadership qualities, encourage personal growth, share students' ideas and interests. Student Council Constitution •To keep away from the influence and interference of political bodies in the academic atmosphere, we have avoided elections in the premises. • The student representatives are nominated as office bearers. • The nominative board consists of the Principal, IQAC members and Faculties. • The board nominates the President from final years, Vice President from second years and Secretary and Joint Secretary from first years. • After the nomination of representatives, the inauguration of student council will be arranged as per the action plan. • The Principal and the IQAC coordinator will elaborate the responsibilities to the nominated representatives. Role and Responsibilities of Student Council •To work with staff, management and students. •Student representatives are made to involve in all the college activities. • The auxiliary bodies like NSS, YRC, Nature Club, Women Cell etc, will nominate the representatives from their individual wings. • The IQAC, departments and the auxiliary bodies list out all the activities to be done as per action plan for the academic year. • The IQAC ensures the active participation of the students in all the activities. • The IQAC arranges the meetings with student council members to discuss about the activities to be carried out for the academic year. • The suggestion on the academic activities by the student council members is also taken into consideration. • Student representatives are given in-charge of the maintenance of garden and cleanliness of the campus • The class representatives are responsible to supervise the discipline and cleanliness of the classroom under the guidance of teacher in-charge.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

631

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Meetings held: 5 Activities : Talk on "E- COMMERCE" by alumni Talk on "GST" by alumni

### 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)

1. The institution practices an internal audit. An internal administrative and academic audit committee is framed by the IQAC, which contributes quality sustenance and quality enhancement in administrative and academic activities through periodical reviews. The committee comprise of the Principal and Heads of all the Departments. Periodical review is made regarding the completion of syllabus on allotted time. Periodical verification is made regarding the maintenance of attendance registers, work diaries, marks registers, remedial classes, life skill classes and extra-curricular activities. The committee also reviews the administrative activities periodically on maintenance of accounts, stock registers etc. 2. Formation of different auxiliary bodies comprising faculty members and student representatives, of the college. The auxiliary

bodies act according to their guidelines and nature of work. They coordinate academic activities of the college.

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

Partial

## 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	? ? The College is affiliated to Mangalore University, syllabi are framed by the University Boards of studies. Introduction of Choice Based Credit System (CBCS) where the students are privileged to opt electives courses to enhance their knowledge. ? Teachers attend curriculum related workshops to improve their curriculum delivery and make constructive suggestions.
Library, ICT and Physical Infrastructure / Instrumentation	? ? The library is equipped with NLIST E-books and journals which gives the access to the students and faculty members. The library is partially automated with Easylib software. The library updates the library resources at regular intervals. The new comers, both staff and students are given an orientation on effective use of library resources. The feedback is taken from staff and students and suggestions were given to improve the library services. ? The faculties and students have the access to use Wi-Fi facilities. ? Online classes are conducted through zoom meeting, google meet and recorded classes.

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

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

Internal assessment marks of the students are uploaded on the official Mangalore University's online portal. ? Examination hall tickets are also downloaded from the Mangalore University official website.

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Mr. Shanthi Bhushan	New approaches to sustainable development	St. Josephs First Grade College, Hunsur	500
2019	Mrs. Hema B D	New approaches to sustainable development	St. Josephs First Grade College, Hunsur	500
2019	Mr. Sanketh A P	New approaches to sustainable development	St. Josephs First Grade College, Hunsur	500
2019	Mr. Joyson Lobo	Choice based credit system CBCS implementation	Sri Durga Parameshwari Temple First Grade College, Kateel	400
2019	Mr. Ajay Mathew	Choice based credit system CBCS implementation	Sri Durga Parameshwari Temple First Grade College, Kateel	400
2019	Mrs. Hema B.D	Choice based credit system CBCS implementation	NITTE and DR NSAM FIRST GRADE COLLEGE	404
2019	Mrs. Nirmala M.T	Choice based credit system CBCS implementation	NITTE and DR NSAM FIRST GRADE COLLEGE	404
2019	Mrs. Trupti Bopanna	Choice based credit system CBCS implementation	St. Aloysius Autonomous College, Mangalore	400
2019	Mrs. Sunitha S	Choice based credit system CBCS implementation	St. Aloysius Autonomous College, Mangalore	400
2020	Mrs. Drishya	Future	Govt. First	1500

	K P	dimensions in Higher education and Quantum leap in technology	Grade College, Madikeri in collaboration with Sahyadri College of Engineering and Management, Mangalore
<a href="#">View File</a>			

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Communicative English	Communicative English	19/10/2019	19/10/2019	27	3
<a href="#">View File</a>						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
YRC programme officers training	1	12/02/2020	12/02/2020	1
Recent Novel approaches in Chemical Sciences	1	12/02/2020	12/02/2020	1
Future Dimensions in Higher Education and Quantum leap in Technology	1	22/02/2020	22/02/2020	1
Choice based credit system CBCS implementation	1	05/07/2019	05/07/2019	1
Choice based credit system CBCS implementation	2	21/12/2019	21/12/2019	1
Choice based credit system CBCS	2	06/07/2019	06/07/2019	1

implementation				
Workshop on First semester CBCS B.com Programme	2	29/06/2019	29/06/2019	1
<a href="#">View File</a>				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	8	Nil	1

6.3.5 – Welfare schemes for

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

**6.4 – Financial Management and Resource Mobilization**

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

<p>1. External Financial Audits The management appoints external auditor to audit the accounts of the college every year. The income and expenditure are verified by checking the daily transactions. The external auditor verifies receipts and vouchers of daily transactions and prepare income and expenditure account. The audited statement is obtained by the management from external auditor.</p> <p>2. Internal Audit The institution conducts Internal Audit which is done by the Principal and Correspondent on the matters relating to physical facilities and finances. There is an Internal Academic and Administrative Audit committee set up as a part of internal Audit.</p>
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6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL

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## 6.4.3 – Total corpus fund generated

00

**6.5 – Internal Quality Assurance System**

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	LIC VISIT (MANGALORE UNIVERSITY)	Yes	PRINCIPAL and HODS
Administrative	Yes	MDES, LIC VISIT (MANGALORE UNIVERSITY)	Yes	PRINCIPAL and HODS

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

? ? Regular meetings with parents for improving regularity and performance of students. ? There are regular meetings with the PTA representatives. For the development of the college, The PTA representatives actively participated in programmes of the college and extended their support ? Supporting institutional ethics and values.

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

? Support Staff is given part in all academic and non-academic activities. ? Jobs given on compassionate grounds to family members of support staff ? The college encourages for higher education - distance learning/correspondence

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

? ? Biometric system has been implemented for staff ? All the seven criteria of NAAC are assigned to the staff members as criterion heads for quality assurance and enhancement ? New building has been constructed for the initiation of post-graduation course. ? The Career Guidance and Placement Cell has initiated with the training sessions by the placement officer to the final year students to improve the employability skills.

## 6.5.5 – Internal Quality Assurance System Details

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

## 6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Communicative English	19/10/2019	19/10/2019	19/10/2019	30
2019	Workshop on leadership and self-management	16/12/2019	16/12/2019	16/12/2019	165



2019	Workshop on public speaking	16/12/2019	16/12/2019	16/12/2019	174
<a href="#">View File</a>					

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Talk on Gender Equity	02/09/2019	02/09/2019	250	Nil
Talk on Drug Awareness	21/12/2019	21/12/2019	199	147

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

Percentage of power requirement of the University met by the renewable energy sources
1. Green Drive 2. Installation of Power Saving LED lights in the Campus

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Rest Rooms	Yes	1
Physical facilities	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	Nil	1	18/06/2019	1	Green Drive (Environmental Day)	Afforestation	48
2019	Nil	1	03/07/2019	1	Vanamahotsav Day	Afforestation	60
2019	Nil	1	14/09/2019	7	Seed ball making and seed bombing	Afforestation	240
2019	Nil	1	06/12/2019	1	Health Camp	Public Health	45
2019	Nil	1	07/12/2019	1	Aids Awareness	Public Health	60

					Day		
2020	Nil	1	23/01/2020	1	Blood Donation camp	Public Health	40
2019	Nil	1	02/10/2019	1	Swachh Bharath abhiyyan	Clean Environment	50
<a href="#">View File</a>							

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

Title	Date of publication	Follow up(max 100 words)
COC for Students	03/06/2019	<p>1. Students should attend college prayer at 9.30 a.m and should remain within the campus till 3.30 p.m. 2. Ragging in any form is strictly prohibited. 3. Use of mobile phones in the college premises is strictly prohibited 4. Smoking, use of any form of drugs or alcoholic drinks is strictly prohibited in the college premises. 5. Any damage to the college property should be made good by the concerned students. 6. Students are not expected to go out of the campus during their class hours. 7. In the case of any offense, the case will be referred to the grievance redressal cell.</p>
COC for Teaching Staff	03/06/2019	<p>1. Every staff is expected to take care of discipline of the students within the campus. 2. Staffs are not allowed to conduct tuitions for the students of the same institution for the monetary benefits. 3. The staff should not collect any money under any pretext from anyone including students, except when he/she is specifically authorised by the management in writing for any particular fund raising program. 4. No staff shall associate</p>

with any political party or take part in any other organisational activity, which is not in line with the duties and ethics of teaching profession. 5.

Staff should avoid conflict between their professional work and private interest which could reasonably have a negative impact on the institution. 6. Staff should treat all the students equally. They should not be partial to any student based on caste, religion and language. 7. Staffs are not allowed to carry mobile phones to the classrooms during the class hours. 8. All staff members are expected to be actively participating in all the events or programmes organised in the college. 9. Social media should not be used in contrary to the rules and regulations and dignity of the institution. 10. Any form of women harassment issues should be brought to the notice of the co-ordinator of the Women Harassment cell or the Principal. 11. Abusive language in the college campus is strictly forbidden. 12. The staffs agree to execute all the work assigned to him/her by the Head of the Institution and the Head of the Department from time to time honestly and sincerely. 13. Staffs should maintain decorum both inside and outside the class and set a good example to the students.

COC for Office Staff

03/06/2019

1. Office staffs are expected to be present before 9a.m and stay up to 4.30 p.m in the college. 2. The total

casual leave allowed to the office staff in an academic year is 12 days.

3. Except Sunday's and Government holidays, office should be kept open.
4. All the Letter of correspondence should be filed and maintained properly.
5. Any information requested by the teaching staff should be provided without delay.
6. Regular updates of the University websites should be made known to the principal and the teaching staff.
7. The accountant must remit the fee collection amount to the bank regularly.
8. Books of accounts must be maintained regularly and timely.
9. For every fee collection fee receipt should be issued.
10. Bills or voucher must be maintained regularly for every expenses made.
11. Whenever principal and teaching staff asks for any statistics, it should be given on time.
12. Dealing with regard to any issues with students, staff and parent's office staff should be kind, fair and honest.
13. While applying for C.L, office staffs have to give in writing atleast a day prior to the date of leave. In case of emergency, the staff can request for the permission over the phone before 9 am on the same day.
14. No office staff shall associate with any political party or take part in any other organisational activity, which is not in keeping with the duties and ethics of the profession.

Activity	Duration From	Duration To	Number of participants
National Yoga Day	21/06/2019	21/06/2019	105
International literacy Week	10/07/2019	10/07/2019	24
Population Day	11/07/2019	11/07/2019	105
Independence Day Celebration	15/08/2019	15/08/2019	85
Sadbhavana Day	22/08/2019	22/08/2019	730
Republic Day Celebration	26/01/2020	26/01/2020	87
<a href="#">View File</a>			

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

Use of organic manures and fertilizers in the college garden
Installation of Power Saving LED lights in Campus
Planting of saplings (both perennial seasonal) inside the campus
Herbal garden
Water Purifier been installed for refilling the drinking water.

#### 7.2 – Best Practices

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

Best practice 1 1. Title of the Practice 'Maintenance of Harmonious Workplace Relationships'. 2. Objectives of the Practice Objectives/underlying principles of the above practice We spend 40 hours a week in the work place for the students, resulting in the need to learn how to work with and manage inter-personal relationships. Inside the institution we manage to be kind and gentle with each other and also with our students. We avoid using harmful words and try to use supportive and helping words which are necessary for the work culture. We support, inspire and instil confidence to each other, and we are ready to apologise for the mistakes and a willingness to recognise the areas for improvements. 3. The Context We believe that for the quality sustenance and quality enhancement in our workplace there is a definite need for the individuals to know how to work with harmony and cooperation. • This understanding helps us to work for curriculum delivery without losing our spirit. By our conscious efforts, we try to avoid frictions and if at all any misunderstanding between the faculties occurs, we find a way to solve it by open discussions and mutual communication. • This conscious practice helped our professional growth and maintaining good academic atmosphere in the college. 4. The Practice The quality of human relationship can affect individual performance and professional growth, as well as collective performance which impact the college though, we get focused on tasks. Teaching and meeting the deadlines we cannot forget the human side of things. Our college has 25 faculties and 3 administrative staff and 740 students and to realise the vision, we have to work together as people and cannot isolate our personalities. We live like family in the work place. While we teach human values to the students we also internalize it and as far as possible we try to maintain patience and avoid ill mannered behaviour and rudeness towards each other. Management and the principal always cheer us with an encouraging work when they find our good work. IQAC also appreciate when one among us contributed an innovative idea. The most common trend is to compete but we try to avoid competing with each other. Our work place provides an opportunity for a variety of meaningful relationships. None of the teachers are exposed to

wrong kind of influences and we also take care about our students falling into negative influences. That is the reason why we have avoided elections to the student council.

5. Evidence of Success

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

6. Problems Encountered and Resources Required

In any human setup problems like conflicts, misunderstandings and frictions do occur. Narrow and parochial behaviour in certain situations creates misunderstandings and differences among the staff and students. When we personalise these negative factors we cannot do justice for the better curriculum delivery in the classroom. Enmity, hatred, conceit behaviour are the great obstacles to keep the positive mood in the workplace. The mood of the faculty and the behaviour influences the emotions of the students in the classroom. Positive mood is one of the important pre-requisite for teaching. Therefore there is a need to develop a balanced approach to avoid mood swings. Patience, acceptance and understanding the life and situations help us to ease the tension. Therefore positive attitude is a great emotional resource but we are aware that it has to be constantly watched and practiced.

Best practice 2

1. Title of practice 'Generous Fee Concession'.
2. Objectives of the Practice Another important area of our best practice is fee concession to the students who are not able to meet the institutional fee expectations. As per our vision, we are compassionate towards those students who are economically weak and desired to pursue their graduate programme in our college. Our objective is to provide higher education to as many students as possible and nobody should be deprived of education due to financial constraints.
3. The Context/Challenging issues This institution is not getting any external financial support like UGC funds and grant-in-aid. It is managed mainly on the resources based on fee collection from the students. In the local area, people generally lack the attitude of encouraging and supporting the educational institutions and sponsoring the education of poor students. Providing education is the main priority for us and giving fees concession takes away very large amount which otherwise could be utilised for developmental purposes and campus improvements. This is the biggest challenge the institution is facing today.
4. The practice It is expected that higher education in India aimed for intellectual development and integrated personality of the students, and our institution is not an exception. Even though we face financial constraints, opportunities are given to economically weaker students to study in our college according to their choice. Fee concession is given to the students in all the three streams - B.Com, BBA and BCA. It requires sincere efforts and firm action by all the right thinking management members to mobilise funds for the cause of education. The fee concession also prevented discontinuation of education for many students. We considered fee concession is the best investment and hoping that our students will indeed serve the society in the future. We also aim that student should be economically self sufficient so that they should be able to contribute for the nation building.
5. Evidence of Success The fee concession facility provided by the institution has successfully increased the number of admission all over the years the institute has not entertained any personal canvassing or advertisement through any media or has not visited any institution for manipulating the minds of the students. Even in this present scenario of the environmental crisis the policy has helped many a students without any

discrimination of Caste, Community and Religion to choose from the courses offered and thereby secure their future. 6. Problems Encountered and Resources Required For the overall development of the institution and its infrastructural facilities, the approximate amount required is around 1.5 crores. Sometimes faculties contribute money for fee concession and most often it is kept confidential. We formed Alumni association in 2017 and their contribution for the students' welfare is yet to be framed. The cost of living of the local area is quite high and most of the parents are not able to contribute extra finance other than the prescribed fees. This area is predominantly an agrarian area and most often susceptible to the vagaries of nature and therefore people are economically weak. This is the biggest problem to generate funds for fee concession. Since the college is established in the semirural area, industrial collaborations and linkages with the concerned organizations is also a constraint. We are yet to plan activities within the campus which generates funds.

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

<https://www.stannesdegreevirajpet.com/naac/Best%20Practices1.pdf>

### 7.3 – Institutional Distinctiveness

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

Our vision statement is not only emphasized on knowledge and skills for employability, but also for responsible citizenship. Apart from regular curriculum delivery we have decided to work to impart lofty thought the students and there by motivating him/her to respond to social needs and responsibilities. Our vision also considers that education is a medium to impart the legacy of cultural, social and political values to the younger generation. Modern society is facing many challenges despite economic and technological progress, and students need to be empowered to manage them without losing their self-esteem. Distinctiveness of the institution lies in this area. IQAC has planned to create "social awareness programs" to instil a positive attitude among the students. We think that it is absolutely essential for the student to understand the society of which he is apart and if is aware of the problems, needs, owes of the society he would truly derive the meaning of life. It encompasses such activities relate to the following areas Alcoholism, Black money, child abuse, communalism, corruption, violence against women, dowry, farmers suicide, illiteracy suicide, wasting food, juvenile delinquency to mention the few. Each faculty is assigned with a topic and expected to collect sufficient information resources before facilitating to the students. Such information is also documented under the preview of IQAC. Teachers are expected to discharge adequately their responsibilities on the dates prescribed by the IQAC. During the process student's attendance is strictly maintained. Power point presentations are used in these awareness programs. Apart from the above defined programs class mentors help the students to deal with the negative influences and tell them that how stress will help or hinders us depending on how we react to it during the course of their lectures. This approach has enhanced academic performance of our students while comparing to the other local institutions. Attuning with vision statement NSS takes a leading role in order to develop students' personality through physical labour, service and give them an experience of good life. Activities designed by the coordinator creates the feeling of "Not me... but you" among the participants. Thus, the thrust area of this college is to "reach the society" rather than confining with prescribed syllabi. Students should realize that their knowledge, labour and energy is not for them alone, but important for the entire society. Our distinctiveness lies in this factor and stands different



from others.

Provide the weblink of the institution

<https://www.stannesdegreevirajpet.com/naac/7.3.1%20DISTINCTIVENESS%20OF%20THE%20INSTITUTION.pdf>

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

- To start with Post Graduate Programme (M.Com)
- To organize intercollegiate quiz, tournament and cultural fest
- To encourage the faculty to enroll for research programmes (Ph.D) and also motivate them to present and publish research papers in UGC recognized journals.
- To develop research culture in the campus by encouraging students to participate in seminars, Conferences, also take up internship and project work.
- To make students' aware about MOOC and encourage them to register for various courses.
- To organize On-Campus recruit drive for the present and passed out students.
- To promote a plastic free and green campus.