



# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**DR. B. B, HEGDE FIRST GRADE COLLEGE KUNDAPURA**

**VISHALAKSHI B. HEGDE CAMPUS, SANGAM KUNDAPURA  
576201**

**[www.bbhegdecollege.in](http://www.bbhegdecollege.in)**

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**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

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# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Dr. B. B. Hegde First Grade College is the most eminent organ of Coondapur Education Society (R.), Kundapura which was founded in 2010 by the ambitious personality Sri. B. M. Sukumar Shetty, President of the society & Correspondent of the College. The College is situated on a lush green country-side on the bank of river Varahi. Initially, in the year 2010, there were only two Under Graduate (UG) programmes - B.Com & BBM with 130 students. Over the years the College succeeded in carving a niche for itself in the academic arena. Presently, the College can boast itself to have four UG programmes with 1112 students, about 48 qualified faculty members supported by a well dedicated non-teaching fraternity. Another attracting feature of the College is that the girl students outnumbered the boys during the preceding academic years. This symbolizes the discipline, safety and security prevailing in the institution.

The College has truly pursued the Vision of Coondapur Education Society with a motto- “Moulding the future generation for a better tomorrow” that believes in educating the poorest of the poor. The College is a premier institution in fulfilling its social responsibilities by providing fee concession and free mid-day meals to the students belonging to the socio-economically weaker sections of the society.

The College has well equipped classrooms, laboratories, auditorium, canteen and a knowledge centre – the library. The students have excelled in the field of academics, cultural and sports and have brought laurels to the institution. As of now, the College has bagged two University ranks and eight Gold medals and expecting many more in the years to come. In sports, the College is holding first position in the Udupi District and 9th position at the University level. Many of the students have represented the University at All India Level Sports/Games and secured the medals. The Institution has also placed on a record in the cultural activities at the University level. The College keeps no stone unturned to maintain the quality of education with the entire learning ambience inside the campus.

This summary gives a gist of the Institution’s multidimensional growth.

### **Vision**

Ensuring quality higher education to the socio-economically disadvantaged sections of the society

### **Mission**

- To meet the growing demand for quality education and educate the poorest of the poor
- To mould the students as capable, caring and sensitive youth of higher calibre
- To motivate the students to play a prominent role in nation building with humane attitude and social concern
- To formulate the policies for student support initiatives
- To use the latest technology in the educational processes and practice integrated approaches in academic endeavours
- To mould the students into knowledgeable citizens of the country with character and integrity

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

- The College has committed and far-sighted Management body.
- The College campus is situated in a serene and pollution free area and gender friendly environment for students and faculty members.
- Experienced and dedicated teaching faculty members.
- The institution is equipped with state of the art infrastructure facilities with spacious classrooms, vast playground, ICT enabled classrooms, full-fledged labs and library with advanced e-learning resources.
- The student friendly approach has attracted students from Udupi district and outside districts whereby the number of students over a short span of time has increased considerably which denotes quality of the institution.
- Selfless determination to provide quality education at an affordable cost to all sections of the society and the fee concession policy of the institution has benefitted more number of students to get quality education and excel in sports and cultural activities.
- Adoption of socio-economically deprived students by philanthropists.
- The institution is offering - Integrated coaching programs for All India Level/State Level Civil Service and Banking Service examinations, Professional courses like Chartered Accountancy(CA), Company Secretary(CS), Post Graduate Common Entrance Test (PGCET) and Soft Skills training.
- Free and nutritious mid-day meal for socio–economically poor students.
- Above 90% University examination results, ranks, gold medals, good record in sports and cultural activities.
- Mentorship system for continuous monitoring of students' progress.
- Transparency in the admission process with due weightage to merit, Government reservation policy and fees structure.
- Co-curricular and extracurricular activities for the all-round development of the students.
- CSR funds have been secured from banks and other charitable institutions in the form of computers, mid-day meal funds, drinking water coolers, sponsorship for sports events and library books.
- The College has signed ten MoUs with Corporates/HEIs/ Career consultancies.
- Drop out ratio of the students is very less.

### Institutional Weakness

- Not yet secured any financial grant from State Government or UGC.
- Majority of the students are first generation learners of socio-economically backward sections with low esteem and English language fluency and hence find facile to communicate in Kundagannada-vernacular dialect- the language of the region.
- Due to University affiliation-compulsions, the institution is unable to decide its own curriculum, course fee and can't start new courses.

### Institutional Opportunity

- The institution can embrace ICT to the brim in teaching, learning and evaluation.
- Institution is eager to sign MoUs with Higher Education Institutions, HR training institutes, NGO's,

corporate enterprises etc.

- The College wants to use the Massive Open Online Courses (MOOC) for both the faculty members and students.
- The institution is interested to introduce new courses like B.Sc. in Fashion Designing and Computer Animation.
- Strengthen the systems of e-governance to reach out to all the stakeholders- Parents, Students and Donors etc.
- The College is interested to establish Academy for Kundagannada Adyhyana Kendra.
- The Institution will strengthen the Alumni Association for mobilising resources- financial, social and physical.

### **Institutional Challenge**

- To compete with well-established institutions, Autonomous colleges, Deemed to be Universities which have more labour market oriented courses, and hence become difficult for the University affiliated institutions to introduce new courses.
- The presence of Govt. First Grade Colleges of the districts, charging low fees has become a challenge to increase the course fees of the institution.
- Retention of the meritorious faculty members if the counterparts offer attractive pay scales.
- Balancing between educational excellence and serving the socio-economically poor sections, becomes difficult during the situations like corona pandemic.
- Obtaining salary grant in aid from the Government of Karnataka and UGC.
- Facilitating doctoral research/minor research programmes for the faculty members.
- Improving the level of employability skills of the rural students.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

With an intention of 'moulding the future generation for a better tomorrow', Dr B B Hegde First Grade College was established in June 2010. Being affiliated to Managalore University, it is striving for excellence to meet the flexibility required in the curriculum by offering B.Com, B.B.A, B.C.A and B.Sc. programs under CBSS and CBCS. The curriculum, admissions and evaluation processes are followed as per the guidelines prescribed by the University and State Government. The action plan for the academic year concerned is prepared as per the academic calendar of the University. The academic calendar includes a detailed schedule of the events to be conducted within the stipulated time- frame.

Many departments conduct bridge courses to bridge the gap between the previous and the present course. The College gives priority to socio-economically backward communities in admission and education. In order to keep pace with the changing scenario, the College offers various certificate courses to enrich the quality of regular degree programmes, life skills, employability skills and personality development among the students. The programmes are assessed by collecting structured feedback from the different stakeholders. The students are encouraged to participate in various co-curricular and extracurricular activities.

### **Teaching-learning and Evaluation**

The College is dedicated to educate the direst youth. The mission evolved, therefore is 'educating the socio-economical weaker sections by providing the best of the facilities'. To move in tandem with the aim and mission, the institution supports a large number of students by providing facilities like fee concessions, scholarships, free mid-day meals and others.

In order to have an effective academic environment, various committees are formed under the guidance of the Principal. Plan of action - Time-table, scheduling of internal assessment exams, forming of associations and other curricular and co-curricular activities to enhance the skill sets of the students are set out by the IQAC.

The College recruits talented teachers and encourages their personal growth by supporting them to pursue higher education, research and publication and knowledge up-gradation. In order to strengthen the student-teacher relationship, 'mentor - mentee' mechanism is implemented. Innovative teaching methods like internships, field visits, field surveys, PPTs on the knowledge acquired thereon and mini-research project work are emphasised. Advanced learners as well as slow learners are given proper attention by providing coaching and guidance, reference books. These strategies helped the students in the yesteryears to score more marks than their expectations.

The College is grooming the students by preparing them to excel in their upcoming professional life and thereby establishing the link between the society and the institution as proud alumni. The students' character is moulded by inculcating the values and their talents are honed to develop them as responsible citizens.

### **Research, Innovations and Extension**

The College has been sanctioned with the project- Unnat Bharath Abhiyan, a programme of MHRD, GOI, wherein a survey of five villages – Vandse, Keradi, Trasi, Gujjadi and Ajri in collaboration with District Administration was conducted.

Various workshops, seminars and FDPs are organised for faculty members and students wherein eminent resource persons representing different knowledge-domains are invited. Staff members are encouraged to participate in workshops, conferences, present and publish research papers and books under ISSN & ISBN.

A series of extension activities focused on inculcation of cleanliness wherein students are actively involved in 'Swacha Bharath Abhiyaan' during NSS annual and one-day camps. Blood donation camps are also organised regularly in collaboration with Red Cross Unit, Kundapura. Awareness programmes on 'Helmet Compulsory' and 'Gandhian Philosophy' are also organised.

Students of Women Empowerment Cell organised awareness among the public to 'Save Girl Child'. Rovers and Rangers volunteers took part in 'Mangrove Sapling Plantation' and visited 'specially-abled school' to comprehend values of community service. Volunteers of Eco-Club have planted more than 450 saplings. All of these initiatives have instilled a large measure of social responsibility and community service among the students.

During last five years, 48 extension activities of above nature were conducted and 67 awards/appreciations were received. Altogether 3,520 students participated in these activities.

The College has many functional linkages with industries and institutions for 'Internship and Mini-research Projects' to give practical exposure to the students in managerial, employability and corporate soft skills. To

consolidate these initiatives, the College has ten functional MOU's.

### **Infrastructure and Learning Resources**

The College Management has developed adequate infrastructure and learning resources. Situated on an expansive campus of 2.3 acres of land, the college building has 22 classrooms and four laboratories. Moreover, it also has an indoor auditorium of 1,500 seating capacity, an open air arena, canteen, play ground with fixtures, purified water cooler at two joints, drinking water dispenser in every Floor, napkin disposal facility in the washroom and vehicle parking for both staff and students. Indoor games facility for Shuttle Badminton, Table Tennis and Chess also exists on campus.

Various cultural activities are organized on campus throughout the year. Separate trainers are made available for students in sports, games and cultural activities.

Besides individual departmental libraries, The College Library is well stocked with books, periodicals, CDs, reference books, and academic study materials. The college subscribed various e-journals and e-books, and INFLIBNET.

The College has BSNL FTTH broadband facility with the plan 80000/Bharat Fiber superstar 300 for Lab and Fast net: 100 mbps\_750GB\_2mbps\_UFN\_DIAMOND for College office, Principal chamber, computer labs, library and IQAC office.

The ICT resources have been sufficiently strengthened in the institution with the students to computers ratio-1112: 86, giving a percentage of 7.73

Annual maintenance contract is entered into for most of the hired services and electronic equipments. The College undertakes regular maintenance of all electrical wiring and plumbing system and sanitary wares. Regular inspection and repair work of furniture in the classrooms is conducted.

### **Student Support and Progression**

The College is providing free-ships and academic prizes to the meritorious and deserving students along with the scholarships provided by the government. SC and ST and other backward students are immensely benefitted from various government schemes.

The institution has a transparent mechanism for timely redressal of students' grievances including sexual harassment and ragging. Women empowerment cell and Anti-sexual harassment cell have been established to make the girl students' feel safe.

Through well-structured training programmes on soft skills, competitive examination skills and career counselling, students are guided to have a timely career choice.

The sports students are supported for various competitions by providing sports uniform, equipments, fee concessions etc. Based on the cultural talents, the students are provided with trainings for various cultural activities. The College NCC, YRC, Rovers and Rangers, NSS units etc. encourage the students to pursue holistic development of their personality.

The Alumni Association meeting of the College is conducted every year that strengthens the tie between the former students and the institution. The functional Alumni Association contributes significantly to the development of the institution through financial assistance like sound systems, wall clocks, water purifiers, dust bins, buckets, flower pots, almirha and lecterns. In addition to that they also support non-financial assistance like guest lectures, alumni day celebration and as public representatives.

### **Governance, Leadership and Management**

The governing council of Dr B B Hegde First Grade College, Kundapura has framed the Vision and Mission of the institution. The academic and administrative activities are designed and carried out in agreement with the policies and the strategic plans to meet the desired outcome. First, the Coondapur Education Society (R.), the top decision making body, headed by its President and Correspondent is managing the College through a Governing Council that takes care of policy decisions. Second, the governing council is the core of the second layer that consists of members of various sections of the society. The Principal is authorized and responsible to carry out the effective functioning and execution of the policies and programmes.

The Internal Quality Assurance Cell (IQAC) continuously monitors the co-curricular and extra-curricular activities of the College. IQAC along with College Academic Council plans and ensures the strategies for improving the teaching-learning process.

Institution has well-defined forums/cells/associations/clubs/committees along with the PTA and Alumni association to ensure complete functioning of the College activities. The Office of the College is headed by the Office Superintendent and assisted by the accountant, clerks, and other menial staff. The College has the separate wing of staff in-charge of different administrative responsibilities like admissions, examinations, scholarships, placements, student welfare, etc.

Financial audit and compliance with the audit findings are ensured. Transparency is maintained at all levels of accounting. All the College accounts are subjected to internal and external auditing.

### **Institutional Values and Best Practices**

In order to enhance the safety and security, the College has installed CCTV, counselling facility, medical examination, movement register, first aid training programmes, fire extinguishers, common rooms, common helpline number etc. The College, in its attempt to generate gender equity and sensitization, organizes diverse programmes under various forums and associations. To conserve the energy, it has LED tubes. As a waste management practice, the College installed waste storing bins and signed MOUs for waste disposal. The campus has Rain water harvesting system. To create disabled-friendly and barrier free environment, the Institution encompasses ramp, lift, display boards, signposts and disabled-friendly washrooms.

The College, together with transparent admission policy and celebration of diverse festivals, imparts a few distinct academic and administrative programs to evolve zero tolerance for on campus discrimination and to ensure quality higher education to the socio-economically disadvantaged sections of the society. To mould the students as responsible citizens, Institution organizes guest lectures on legal awareness and constitutional obligations. The institution has a prescribed code of conduct for students, teachers and administrators, and conducts periodic professional ethics programmes in this regard. It comprises a committee to monitor adherence to the Code of Conduct. The institution celebrates the days of national importance like Independence

Day, Republic Day and others. The Best Practices of the institution are Free Mid-day Meal and Blood Donation Camp. Institutional Distinctiveness is well marked in the practice of Fee Concession to the socio-economically disadvantaged sections of the society.

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## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	DR. B. B, HEGDE FIRST GRADE COLLEGE KUNDAPURA
Address	Vishalakshi B. Hegde Campus, Sangam Kundapura
City	Kundapura
State	Karnataka
Pin	576201
Website	<a href="http://www.bbhegdecollege.in">www.bbhegdecollege.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	K. Umesh Shetty	08254-235589	8095368991	08254-23558 8	iqac@bbhegdecoll ege.com
IQAC / CIQA coordinator	Avitha M. Correa	-	9482266088	-	avithacorrea@bbhe gdecollege.com

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	01-01-2010

**University to which the college is affiliated/ or which governs the college (if it is a constituent college)**

State	University name	Document
Karnataka	Mangalore University	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	01-10-2020	<a href="#">View Document</a>
12B of UGC		

**Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)**

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

**Details of autonomy**

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

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

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	Vishalakshi B. Hegde Campus, Sangam Kundapura	Semi-urban	2.13	20516.12

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BCom,Commerce	36	PUC	English	360	262
UG	BBA,Business Administration	36	PUC	English	90	35
UG	BCA,Computer Science	36	PUC	English	72	72
UG	BSc,Science	36	PUC	English	60	31

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	1				0				47			
Recruited	1	0	0	1	0	0	0	0	17	30	0	47
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>						
	<b>Male</b>		<b>Female</b>		<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government						0
Recruited	0		0		0	0
Yet to Recruit						0
Sanctioned by the Management/Society or Other Authorized Bodies						19
Recruited	8		11		0	19
Yet to Recruit						0

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

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	1	0	1
M.Phil.	1	0	0	0	0	0	0	0	0	1
PG	0	0	0	0	0	0	10	12	0	22

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	6	11	0	17

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	7	0	7

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	1		0		1

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	524	0	0	0	524
	Female	586	2	0	0	588
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years						
Programme		Year 1	Year 2	Year 3	Year 4	
SC	Male	4	3	0	5	
	Female	4	5	1	11	
	Others	0	0	0	0	
ST	Male	3	3	0	3	
	Female	5	6	2	4	
	Others	0	0	0	0	
OBC	Male	151	179	104	188	
	Female	229	224	115	273	
	Others	0	0	0	0	
General	Male	23	12	3	12	
	Female	11	12	4	9	
	Others	0	0	0	0	
Others	Male	0	0	0	0	
	Female	0	0	0	0	
	Others	0	0	0	0	
Total		430	444	229	505	

### Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	The College offers bachelor level courses in Commerce, Business Administration, Computer Science, Science and is equipped to offer multidisciplinary courses. The institution has state of
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	the art sports facilities to promote multidisciplinary learning.
2. Academic bank of credits (ABC):	The College has good IT infrastructure to support students to opt Massive Open Online Courses (MOOCs). Besides, the College has collaboration with other institutions in the vicinity who are offering courses in law, paramedical etc.
3. Skill development:	The College is situated in coastal Karnataka where a good number of cashew nut, fisheries, paddy industries etc, offer required exposure for the skill development. Along with this, the College also conducts various workshops for skill development of students in domain of their studies.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The College has been providing importance to teaching in Indian languages viz Sanskrit, Hindi and Kannada. Indian knowledge system refers to the knowledge, innovations and practices of indigenous and local communities around the nation. The college is practicing and promoting the local culture by organizing various programmes such as Sharada pooja, Deepavali, Onam, Christmas, Holi etc by involving the students. The College has planned to introduce online certificate course viz., Yakshagana, in the years to come.
5. Focus on Outcome based education (OBE):	Outcome based education is in favour of making students demonstrate that they know and are able to do whatever the required outcomes are. The College has been practicing OBE through internships, research projects, field visits, extension activities etc and still planning to modify such activities in future for the benefit of the students.
6. Distance education/online education:	Distance education typically works best with older students. But online education enables the teacher and students to set their own learning pace and there is added flexibility of setting a schedule that fits everyone's agenda. During the corona pandemic, the College had adopted online mode for teaching and reached the students successfully. In future, the College will be modifying the mode of teaching as per the requirements.

## Extended Profile

### 1 Program

#### 1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
220	179	155	130	98
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
4	4	4	4	3

### 2 Students

#### 2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1157	1072	1244	1148	1046
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
505	229	444	430	388

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
417	418	379	336	317

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 3 Teachers

### 3.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
39	40	38	32	28

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
45	46	43	38	31

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 4 Institution

### 4.1

#### Total number of classrooms and seminar halls

**Response: 22**

**4.2**

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

2020-21	2019-20	2018-19	2017-18	2016-17
67.4930349	111.1333795	82.9857220	95.074999	131.127674

**4.3**

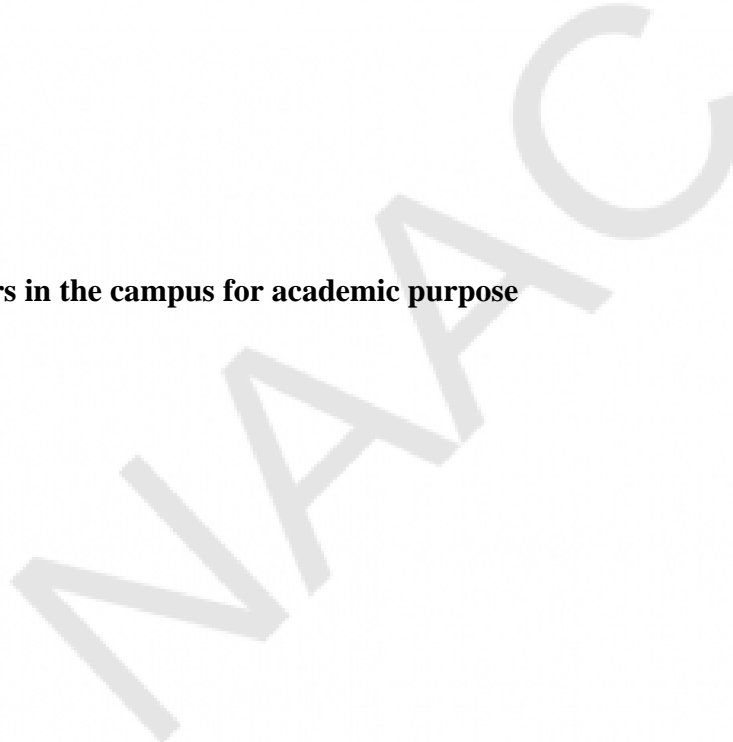
**Number of Computers**

**Response: 86**

**4.4**

**Total number of computers in the campus for academic purpose**

**Response: 74**



## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

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

##### Response:

Dr. B. B. Hegde First Grade College, Kundapura is an affiliated College of Mangalore University, follows the curriculum developed by the University. Curriculum refers to an interactive system of instructions and learning with specific goals, contents, strategies, measurement and resources. The desired outcome of curriculum is successful transfer and/or development of knowledge, skills and attitudes. The institution offers the undergraduate courses in Commerce, Management, Computer Applications and Science with elective options. Students are also encouraged to participate in a number of Value-Added and Certificate courses offered by various departments to gain additional knowledge of the discipline and soft skills. In the earlier years, the College offered four undergraduate degree courses under Credit based Semester System and is offering Choice Based Credit System and four years degree program under National Education Policy of Mangalore University namely, B.Com, BBA, BCA, B.Sc with Mathematics, Physics Chemistry and Computer Science in tune with the changes of the University syllabi. The College procured required number of books and research journals in the College Library. Moreover, all the departments have their own departmental library.

From the academic year 2016-17 onwards, the College is offering certificate programmes on Yakshagana, Consumer Education, Event Management, Communicative English, Fashion Designing, Basic Windows, Rural Marketing, Yoga and Meditation, Soft Skills Development, Electrical Appliances and Repairs; and Public Administration. These programmes are continuously assessed and updated by getting the structured feedback from the students.

All faculty members participate in workshops organized by Subject Associations when new curriculum is introduced. These Subject Associations set guidelines to bring about uniformity in teaching, learning and evaluation. Teaching and learning is made learner-centric through Student Seminars, Group Discussions, Role plays and Extension activities. Many departments conduct bridge course to bridge the gap between the previous and the present course. Records of teaching and other activities of teachers are maintained in the "Teacher's Work Diary" and verified by the Principal at the end of each month. The innovative teaching and learning processes have made education accessible and interactive. In addition to the traditional chalk and talk methods, the teachers use the innovative teaching methods such as Google classrooms, power point presentations (PPTs), assignments, discussions, seminars, case studies, industrial visits, study tour etc. The College provides sufficient technological space in this aspect, for the teachers and students. It inspires them to pursue doctoral studies, attend academic activities such as seminars / conferences / workshops; encourages them to present papers and publish articles in journals and books. Moreover, an effective mechanism for obtaining feedback from various stakeholders of the institution with specific reference to relevance, intelligibility, employability is collected. This will help to make necessary modifications and to enhance the curricular, co-curricular and extra-curricular quality.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

### 1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

#### Response:

The action plan for the academic year concerned is prepared as per the academic calendar of the University. The academic calendar includes a detailed schedule of the events to be conducted within the stipulated time frame. At the outset, the College holds the Faculty meeting at the beginning of each semester, wherein the academic calendar given by the university is presented before the meeting and the broad guidelines for the effective implementation of the curriculum and the co-curricular and extra-curricular activities are discussed and institutional academic calendar is finalized.

A copy of the College academic calendar and hand book are given to each student at the beginning of the academic year. The teachers maintain work diary in which week-wise distribution of syllabus, daily records, involvement of faculties in college activities, compensatory classes conducted etc., are recorded. The periodic internal assessment examinations are conducted as per the academic calendar. The College Examination Committee prepares time table for internal assessment examinations. In each semester, two internal assessment examinations are conducted. Internal assessment marks are awarded to the students on the basis of their performance in two internal tests, assignments, class attendance, research projects, internships and notes. In respect of internal assessment test, answer papers are shown to the students. If any student is unable to attend the internal assessment examination due to ill-health or other genuine reasons, re-examinations are conducted. Finally, at the end of the semester the internal assessment marks are consolidated and displayed on the notice board for the students' reference and cross verified before uploading it on the University online portal.

The College always remembers the chief benefactors of the college and the worth of their legacy. Every year, the college celebrates the Remembrance Days of late Mrs. Vishalakshi B. Hegde and late Dr. B. B. Hegde to commemorate the generosity in the establishment of the College in 2010. Various cultural programmes are conducted in the college to foster the inherent abilities of the students. It acts as a perfect platform for the students to nurture their hidden talents and surge ahead in attaining holistic development of the personality. Apart from academics, the sports are also an integral part of the education. In this background, the College conducts various sports activities to build a sense of camaraderie & sportsmanship among the students. The College day, Talent's day, Sports day and other celebrations bring the students and teachers together with the bond of mutual respect and teamwork. These joint endeavours have gone a long way in establishing the rapport with the students.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

**1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years**

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

**Response:** B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

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

**Response:** 100

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

**Response:** 4

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.2.2 Number of Add on /Certificate programs offered during the last five years**

**Response:** 19

**1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.**

2020-21	2019-20	2018-19	2017-18	2016-17
03	10	3	2	1

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 10.36

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

2020-21	2019-20	2018-19	2017-18	2016-17
97	318	88	55	20

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.3 Curriculum Enrichment

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

**Response:**

#### Gender

With a prime focus on changing gender profile in India, and the differentials it causes in education and empowerment, the College has a variety of gender sensitization and awareness programmes. On this topic, guest talks, campaigns and interactive programmes were conducted. The Women Empowerment Cell and Anti Sexual Harassment Cell are also conducting various special lectures on gender related topics on special occasions. Movies on gender related issues are screened on such occasions.

## Environmental Studies

These days, environmental issues have gained space in the academic circles of the Universities to create eco-sensitive human persons. Apart from the regular curriculum, to uphold the sustainability of environment, the College has Eco club. This club has enriched the College campus with flora and has given birth to Birthday Vana in the College corridors. This Birthday Vana is a special initiative where in the students and the teachers plant a sapling on their birthday and nurture it for a long period. The Eco club of the College has organized workshops, seminars, field visits, guest talks on environment related topics. Programmes - visiting agricultural fields, Swachh Bharath campaigns, Vanamahostava have been conducted by NSS, Rangers and Rovers and Red Cross unit of the College. Moreover Street plays, film shows, and various competitions for students on save environment issues were organized for the better understanding of the nature.

## Human values

In recent years, it is essential to deal with human rights issues at the institute level to create consciousness on specially-abled students. An awareness of human rights helps to create common universal brotherhood among the human beings is very pertinent. Keeping in mind, Human rights advocacy and remedies against violation of human rights in India, a number of activities such as street plays, guest lectures and seminars were organized. The College has a Human Rights Cell which conducts the programs in collaboration with 20 active forums. Along with this, the UG course had a compulsory paper titled- human rights and values, gender equity, environmental studies. Under the NEP, there is Ability Enhancement Compulsory Course.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

**Response:** 0.93

#### 1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2	3	2	1	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

**Response:** 12.71

#### 1.3.3.1 Number of students undertaking project work/field work / internships

Response: 147

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 1.4 Feedback System

**1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni**

**Response:** B. Any 3 of the above

File Description	Document
Any additional information (Upload)	<a href="#">View Document</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

### 1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

**Response:** B. Feedback collected, analysed and action has been taken

File Description	Document
Upload any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>

NAAC

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average Enrolment percentage (Average of last five years)

**Response:** 71.16

##### 2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
505	229	444	430	388

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
578	600	600	570	480

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy ) during the last five years ( exclusive of supernumerary seats)

**Response:** 100

##### 2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
505	229	444	430	388

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.2 Catering to Student Diversity

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

#### Response:

#### Identification of slow learners and advanced learners:

The institution has adopted the following strategy to identify the slow and advanced learners. To do so, the Standard Operating Procedure (SOP) has been adopted.

Bridge Courses are being conducted by different departments with a view to bridge the gap between the Pre-University and the UG Course.

#### Special Programs for Advanced Learners:

Once the Departmental Heads get the list of advanced learners of all the classes identified through SOP, the Principal, mentors and the HODs will have a meeting of advanced learners with an agenda of intimating the privileges available to them. The Privileges are as follows:

- The advanced learners are given additional library cards, special access to e-books maintained in the departments and Journals in the Library.
- The Mentors guide the advanced learners to participate in the State, National and International level Conferences and Seminars arranged by other colleges.
- The advanced learners are encouraged to participate in inter-collegiate fests organized by other colleges through proper guidance by the HODs and the Mentors. The participants are provided with conveyance facilities along with faculty members to take care of the participants.
- The advanced learners are privileged to be selected for being a member of IQAC (Internal Quality Assurance Cell).
- The excellent achievers among advanced learners are felicitated by the College at the Annual Day Celebration.
- The advanced learners are given an opportunity for being student faculty.

#### Special Programs for Slow learners:

Once the Departmental Heads get the list of slow learners from all the mentors, the Principal will call for a meeting of slow learners with an agenda of intimating the students about the precautions to be taken for their progress. Precautions for progress are as follows:

- Discussions are held to identify the reasons for below average performance of the slow learners and efforts are made to sort out the issue.
- Intimations will also be issued to the parents of slow learners.
- The Remedial/Slow Learners Classes are conducted.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)	
<b>Response:</b> 30:1	
File Description	Document
Any additional information	<a href="#">View Document</a>

## 2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences
<p><b>Response:</b></p> <p>The teaching faculty members have altered their traditional classroom teaching process to student-centric method of teaching. Student centric method of teaching- inter-alia, the institution is giving importance for self-study and student involvement in question and answer session. This mode of experiential learning is helping the students to retain the knowledge secured and creates a positive attitude towards the subject. Further in this regard, the teaching faculty members have developed strategies for peer participative learning as well as problem-solving techniques.</p> <p><b>Experiential learning</b></p> <p>The College is offering - theory-oriented UG courses in Commerce, Business Administration; and Practicals inclusive - Computer Science and Basic Science. In the theory-oriented courses, to enhance the experiential learning process, the various departments, forums and associations have regularly conducted activities like internships and mini research projects (as per the academic requirement of the students); quiz contests, case studies, field visits/industrial visits etc. In the Practical inclusive courses, Lab activities are inculcated practical learning.</p> <p><b>Participative learning:</b></p> <p>In the preceding years, various participative learning methods like management games, group discussions, role plays in classrooms, extension activities, power point presentation by the students, model making, chart making, posting on wall-magazine and seminars conducted to the students hastened the process of participative learning.</p> <p><b>Problem solving:</b></p> <p>Problem solving mainly includes case analysis – that provides opportunity to the students to observe, understand and analyze situation and provide solution to the simulated cases. Besides the above, this method of teaching encourages students to hone their ability to think practically and teaches them to learn</p>

new aspects of domain knowledge. The problem-solving methods like case analysis, community based service and open-ended stories were undertaken by various departments – in and outside the class activities. In this problem solving technique, both hard skills and soft skills learning processes have received prominence. The hard skill component – skills from brain to hands. The soft skill component – (brain to mouth) includes public speaking, questioning the status-quo, personality development, team work and interpersonal skills.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

### 2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

#### Response:

#### Information and Communication Technology (ICT)

Information and Communication Technology is most helpful when it comes to teaching in a creative way. ICT tools contribute high quality lessons since they have potential to increase student's motivation, connect students to many information sources, support active in-class, out-class, learning environments, and let instructors to allocate more time for facilitation. ICT allows students to monitor and manage their own learning process, think critically and creatively, solve simulated real world problems, work collaboratively, engage in ethical decision making, and adopt a global perspective towards issues and ideas. In the College, all the faculty members make use of this facility to reach the students in a different way. Faculty members use this facility to show the PPT's, notes or videos to make class more interesting, creative and interactive. The Students can also make use of this facility to do seminars and make their presentations interesting. This facility is also accessible for the resource persons who come to deliver lectures.

ICT tools are enabled in four classrooms. Each floor has one ICT tool enabled classroom. A register is maintained to the faculty members who use the same.

#### E-resources:

The stipulation and use of E-resources is an element to the complete system, the students, institution and information professionals. E- Resources have a prominent role to play in supporting higher education and in fulfilling the educational objectives. E-resources are rich source of information for those students who want extra learning materials in addition to their additional class room activities. Nowadays, E-resources have totally reduced the usage of paper materials. All the PPTs and lectures prepared by the faculty members, different reference books, YouTube links and Website links are uploaded to the Google Drive and College Website. The Google Drive is divided into four categories like B.Sc, BCA, B.Com and BBA. Students can visit the Google Drive and College Website and make use of the resources available. All the E-textbooks are also saved in the Google Drive, few are in the form of links, videos and few are in the form of PDF. This can be used by all the students & teachers for the best of their reference.

For research work few websites like science direct and sci-hub links are provided to students so that they can read different journals and papers related to their work. This will help them in writing their own paper with updated information.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.	<a href="#">View Document</a>

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

**Response:** 32:1

#### 2.3.3.1 Number of mentors

Response: 36

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	<a href="#">View Document</a>
Mentor/mentee ratio	<a href="#">View Document</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

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

**Response:** 87.31

File Description	Document
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

**Response:** 1.01**2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	0	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)****Response:** 5.36**2.4.3.1 Total experience of full-time teachers**

Response: 209

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**2.5 Evaluation Process and Reforms****2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode****Response:**

In the beginning of the academic year, an orientation program is organized for the first year degree students. The Principal communicates the rules and regulations of the course as well as the general functioning of the College. At that time, a detailed explanation is given about the mechanism of internal assessment under the credit/choice-based semester system.

There is an examination committee headed by the Principal along with a few faculty members. After the due deliberations with committee members, the Principal will post the tentative dates and pattern of the examination on the notice board as well as official whatsapp group. The detailed schedules of the exams are notified on the student's notice board at least ten days before the exam. A separate classroom notice will also be sent to every class a week before the commencement of internal assessment examination. The student answer scripts containing eight pages, with the first page being devoted for the details like Roll

Number, Class and Section, Course, Date of exam and instructions to the candidates are kept ready prior to the examination.

There are question papers of various types - carrying 25/40/60 marks and have one hour/one and half an hour duration depending upon the University Examination pattern. The faculty members have to submit the question papers in e-form to the HoD concerned and the same will be handed over to the Principal after scrutiny, a week before the commencement of examination.

During the conduct of the examination, the University SOP is followed in the true spirit in the allocation of student's seating arrangement and other related issues. The scheme of valuation for each subject prepared by the faculty concerned will be preserved along with the valued answer scripts for future reference.

The valued answer scripts are distributed to the students in the class within one week of the completion of the exam. Faculty members will clarify the mistakes committed by the students while answering and give suggestions to improve their performance in the upcoming exams. Student queries on the marks secured are immediately attended by the subject teacher concerned.

Re-examination will be conducted at the end of the semester for those students who were absent for exams due to ill health/valid personal reasons/participation in any co-curricular activities/competitions/deputations elsewhere. Such students are allowed to retake examinations on the dates fixed by the Examination Committee. The marks awarded for the internal examinations are displayed on the notice board and verified by the students. There after the students are required to sign on the consolidated marks list before it will be sent to the University.

File Description	Document
Any additional information	<a href="#">View Document</a>

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

#### **Response:**

After the examination, the answer scripts will be evaluated within a week of the exam and then distributed to the students for verification. The grievances, if any related to marks allotted, after the distribution of answer scripts in the class, will be handled by the respective faculty member. If the case is genuine, the faculty member will handle the issue in the good faith. If it is not sorted out at that stage, the matter will be referred to the Examination Committee. The Examination Committee Coordinator appointed by the Principal, will resolve the grievances relating to internal examination by hearing both the parties. If needed, the Examination Committee immediately looks into the matter and takes necessary actions within two to three days. The Examination Committee is responsible for smooth conduct of the entire process including the strategies for exam related grievances.

In case of the University examination results of the students are not announced, results withheld, wrong entry of internal marks, revaluation or any other grievance relating to the examination, students bring it to the notice of Examination Committee Coordinator. In turn, the Examination Committee Coordinator

consolidates the complaints of the students and will forward the issue through the Principal to the Registrar Evaluation Mangalore University for needful action.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

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

#### Response:

The Institution displays its vision, mission, objectives, programme outcomes, programme specific outcomes and course outcomes on the website as well as prominent places in campus. The same has been conveyed to first year under-graduate students during the Orientation Programme at the beginning of every academic year.

The Programme Outcomes (PO) and Programme Specific Outcomes (PSO) are generated to cater to the interest of students. Each course has defined Course Outcomes (CO) that is linked to the Programme Outcomes and Programme Specific Outcomes and all are assessed systematically. Every department projects the POs, PSOs & COs on the department notice board. The students are continuously made aware of these outcomes regularly.

At the beginning of every unit of syllabus, the teacher articulates on the learning outcomes and programme outcome which makes the teaching-learning process more meaningful as students are aware of the relevance of the topic in their pursuit of knowledge, the institution encourages faculty members to attend workshops, seminars and interactive sessions from the Universities or other institutions.

The direct assessment of the POs and COs is monitored through their performance in the Internal exams, University exams etc.

An indirect assessment of the fulfillment of these outcomes is done by the teachers through Unit test/Assignments/ Presentations etc. to ascertain if students have been able to do what was intended when they were admitted to the course.

The feedbacks are collected from the students at the institute level. At the end of the semester, the review is done on the achievements of the same.

File Description	Document
Upload COs for all courses (examples from Glossary)	<a href="#">View Document</a>
Paste link for Additional information	<a href="#">View Document</a>

### 2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

#### Response:

The process of attainment of Programme Outcomes (PO) and Programme Specific Outcomes (PSO) is a combination of all the factors where the overall self-development of each student is given a platform. Equal weightage is given to all the outcomes. The institution moulds and prepares the students to face the competitive corporate world and changing socio-economic demands with exuberance.

#### Direct method:

Here the student's performance in Internal Assessment and University Examinations is taken into consideration and guided accordingly. In order to have them prepared thoroughly, reading materials like question banks, previous year question papers and links of related lessons are provided well in advance to the commencement of the examination.

#### Indirect method:

Student performance in co-curricular, extracurricular, extended learning, job placement, higher studies are used as a tool for the assessment of programme outcomes and programme specific outcomes. The course outcomes are not just assessed based on mid-semester internal examination or semester end examination but also other student centric assessment methods like assignments, seminars, projects, group discussions, quiz etc. A comprehensive feedback system takes the upper hand for the effective teaching-learning outcomes. This feedback is collected from the students at the end of the programme.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

### 2.6.3 Average pass percentage of Students during last five years

Response: 88.76

#### 2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
373	379	330	295	272

**2.6.3.2 Total number of final year students who appeared for the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
414	415	374	336	315

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>

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

<b>File Description</b>	<b>Document</b>
Upload database of all currently enrolled students (Data Template)	<a href="#">View Document</a>
Upload database of all currently enrolled students (Data Template)	<a href="#">View Document</a>

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

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

Response: 0.5

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0.50	0	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of the grant award letters for sponsored research projects / endowments	<a href="#">View Document</a>

#### 3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

##### 3.1.2.1 Number of departments having Research projects funded by government and non-government agencies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

##### 3.1.2.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	1	1	1

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

**Response:** 207

#### 3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
46	66	19	53	23

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 3.2 Research Publications and Awards

### 3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

**Response:** 0.17

#### 3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
6	0	0	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

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

**Response:** 0.59

#### 3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in

**national/ international conference proceedings year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
9	10	1	1	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.3 Extension Activities****3.3.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.****Response:**

The Department of English conducted extension activity at Government Primary School, Chickansal Road, Kundapura to create awareness among children about cleanliness, hygiene, contagious diseases and its remedies. It has also conducted an extension activity at Manish Clinic, Kundapura and gained knowledge about psychological problems faced by children.

Literary and Cultural Association, and Department of English have jointly conducted an extension activity at Kattala Basadi Barkur, to recognize the historical significance and to cultivate interest to explore the momentousness of various monuments and inscriptions and perceived the consequence of preserving such historical monuments as well.

Eco-Club conducted awareness programme and tree plantation drive at Siddapura and planted 450 saplings in Badabalu, Ajri forest area, and also conducted environmental camp at Anejari Butterfly Camp.

Rovers' students visited Sri Mookambika Tile Industry Sangam, Kundapura to give awareness about the importance of cleanliness at workplace and to understand the production process.

Rovers and Rangers volunteers took part in Mangrove Sapling Planting programme at Anagalli River area organized by the Bharath Scouts and Guides, Karnataka Local Association and Forest Department of Government of Karnataka, Kundapura on World Environment Day.

Students of Women Empowerment Cell visited Manish Hospital Kundapura, to create awareness among the public to 'Save Girl Child'.

Rangers unit visited Narayana Special School, Tallur and cleaned up the school campus and involved themselves in beautifying the campus by planting vegetable and flowering plants and also interacted with specially-abled students to comprehend the value of community service.

Eco-club and Youth Red Cross (YRC) Unit have setup a Pipe Composting unit for the process of converting waste to wealth- A warm tube Composting.

Department of Kannada conducted an extension activity at Kapile Go-sammruddi Trust - A study on Desi Cattle breeds to know the importance of its products and by-products.

Various awareness programmes have been conducted by NSS and YRC which includes Helmet Compulsory and Gandhian Philosophy. Centre for Community Services along with YRC have conducted Fund Collection Jaatha in the neighbourhood to raise funds for flood victims on the occasion of Geneva Convention Day.

NSS and YRC have been conducting Blood Donation camps regularly in collaboration with Red Cross Unit, Kundapura and have understood the holistic values of saving life by donating blood.

As a part of Swachha Bharath Abhiyan, NSS students cleaned up different villages namely Trasi, Jalkal, Guddatu and Kollur during one day NSS camps at Siddapura and Vandse Grama Panchayat. The students along with others have gained in-depth knowledge on Panchayath Administration, solid and liquid waste management.

The NSS Unit had also conducted various activities like Eye-donation camp, free-health checkup camps, Nirmala Grama Abhiyana, Fire extinguishing demonstration, Yakshagana Taala Maddale and different cultural extravaganza. They have painted the school compound and cleaned up the surroundings of schools and villages of Hosuru, Golihole, Kattkere, Asodu and Kalthodu during Annual NSS special camps.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

### 3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

**Response:** 76

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

2020-21	2019-20	2018-19	2017-18	2016-17
8	53	7	3	5

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years****Response:** 54**3.3.3.1 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
4	19	9	11	11

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

**3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years****Response:** 63.36**3.3.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
90	894	604	901	1031

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.4 Collaboration****3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years****Response:** 128**3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job**

**training, research etc year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
27	56	28	14	3

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

**3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years****Response:** 24**3.4.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
10	9	2	2	1

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

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

**Response:**

The College has eco-friendly green campus, located on the banks of the Varahi River, spreading over 2.13 acres of land. The College is a four storeyed building. The entire building is built with sophisticated design to cater all the needs of the students for better study environment. The ground floor has four class-rooms, Department of Commerce, Ladies and Gents Rest Room, NSS Office, NCC Office, Purified Drinking Water, Notice Boards, Wall Magazine, IQAC, Toilets for Ladies and Gents, examination room, Counselling room and Administrative offices. The College Administrative office consisting of President's Office, Principal's Office and Vice-Principal's Office. Ladies' toilets have 'Environment friendly napkin disposal' facility. The first floor consists of ten class-rooms, Department of Business Administration, Economics and Languages, Purified water cooler and Toilets for Ladies. The second floor consists of six classrooms, Department of Computer Science, Political Science and Basic Science, four labs, Purified Drinking Water and Toilets for Ladies and Gents. The third floor has two classrooms, Department of Physical Education, a green room, Mookambika Auditorium and spacious Library. Auditorium is being used as multi-purpose hall to conduct guest lectures, workshops, conferences, cultural programmes, yoga classes and also to play badminton and other indoor games.

All the 22 classrooms have been provided with podiums, lecterns, black-boards, sufficient number of desks and benches. To help teaching and learning, LCD projectors have been installed in three ICT enabled classrooms, Laboratory and Auditorium. The Library is stocked with books, periodicals, CDs, references, journals and academic study material. The institution subscribes e-journals, e-books and INFLIBNET that helps the staff access e-resources.

The institution has decent number of computers for staff and students. Closed Circuit Television (CCTV) cameras have been installed in auditorium, departments, Labs, College Office, Boy's rest room, library, corridors and for the entire campus. The College office has adequate computers, a photocopy machine and printers to cater printing needs of the College. The College has noiseless generator facility of 25 KV capacity to ensure uninterrupted power supply. With a focus on health and sustainability, the College cafeteria provides clean and hygienic food at reasonable price. The College has tarred road reaching upto the public road, vehicle parking space for both faculty members and students. The annual cultural fest, celebration of festivals like Holi, Christmas, Deepavali and national festivals are celebrated in the College open-air theatre. The civil work is on for the provision of elevator facility. There is a stationary store near the campus which provides study books and study accessories needed for the students.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

**4.1.2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor),**

**gymnasium, yoga centre etc.**

**Response:**

The Department of Physical Education is situated in the third floor of the College building. The institution has spacious playgrounds such as B.M.S Kreedangana & Sangam playground for sports and games. Annual Sports events and Inter-Collegiate events are conducted in the common play-ground 'Mahatma Ghandi Maidana' which is located one km away from the College and it is meant for the benefit of all educational institutions. By using these facilities, the College students have won many prizes in sports and games at the University, State and National level competitions.

Sports Activities and facilities which are available for students of the college are as follows:

**Table 1: Sports facilities (Outdoor)**

Sl. No.	Sports & Games Events	Sports & Games Items	For Practice Performance
1.	Cricket Coach: Mr. Ranjith T.N.	Cricket Stumps - 06 Cricket Bats - 04	Gandhi Maidan
2.	Volleyball Coach: Mr. Ranjith T.N.	Volley ball - 08 Volley ball Net - 04 Volley ball Antenna - 04	B.M.S Kreedangana
3.	Football Coach: Mr. Ranjith T.N.	Football - 08 Goal Keeper Gloves - 04	Ghandi Maidana
4.	Throwball Coach: Mr. Ranjith T.N.	Throwball - 04 Throw ball Net - 02	B.M.S Kreedangana
5.	Kho-Kho Coach: Mr. Ranjith T.N.		Sangama Kreedangana
6.	Kabbadi Coach: Mr. Ranjith T.N.		Sangama Kreedangana
7.	Netball Coach: Mr. Ranjith T.N.	Netball - 10	B.M.S Kreedangana

		Net - 06	
		Netball Poll - 04	
8.	Hand Ball Coach: Mr. Ranjith T.N.	Hand Ball - 15 Hand Ball Net - 04	B.M.S Kreedangana
9.	Softball Coach: Mr. Ranjith T.N.	Softball - 50 Softball Gloves - 26	B.M.S Kreedangana
10.	Ball Badminton Coach: Mr. Ranjith T.N.	Badminton Racket - 11 Badminton Ball - 6 Box	B.M.S Kreedangana
11.	Shuttle Badminton Coach: Mr. Ranjith T.N.	Shuttle Racket - 08 Shuttle cock - 25	Sangama Kreedangana
12.	Power Lifting Coach: Jackson D'souza	Power Lifting Belt - 01	500 CC Fitness Centre, Institution managed by our alumni Jackson

Table 2: Sports Facilities (Indoor)

Sl. No.	Sports & Game Events	Sports & Games Items	For Practice / Performance
1.	Chess Coach: Mr. Naresh B.	Chess board - 15	Kashvi Chess School Kundapura
2.	Wrestling Coach: Mr. Ranjith T.N.	Wrestling mats - 1 set	Auditorium
3.	Table Tennis Coach: Mr. Ranjith T.N.	Table Tennis Board - 01 Table Tennis Bat - 08 Table Tennis Ball - 15	Auditorium

4.	Yoga Coach: Sandeep (Alumni)	Yoga mats - 10	Auditorium
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**Other outdoor sports Amenities:**

Measuring Tape	08
Knee Cap	15
Spring Board	02
Air Pump	10
Weighing Machine	04
Skipping rope	03

Besides this, the College has appointed experienced trainers to give special coaching on drama, dance, skit, yakshagana etc. The College cultural team has won first prize in district level competitions like Nenepu held at Sri Sharadha College, Basrur and Chilume at Government First Grade College Byndoor. The College teams have also won many prizes in Inter-Collegiate, University level and State level cultural fests. The College has an open-air theatre to show-case cultural talents of the students on the College day celebrations. Faculty members are given the responsibility of preparing the students for participation in Inter-Collegiate, University and State level cultural fests being held throughout the year.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

**4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)****Response:** 22.73**4.1.3.1 Number of classrooms and seminar halls with ICT facilities**

Response: 5

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

**4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)****Response:** 94.36**4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
141.207	62.52298	88.9883	65.39818	39.73

File Description	Document
Upload audited utilization statements	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

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

#### Response:

- Name of the Software: eCampusSuite
- Nature of Automation: Fully automated
- Version: 2.0
- Year of Automation: 2020-21

#### Functions of eCampusSuite Library Management System

- Cataloguing and Accessioning
- Circulation: Issue and Return
- Members: Create records of all users of the library
- Periodical Entry Register
- Library Walk In and Walk Out Register (Students and Teachers)
- Reports
- OPAC (used for retrieval/reservation of books)

File Description	Document
Upload any additional information	<a href="#">View Document</a>

### 4.2.2 The institution has subscription for the following e-resources

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

**5.Databases****6.Remote access to e-resources****Response:** A. Any 4 or more of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

**4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)****Response:** 0.5**4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0.11290	0.69038	0.28774	0.69133	0.70057

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**4.2.4 Percentage per day usage of library by teachers and students ( foot falls and login data for online access) during the latest completed academic year****Response:** 5.43**4.2.4.1 Number of teachers and students using library per day over last one year****Response:** 65

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 4.3 IT Infrastructure

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

**Response:**

**Description of IT facilities:**

IT facility	Description
BSNL Broadband service	80000/Bharat Fiber superstar 300
Fast net	100 mbps_750GB_2mbps_UFN_DIAMOND

The College has BSNL FTTH broadband facility with plan 80000/Bharat Fiber superstar 300 for Lab and Fast net: 100 mbps\_750GB\_2mbps\_UFN\_DIAMOND for college office, principal chamber, computer labs, library and NAAC office.

The 74 computers are placed in computer labs, one computer in IQAC office, eight computers in College office, one computer in Principal's chamber, two computers in the library with LAN connection which are used by the faculty members for different academic purposes. Laptops are used in classrooms and in Mookambika Auditorium along with LCD projector connected to LAN facility at the time of workshops, seminars and for other educational programmes. The College has 22 classrooms out of which three classrooms, one Computer lab and Mookambika auditorium have LCD projectors.

The library is also enriched with much number of articles and study materials with digitalization, along with the hard copy of text books accessible in the library to facilitate quick and easy accessibility to information and knowledge. The College has also subscribed INFLIBNET N-list E-resources, the students and faculty members can access to E-resources by using ID and password.

The College has a well organised and furnished computer lab with DELL , LENOVO and HP computers, installed antivirus and required application for students, personal laptops of students and faculty members are provided to access LAN connection.

The College also has a well furnished and well organized Physics and Chemistry labs consisting hot air oven, vacuum pressure pump and all the required chemical supplies made available to the practical learning of the students.

The College building has been installed with CC Camera in all the four floors to monitor student's

movement in corridors. The CC camera is installed in the computer science, physics and chemistry labs, two in Mookambika auditorium, five in the departments, one in the Library, altogether 16 in different floors, one in the office, one at the boys rest room, four at the entrance of the College building and in its surroundings, one near the College gate and one CC camera in the playground. This automatic surveillance helps the management and principal to monitor the movements of staff and students.

To communicate with students and the parents, College has SMS system. There is a plan to upgrade IT facilities by introducing more desktops, e-learning resources, Audio visual hall, lecture capturing visual and audio rooms, seminar halls etc in the coming days.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

#### 4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 16:1

File Description	Document
Upload any additional information	<a href="#">View Document</a>

#### 4.3.3 Bandwidth of internet connection in the Institution

Response: A. 750 MBPS

File Description	Document
Upload any additional Information	<a href="#">View Document</a>

### 4.4 Maintenance of Campus Infrastructure

#### 4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 376401.93

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

2020-21	2019-20	2018-19	2017-18	2016-17
230108.00	366164.00	502546.00	439728.00	188174.00

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

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

##### **Response:**

The College has been maintaining its physical infrastructure such as building, furniture and fittings, transport vehicles, electricity, generator and others. For the efficient delivery of these services, separate grievance registers are maintained. A good team of carpenters, electricians, plumbers and others provide service whenever need arises. Every laboratory is assigned with staff members to oversee the laboratories and separate log book is maintained to track the instruments and chemicals.

The Heads of the departments supervise all the facilities. Annual maintenance contract is entered into for most of the services and equipments. A special fire safety system is installed in the campus.

The College has a spacious full-fledged library in the third floor. It is well stocked with rare and new books, Journals and Magazines. INFLIBNET facility is also subscribed for the library. The software Integrated Library System (ILS or LMS) has been installed to track items owned, orders made, bills paid, books issued and returned by the borrowers. A register of books issued are maintained for faculty members and students.

For the use of playground and yoga centre, separate policies and rules are framed and followed. The College has well set play grounds with volleyball court, throwball court, Kho-Kho & Kabaddi Courts for organizing various games & sports.

The Computer lab log books are maintained and the Lab instructor is appointed for technical support. Three Classrooms are provided with LCD projectors.

At regular intervals, the College checks and maintains, and re-calibre the electrical equipments. Comprehensive list of various equipments like electric switches, fans, lights etc. are maintained by the institutional service contractor. Grievance books are maintained. Resources like Chalk, boards & Podiums are provided.

Regular inspection of all furnitures is conducted frequently and repairs are undertaken. The College maintains a complete stock inventory of benches, tables, chairs etc. in its premises which is monitored regularly. New furniture and other requirements are procured for the departments and laboratories as and when the need arises.

The College has common facilities like Safe drinking water, vehicle parking shelter, hygienic washrooms etc.

The College is under CC Camera Surveillance.

Auditorium provides space for various Co-curricular & Extra-Curricular activities.

Girls and Boys have separate spacious rest rooms at the ground floor.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

NAAC

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

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

Response: 44.91

##### 5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
150	584	478	593	701

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

#### 5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 18.99

##### 5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
456	189	239	107	98

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

**5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following**

- 1. Soft skills**
- 2. Language and communication skills**
- 3. Life skills (Yoga, physical fitness, health and hygiene)**
- 4. ICT/computing skills**

**Response:** A. All of the above

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years**

**Response:** 0.81

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

2020-21	2019-20	2018-19	2017-18	2016-17
5	8	20	7	7

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**

- 1. Implementation of guidelines of statutory/regulatory bodies**
- 2. Organisation wide awareness and undertakings on policies with zero tolerance**
- 3. Mechanisms for submission of online/offline students' grievances**
- 4. Timely redressal of the grievances through appropriate committees**

**Response:** A. All of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

## 5.2 Student Progression

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

**Response:** 18.94

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

2020-21	2019-20	2018-19	2017-18	2016-17
43	71	111	92	34

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Self attested list of students placed	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 5.2.2 Average percentage of students progressing to higher education during the last five years

**Response:** 36.69

#### 5.2.2.1 Number of outgoing student progressing to higher education.

**Response:** 153

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.2.3 Average percentage of students qualifying in state/national/ international level examinations

during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 5.3 Student Participation and Activities

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

Response: 42

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	14	16	4	8

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

#### Response:

The College has representation of students in the academic and administrative bodies/various committees. The student representatives in the different committees are active and support all the co-curricular and extracurricular activities. The student welfare council is supervised by the class-mentors, teachers, Student Welfare Officers and the Principal.

Two student representatives are selected by the mentors of the respective classes for monitoring the class and coordinate all the activities.

The students actively participate in the following events:

**College Day:** The students gather in the College ground and participate in the formal and cultural activities.

**Talents Day:** Students get actively involved in the cultural programme activities. The different programme committees are also managed by student representatives.

**NSS activities and Special Camp:** This unit is to help and understand the concern for the community and to be a catalyst in meeting community needs and addressing their problems.

**Sports activities and Sports day:** The College pays special attention to the students who excel in sports and games. In all these years, the students have participated in the intercollegiate tournaments in Badminton, Table Tennis, Yogasana, Kabbaddi, Volleyball, Softball, Netball, Handball, Throw ball, Tennis etc and have won various prizes. The College has successfully hosted Mangalore University level Volley Ball, Softball, Netball, Handball Tournaments for years in a row.

**IQAC Representatives:** Two students (Advance Learners) are selected by the College for IQAC composition. They are involved in the IQAC meetings and they actively participate in all the activities of IQAC.

**Discipline Committee:** The College has a discipline committee that has greater involvement of student representatives.

**Birthday Plantation:** The College provides the students to contribute plants at the time of their birthday under the guidance of Eco-club. The plants are planted in the College campus.

**Associations and Forums:** There are various associations and forums. In all the associations, student representatives are nominated.

**Unnath Bharath Abhiyan:** The students got involved in Unnath Bharath Abhiyan- survey process at the selected villages for collecting numerous data from the society.

**Magazine Committee:** The students are selected to the Shikara - College magazine committee as the members of the editorial board. They write various articles and gather articles from their peers for the publication.

**Library Committee:** The College also selects students for the Library committee.

**Programme Committees:** The students are selected to various programs and activities of the College. For example: Food and Accommodation, Formal Programme & Cultural Committee, Hospitality, Discipline, Stage Committee, Press and Publicity, Transportation Committee, Physical arrangement Committee etc.

**Celebrations:** The College has been organizing various celebrations like Independence day, Republic Day, Onam, Deepavali, Sharada Pooje, Christmas, Holi, Ethnic day, Fresher's day, Farewell, Mangalore University Inter-Collegiate (MUIC) events etc.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

### 5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

**Response:** 13.4

#### 5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2	14	16	24	11

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

## 5.4 Alumni Engagement

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

#### Response:

Dr. B. B. Hegde First Grade College Alumni association is very active in shaping the institutional activities. The main objective of the association is to create a healthy and long-term connection with the Institution and finding a unique way to build and engage membership base. Every year, the outgoing students are requested to fill the feedback form before they receive their degree certificates. The data is collected and processed for analysis and used for developing rapport with them. The College Alumni Association registration is in progress.

#### Financial support of the Alumni Association

During the previous years, the alumni members came forward individually to donate the items like sound system, wall clock, water purifiers, dust bins, Buckets, Flower pots, almirah and lecterns.

#### Non-Financial support of the Alumni Association

- Expert alumni members were invited as resource persons to share their experience and domain knowledge with present students
- Alumni members have helped for placing the students in various companies, Internship, project work and indicated the vacancies available elsewhere to the students
- Alumni Association organized Tenth Alumni Day Celebration and felicitated the senior faculty members of the College on Feb 29, 2020 on the occasion of Decennial Celebration of the College.
- The alumni members are actively sharing inputs to upgrade the academic course curriculum with respect to changing scenario.
- Some of the alumni members working as public representatives; have helped to sort out the local problems and getting valuable feedback for the administration of the College.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

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

Response: D. 1 Lakhs - 3 Lakhs

File Description	Document
Upload any additional information	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

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

##### Response:

Dr. B. B. Hegde First Grade College was established in the year 2010 under the aegis of Coondapur Education Society (R.) with a desire to provide quality degree education for building the future generation for a better tomorrow.

With the dynamic leadership of the President of Coondapur Education Society (R.), Sri B. M. Sukumar Shetty, and the constant support and encouragement of the Managing Committee and the Governing Council, the College could carve a niche for itself among the renowned institutions affiliated to Mangalore University.

##### Vision

“Ensuring quality higher education to the socio-economically disadvantaged sections of the society”.

##### Mission

- To meet the growing demand for quality education and educate the poorest of the poor
- To mould the students as capable, caring and sensitive youth of higher calibre.
- To motivate the students to play a prominent role in nation building with humane attitude and social concern
- To formulate the policies for student support initiatives
- To use the latest technology in the educational processes and practice integrated approach in academic endeavours
- To mould the students into knowledgeable citizens of the country with character and integrity

##### Aim of the Institution

The aim of the institution is to mould the students into knowledgeable and responsible citizens with character and integrity. The College is genuinely interested in the all round development of the students. Therefore, the mission goes beyond academic excellence. In addition to academics, the institutional concerns are personality development, promotion of interest in art and culture, enlightening the minds of the students with enduring social and human values and creating environment awareness among them. And hence, the objective of the College is to develop graduates who are dynamic, caring, optimistic and humane.

Two-way communication channel i.e. downward and upward communication between the management and the staff is an important factor of the institution and the same is achieved by the interaction between the management and staff through different channels such as meetings, notice, message, etc.

The governing council consists of experts from academics, industries, social work and literary and cultural

field which are the core elements of the institutional vision which enhance continuous development.

The management has a clear cut policy to provide opportunities for sports and cultural field and for the students hailing from differentially abeled sections, backward groups, socio-economically deprived students excelled in academics.

The President of the Coondapur Education Society takes decisions about the commencement of new programs, expansion of infrastructure, changes in the fundamental process, implementation of new strategy only on the recommendation of the IQAC or Governing Council. The President discusses the implementation of the changes with the Principal, if needed, for the execution of the decision. The College organizes various sports and cultural events to promote human values and national integration among students.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

#### Response:

The Governing Council of the College is headed by Sri. B. M. Sukumar Shetty, President of the Society with the following members - Sri. Seetharama Nackathaya, Sri. Krishnamurthy Manja, Sri. Vishwas Soans, Sri. Narayana Nayak, Dr. Anantharama Shetty, Sri. H. Sudhakar Shetty, Dr. Athul Kumar Shetty, Sri. B. S. Suresh Shetty, Dr. H. L. Shashirekha, Dr. Prashanth Naik, Principal Prof. K.Umesh Shetty and Vice Principal Mr. Chethan Shetty. The Governing Council is taking the policy decisions.

All the day-to-day activities of the College are organized under the supervision of the Principal, IQAC and HOD's of various departments with the assistance of teaching and non-teaching staff members. Periodical staff meetings are held to discuss the various academic activities and to allot various duties to the faculty members. The Institution regularly organizes the personality development programmes and other extra-curricular activities for the overall development of the students. Various forums/cells/associations/clubs are conducting their activities in the College. As a regular practice, the Principal discusses with the staff members for organising programs like guest lectures, inter-collegiate competitions, annual day celebrations, NSS annual special camp, sports day and others.

**The following Cells/Committees are functioning in the College to decentralize the academic and administrative activities:**

- IQAC
- Staff Council
- Student Welfare Council
- Parent Teacher Association

- Alumni Association
- Discipline Committee - SHISTHU
- Anti-Ragging Cell
- Grievance Redressal Cell - PARIHARA
- Anti Sexual Harassment Cell
- Women Empowerment Cell - HITHAISHI
- SC and ST Cell
- Human Rights Cell
- Training and Placement Cell - DEEPTHI
- Counselling Centre - MARGADARSHI
- Examination Committee
- OBC Cell
- Minority Cell

Along with the above, the following Committees are also functioning in the various College level programs:

- Coordination
- Registration, Time and Record Keeping
- Organising
- Programme
- Stage
- Physical Arrangement
- Finance
- Food and Refreshment
- Hospitality
- Discipline
- Print, Press and Correspondence

### **Case study – Inter-Collegiate Literary Competitions**

The College has won several prizes in sports and cultural activities at various levels during the previous years. Keeping this in mind the College has organised Mangalore University Level Inter-Collegiate Literary competitions during the academic year 2018 – 19, various committees were formed consisting of teaching and non-teaching staff. The HoD of Economics, was designated as the Convener of the literary competition. Regular meetings were conducted by several sub-committees for the successful conduct of the event.

On August 24, 2018 at 09.30 A.M, Dr. Kishore Kumar C.K., In-charge Vice Chancellor of Mangalore University inaugurated the competitions. Correspondent of the College Sri B. M. Sukumar Shetty presided over the function and Sri O. R. Prakash, B.E.O, Byndoor, was the Chief Guest. Three competitions were conducted namely Debate, Quiz and Elocution. A total of 28 Colleges of Mangalore University have participated in the competitions.

The valedictory function was held on same day at 3.30 PM. Prof. Uday Barkur, Professor of History, Mangalagangothri was the Chief Guest, who handed-over the prizes to the winners. Correspondent of the College presided the function.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 The institutional Strategic / Perspective plan is effectively deployed

#### Response:

The Institution constantly emphasizes on meeting the requirements of the Higher Education with a focus on social concern. In this regard, the Institution is fully committed and conducts activities. The Institution has a perspective plan based on the feedback of the stakeholders, suggestions from the Governing Council and review mechanism adopted in the institution for functional accomplishments.

The strategic plan of the institution laid emphasis on the following:

- To impart quality education to the rural and economically-weaker students.
- To provide the platform to the students to exhibit their talents and creativity.
- To make the students creative and research oriented.
- To raise the standard of the students to global level and make them employable.
- To provide education not only to acquire knowledge but also to inculcate a sound philosophy for a holistic living.
- To encourage self-evaluation, personality development and guide the students to strive towards perfection and competence.
- To develop and provide good technological infrastructure and intellectually inspiring environment for learning and thereby ensuring the students to get self-motivated to uphold the moral and ethical values.
- To facilitate excellent teaching and learning environment with its focus on continuing education.

The College IQAC plans the activities at the beginning of the academic year. A meeting chaired by the Principal wherein the plans of the departments are discussed threadbare with the Heads of the department. In consultation with the Mangalore University calendar of events, the IQAC consolidates the institutional calendar of events. The IQAC keeps a strict vigil to see through the implementation of the events according to the planned calendar.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Strategic Plan and deployment documents on the website	<a href="#">View Document</a>

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

**Response:**

Dr. B. B. Hegde First Grade College, Kundapura affiliated to Mangalore University, is under the governance of Coondapur Education Society (R.), Kundapura, is registered under Karnataka Societies Registration Act, 1960 (Karnataka Act NO. 17 of 1960). The President/Correspondent is the Chief Executive of Coondapur Education Society. The Administrative Department of the College is headed by the President and assisted by other members of Governing Council. Furthermore, the Principal, Public Relations Officer, Student Welfare Officer, Office Superintendent and other support staff are assisting the President. All financial and HR activities are functioning under the control of Management and the Principal.

The Principal being the Academic head acts as a liaison between the Management and the University. For the smooth governance of the academic system, the responsibilities of the College have been distributed among the Heads of the Departments (HoD) and Coordinators in Commerce, Science and Language. Along with faculty members, the Lab Instructors and support staff assist the departments. The College Library is headed by the Librarian with an assistant. Similarly, the Department of Physical Education is headed by the Physical Education Director. The office of the College is headed by the Office Superintendent and assisted by the clerks, accountant and support staff.

Besides, the College has mechanisms to support students as well as employees such as Student Welfare Council, Grievance Redressal Cell, Anti-Ragging Cell, Women Empowerment Cell, SC and ST Cell, Anti-Sexual Harassment Cell, Human Rights Cell, Training and Placement Cell, Staff Association and Internal Quality Assurance Cell (IQAC) to ensure the internal quality. The employees are appointed as per the policy of recruitment, the performance evaluation of the employees are guided by the Service Rules of the College and the employees career advancement in the service will have to be done as per the policy of promotion and the grievances of the employees are addressed as per the procedure of Grievance Redressal Cell.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

**6.2.3 Implementation of e-governance in areas of operation**

- 1. Administration**
- 2. Finance and Accounts**
- 3. Student Admission and Support**
- 4. Examination**

**Response:** E. None of the above

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

### 6.3 Faculty Empowerment Strategies

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

##### Response:

The College is always striving hard to introduce welfare measures for the wellbeing of teaching and non-teaching staff. The institution always puts its effort for the satisfaction and wellbeing of its staff members, so that they will contribute for the overall development of the College. Leave, ESI, PF, Group Medical Claim, Annual Personal Accident Insurance, Special increment for 5 years of service, bus facility, special allowances for PhD. M.Phil. KSET, NET holders, loan facility through staff association are some of the welfare measures introduced by the College.

Whenever the staff members are attending workshops, presenting papers in National and State level seminars, the College bears the registration/delegate fees and travelling expenses. Special permission is also given for faculty members to pursue Ph.D. Different forms of leave like Casual Leave, Earned Leave, RH, Paid Study Holiday, Special Casual Leave, Maternity Leave, On Official Duty Leave, Local holidays are also available for staff members. Through staff association, funds are given as gifts for faculty member's marriage functions, house warming ceremony and also given as short-term loan for the needy. Institution also has the tradition of recognizing the service of the faculty members, when they are leaving from their service because of their personal reason or after retirement or because of any other reason, by felicitating them through staff association.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

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

Response: 36.32

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

2020-21	2019-20	2018-19	2017-18	2016-17
9	25	9	6	15

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

**6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years****Response: 2****6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
2	3	2	2	1

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres)	<a href="#">View Document</a>
Reports of Academic Staff College or similar centers	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

**6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).****Response: 100****6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
39	40	38	32	28

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

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

#### Response:

#### Teaching Staff:

Every teaching faculty member is required to fill self appraisal form at the end of each academic year. The self appraisal form consists of objective type questions relating to participation in the College activities, involvement in career oriented activities, number of papers presented at the state, national and international level seminars and conferences, as well as academic excellence. Later on, these self appraisal forms are assessed by HoDs, IQAC and subsequently by the Principal, Governing Council, and Management. After the due analysis, the teacher will be appreciated for outstanding performance and if needed the teachers are counselled to improve their performance.

The Institution has a student feedback system in respect of every faculty member to collect the feedback at the end of every academic year. The feedback collected by the students, helps to understand where the employee stands in his performance and what improvements are needed in future.

#### Non teaching staff:

Non-teaching staff - like the office staff, support staff etc are currently not given any appraisal forms. Their performance appraisal is done by the Principal based on the quality and quantity of their work, nature of their work, their enthusiasm, skill-sets and efficiency. The appraisal of the non-teaching staff is conducted informally by the Principal and they are counseled to improve their work, if necessary.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

Financial statement of Dr. B. B. Hegde First Grade College, Kundapura is audited by Chartered

Accountancy firm P. Prabhakar Mayya and Co. Kundapura. Proper books of accounts have been kept by Dr. B. B. Hegde First Grade College so far, according to the report, Qualified internal auditors from external sources are also appointed and a team is constituted to do the thorough checking and verification of all vouchers of the transactions that are carried out in each financial year.

Scope of audit covers verification of all income and expenditure account, capital expenditure verification, payroll verification and statutory compliance. So far, there are no major findings / audit objections. Minor errors of omission and commissions when pointed out by the audit team are immediately corrected. The report is analyzed by the management and remedial measures have been taken with the proper follow up.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

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

**Response:** 13.59

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

2020-21	2019-20	2018-19	2017-18	2016-17
1.16400	3.56070	3.22400	3.40730	2.23100

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Annual statements of accounts	<a href="#">View Document</a>

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

**Response:**

Dr. B. B. Hegde First Grade College is a self financed institution. The fee collected from the students is the major source of funding for the institution. In special cases like conduct of University level sports meet or Inter Collegiate competitions, the College raises donation from the donors, non-government bodies or from the public. The College has been trying to generate funds in the form of financial and non- financial sources.

The mobilized resources are mainly utilized for:

- Infrastructural development
- Developing teaching learning process
- Operating expenses
- Student development activities
- Other administrative activities

The financial activities are administered by the President of Governing Council. The College has been following the transparent mechanism of auditing for utilizing these funds and resources.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

## 6.5 Internal Quality Assurance System

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

#### Response:

The IQAC always takes care of the quality enhancement initiatives of the institution for the sustainability. Regular meetings are being conducted for the evaluation of quality initiatives. With the academic council, regular meetings are conducted to discuss the plan of action, process and for its evaluation. To put the plans into action, the IQAC conducts meeting with its members and student representatives to discuss about further action to be taken and to get insight on academic quality improvements.

The IQAC directs the placement cell to conduct training for the students. It also recognizes and appreciates the achievements of students and faculty members. The IQAC suggests the management for the improvement of infrastructure facility in the College. It also takes care of the regular self-appraisal of faculty members.

Apart from the above, the College offers 10 different certificate courses through various departments, with a focus on personality development of the students. Co-curricular and extra-curricular (sports, cultural etc) activities are also conducted with the involvement of 20 forums and associations to expand their knowledge horizon. More emphasis is given on ICT enabled teaching and learning. Library has been strengthened by adding new books, periodicals and e-resources.

#### BEST PRACTICES:

##### 1. First Aid Training and Health Awareness Programme

First Aid training and Health Awareness programme give the confidence to step in when an emergency needs. The action taken by responding straight away could save a life or prevent a person suffering permanent disability. Another benefit of having First Aid and health Awareness is being able to identify

potential health hazards. Right first aid at right time can save many lives. With this noble thought, every year the College organizes first aid training as well as various health awareness programmes for the students, trained by the professional trainers.

## 2. Student support programme

The College provides the best possible learning atmosphere for the overall development of the personality of the students. The Student Support System in vogue provides all that is needed to reach out the needs of multidimensional personalities of the student community. The various student support programmes available in the institution are - Extension Activity, Certificate Courses, Internship, Industrial Visit, Mini Research Projects, Seminars, Workshops, Use of ICT, Bridge Course, Mentorship, Slow learner and Advanced learner coaching, Integrated coaching for professional courses- CA,CS, IBPS and others. Besides, there are MoUs signed by the College.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities ( For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives )**

**Response:**

### 1. Teaching learning method

The teaching learning process of the College has been governed and guided by the College IQAC, periodically for its quality enhancement. The quality of teaching and learning is also analyzed through marks scored in internal examinations on the basis of which the students are categorized as advanced and slow learners. Later on, special coaching classes have been provided as per their requirement. Other activities like group discussions and seminars are brought into practice for the enhancement of knowledge.

### 2. Feedback and mentoring system

The quality of teaching is monitored through student feedback system. The students' academic progress is monitored regularly by a well-structured and executed mentorship (called as mentors) programme. As per the result analysis of previous year, strategies are developed at the beginning of the semester for improving the result. Also after the final exam results, remedial classes are arranged for slow learners.

**Incremental improvement in various activities:**

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Sl. No.	Recommendations	Initiations and Improvements
1.	Introduction of career oriented/job oriented coaching such as IBPS Coaching and CA/CS coaching.	Conducted IBPS coaching and CA/CS classes regularly.
2.	Tutorial and remedial classes should be held regularly and systematically for monitoring the slow learners as well as advanced learners.	Remedial classes for slow learners and meritorious students have been conducted.
3.	Establish more collaborative linkages with other institutions, industrial and corporate sectors for enhancement in quality teaching.	These collaborations provide opportunity for internships, project work. 10 MoUs have been signed
4.	More emphasis may be given on ICT enabled teaching and learning.	ICT based teaching have been initiated. Wi-Fi facility is provided in the College campus.
5.	Library may be strengthened by adding new books on competitive examinations and reputed journals.	<ul style="list-style-type: none"> <li>Library strengthened by adding new text books, competitive examinations books and reviews, journals and general books.</li> </ul> <p><b>Present data:</b></p> <p>Text Books 7933</p> <p>Reference Books 619</p> <p>Journals 11</p> <p>Magazine 11</p> <p>News Papers 12</p> <p>CDs/DVDs 37</p> <p>Projects 18</p> <p>E-resources @ e-ShodhSindhu (N-LIST 6000+ Journals and 1,99,500+ ebooks)</p>
6.	Modernized auditorium may be constructed.	Mookambika Auditorium was constructed which can be used for

		multi-purpose like conducting workshops, seminars, practicing indoor games, yoga practice, etc.
7.	Providing placement training to all the students and providing training for other competitive examinations.	College placement cell regularly organizes placement training to all final year students to enable them to prepare and face interviews regularly.
8.	Organising environmental friendly programme for the benefit of society.	<ul style="list-style-type: none"> <li>• NSS Camps</li> <li>• Eco Club activities</li> <li>• Programmes by Rovers and Rangers unit</li> <li>• Youth Red Cross</li> </ul>
9.	Women related topics, issues and challenges of women may also be incorporated in the curriculum in order to create awareness among the women students.	<ul style="list-style-type: none"> <li>• Women's Forum organizes programme regularly, guest talks has been organized.</li> <li>• Women empowerment cell has been working and anti-sexual harassment cell is active</li> </ul>
10.	<ul style="list-style-type: none"> <li>• Selection procedure of the faculty should be strictly adhered to UGC/University rules.</li> </ul>	<ul style="list-style-type: none"> <li>• Followed as per the norms.</li> </ul>

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 6.5.3 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)
3. Participation in NIRF
4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

**Response:** C. 2 of the above

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

NAAC

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

##### Response:

##### Safety and Security

The College is a co-education institution where all the students irrespective of their gender are treated equally. The College has taken special care for women by giving them training and counselling sessions on self-protection, emotional disturbances, and personal hygiene. Keeping in mind the requirements of the day scholars hailing from rural areas, the timetable has been set to enable them to reach home early. To tackle the emergency situations, the students' have access to 'Common Help-line number'. Discipline Committee, Grievance Redressal and Anti Sexual Harassment cells are actively functioning which provide a convenient opportunity for girls to voice their problems, if any. Each year College arranges for workshops with regard to safety measures to be adopted in unforeseen situations.

In all the events of the institution, the students are given opportunity to participate irrespective of their gender. Free mid day meals are provided to the needy students irrespective of gender.

CCTVs, fire extinguishers are installed in the corridors of different floors of the College to ensure the safety and security of students and the staff. To prevent the entry of outsiders into the College premises, ID Cards are issued to the students and staff which they have to wear during their presence in the campus. Movement Register has been maintained for faculty members & students to have a watch on their movements during the College hours. To up keep the health and hygiene, regular medical check-up camps are arranged. First Aid Kit is available on campus to aid during the illness and in case of emergency transport facilities are also provided.

The College has adopted protective measures for women empowerment through the exhibition of telefilms and holding road shows under the auspicious of Women's Empowerment cell of the College.

The College has an SC and ST wing to bring equality among the students and also in the society. All the facilities provided by the Government to SC and ST are made available through this wing.

##### Counselling

Mentoring system has been introduced in the College with an objective to nurture the talents and ensure the welfare of the students through counselling. A group of about 45 students are allotted to a faculty member preferably who engages the particular class. This system improves the rapport between mentees and the mentor. The parents of irregular students are informed and joint counselling is done by the mentor of respective class. The mentor collects a report of the shortage of attendance of each subject and same is submitted to the principal every month. Special care is taken for slow learners identified through counselling. Students' counselling activity functions with the help of counsellors in the campus. The trained teachers reach out the students through behavioural counselling, career guidance counselling, adolescence counselling and counselling for gender issues etc.

**Common Rooms**

Common rest rooms for boys and girls are made available in the ground floor. In respect of girls rest room the facilities like beds, napkin disposal arena, cloth stand and others.

File Description	Document
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">View Document</a>

**7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures**

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

**Response:** D. 1 of the above

File Description	Document
Geotagged Photographs	<a href="#">View Document</a>

**7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)**

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

**Response:**

**Solid Waste Management:** With smart initiatives like Go Green Campus Model, Waste Management is helping the College to achieve a higher level of environmental awareness. Leaf litter is allowed to decompose systematically over a period of time to be used as manure for the gardens in the institute. All the waste from the College **and canteen is collected and handed over to Kundapura Municipality.** Waste bins are arranged in and around the College so that waste is not scattered.

**E-Waste Management:** Electronic goods are put to optimum use; the minor repairs are set right by the

Laboratory assistants and teaching staff in the campus and the major repairs are handled by the Technical Assistants and are reused. All e-waste and non-working computer spare parts and other non-working equipments are safely handed over to Shivashakthi Technologies, Kundapura. The cartridge of laser printers is refilled outside the College campus. UPS Batteries are recharged / repaired / exchanged by the suppliers.

**Liquid Waste Management:** Organic solvents are collected in a container with a tight fitting lid and labelled. The College has a well organized and maintained storage system for all chemicals. Some of the liquids collected are reused. Corrosive liquids such as strong acids and bases are appropriately diluted, to enable them to go down the drain smoothly. Water reactive materials such as sodium are kept away from the water sources.

**Waste recycling system:** Pits are arranged near the Canteen, for putting the waste properly into the specified pits.

File Description	Document
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View Document</a>

#### 7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

**Response:** B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>

#### 7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

**Response:** B. 3 of the above

File Description	Document
Geotagged photos / videos of the facilities	<a href="#">View Document</a>
Any other relevant documents	<a href="#">View Document</a>

**7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:**

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

**Response:** D.1 of the above

File Description	Document
Any other relevant information	<a href="#">View Document</a>

**7.1.7 The Institution has disabled-friendly, barrier free environment**

1. Built environment with ramps/lifts for easy access to classrooms.
2. Divyangjan friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

**Response:** A. Any 4 or all of the above

File Description	Document
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>

**7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).**

**Response:**

The College has adopted the Apparent Admission Policy in accordance with Mangalore University guidelines in relation to the seat reservation for various categories: General Merit (50%), Scheduled Castes (15%), Scheduled Tribes (03%), Category I (04%), Category IIA (15%), Category IIB (04%), Category IIIA (04%), Category IIIB (05%), Differently Abled (Nil) and Hyderabad Karnataka (Nil). – This reservation scheme has been adopted by the Institution. The Institution has been executing the same

configuration in line with the volume of seat aspirant students from diverse categories.

The Institution has been celebrating a few significant festivals viz. Sharadha Pooja, Deepavali, Christmas, Onam and Holi to cultivate the momentousness of these vibrant cultural diversities in fabricating harmonious unified humankind, among the student fraternity.

The Institution makes all effort to ensure that students from all sections of the society find an opportunity to be educated amidst a harmonious ambience. In its attempt to educate the poorest of the poor and to empower, embolden and support the weak and the deprived in their aspirations and pursuits, the Institution has embraced the following applications to extirpate regional and linguistic barriers so as to evolve Zero Tolerance for On Campus Discrimination:

- The departments namely English, Commerce, Business Administration, Computer Science and Economics offer Bridge Course to the students of First Year who performed exceptionally dull in their Pre University Course so as to bridge the knowledge gap of the students to cope with the course.
- The College also trains the academically deficient students via Remedial Coaching to elevate their academic performance.
- The Institution renders the following certificate courses – Consumer Education, Spoken English, Yakshagana, Event Management, Fashion Designing, Yoga and Meditation in order to illuminate the students apropos of the requisite skills which the modern world demands.
- The Institution furnishes Pre-placement Training for Final Year Students and Coaching for Bank Examination to assist the students from rural segment to up-skill the obligatory skills to grab the employment opportunities.
- The College motivates the students to take up Internship and Mini Research Projects in order to enlighten them about the work field ambience, the desired soft skills and personality traits, sundry proficient methodologies etc.
- The Institution expands the horizon of Students' learning experience through various Cells and Associations namely Career Guidance and Placement Cell, Entrepreneurship Development Cell, Innovation Club, Commerce Association, Economics Association, etc. to mould them with the soft skills for a better career.
- The Institution conducts ample personality development workshops, guest lectures and industrial visits and deputed students to seminars, conferences, fests, competitions etc. to embolden the various skills of student fraternity.

The Institution, in its endeavour to achieve its vision - Ensuring quality higher education to the socio-economically disadvantaged sections of the society- bestows the following facilities:

- Fee concession facility for meritorious, economically poor, SC-ST, Sports, Orphan students etc.
- Free Mid-day Meal facility.
- Free bus transport from Shastri Circle, Kundapura to the College campus.
- The Institution itself facilitates the students to apply Government Scholarships and Other Scholarships.

File Description	Document
Any other relevant information.	<a href="#">View Document</a>

### 7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

#### Response:

India, as a country, includes individuals with different backgrounds viz., cultural, social, economic, linguistic, and ethnic diversities governed and guided by the Constitution irrespective of caste, religion, race and sex. The College strives to imbibe values, rights and duties and responsibilities of every citizen. In this direction, the College has taken all possible initiatives in organizing various programmes for moulding the students and staff to become responsible citizens. As responsible citizens the students are motivated to take part in various activities of the College.

**Values:** One, the College encourages the students to take part in blood donation camps. Two, Republic day is celebrated on 26th Jan by organizing activities highlighting the importance of Indian Constitution. Three, Independence Day is also celebrated each year to commemorate the struggle of freedom fighters and the importance of Indian constitution. Four, to honor the contribution and service to the country, B.R. Ambedkar Jayanti is celebrated on 14th April every year, who was a principal architect of the Constitution of India. Five, the NSS and NCC units of the College, exclusively encourage the students in conducting activities to serve the society. Guest lectures and workshops are arranged by eminent personalities to deliver lectures on ethics, values, duties, and responsibilities and on saving the environment. Ethical Values, rights, duties, and responsibilities of citizens are some of the topics that are enlisted in Elocution, debates, and class presentations.

**Rights and Duties:** Code of conduct is prepared for students and staff, to abide by the norms of the College. In all these years, till the introduction of NEP, the students across all courses studied Constitution of India, Gender equity, Environmental studies and Human rights as a compulsory paper which sensitized the students about constitutional obligations.

**Responsibilities:** The College conducted awareness programs on the abuse of plastics, cleanliness, Swachh Bharat, etc. by involving students. The students being the responsible citizens take many community initiatives and provide services to the society. The students have taken up many cleanliness drives both inside the campus and nearby villages considering it as a responsibility of every citizen through NSS and NCC units. The students have shown their participation in plantation drives to provide a clean and green environment. The College has also conducted a voter awareness program for all the students and facilities to sensitize about their constitutional powers of voting.

File Description	Document
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View Document</a>

**7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.**

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

**Response:** A. All of the above

<b>File Description</b>	<b>Document</b>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims.	<a href="#">View Document</a>

**7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).**

**Response:**

**Independence Day** is annually celebrated on 15th August, as a national festival commemorating the nation's independence. It is celebrated to highlight the struggle of freedom.

**Republic Day** is celebrated on 26th January by organizing activities highlighting the importance of Indian Constitution.

**Gandhi Jayanti** is celebrated on October 2nd to mark the occasion of the birthday of Mohandas Karamchand Gandhi, -"the Father of the Nation".

**Kargil Vijay Diwas** is being observed on the 26th of July every year to Commemorate the 'Operation Vijay' launched by Indian Army to flush out the Pakistani intruders from Kargil.

**National Youth day** is celebrated in the campus on 12th January each year. This day is also known as **Vivekananda Jayanti**, being the birthday of Swami Vivekananda.

The **International Day of Yoga** is being celebrated annually on 21st June since 2015, following its inception in the United Nations General Assembly in 2014. Yoga is a physical, mental and spiritual practice which originated in India. The Indian Prime Minister, Sri Narendra Modi, in his UN address suggested the date of 21st June, as it is the longest day of the year in the Northern Hemisphere and shares a special significance in many parts of the world.

**Geneva Convention Day** is celebrated on August 12th of every year, this reminds the cornerstone of Contemporary International Humanitarian Law. They contain the essential rules protecting persons who are not or no longer taking a direct part in hostilities when they find themselves in the hands of an adverse party.

The **National Sports Day** is celebrated on 29 August, on the birth anniversary of hockey player Major Dhyan Chand. This day marks the birthday of Major Dhyan Chand Singh, the hockey player who won gold medals in Olympics for India.

**Sharadha Pooja** is celebrated in the College each year. The students and faculty members of the College come together to seek the blessings of the goddess of knowledge. Both the faculty members and students join hands together, with great zeal to make the event a memorable.

**Deepavali**, being the festival of lights is celebrated on campus. Based on “Ramayana”, the ancient Indian story, people celebrate “the victory of good over evil.”

**Holi**, the festival of colours is celebrated in the College. With the festival of colours the students pledged to bury all the difference with each other and stay together as one united family.

The festival of rice harvest – **Onam** is celebrated each year with great spirituality and delight. All Malayali students participate with enthusiasm on this special occasion. Malayali students & faculty members get dressed up in their traditional wear, particularly girls/ladies wearing the kasavu saree.

**Christmas** Celebration is one of the joyful celebrations at Creative Hut. It is the season of joy, greetings, cakes, gifts and fun. Interestingly, it is a feast with family members from different parts of the Nation. Since there comes a short vacation during Christmas, a pre Christmas or post Christmas celebration is organized every year in the campus.

File Description	Document
Annual report of the celebrations and commemorative events for the last five years	<a href="#">View Document</a>

## 7.2 Best Practices

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

**Response:**

### I. Best practice

#### 1. Title of the Practice:

**Blood Donation Camp- ‘Donate Blood, Save Life’**

#### 2. Objectives of the Practice:

The Institution is committed to render service to the society through organizing blood donation camps. It has been the usual practice to conduct the above said camp in association with outside agencies which have a sense of institutional social responsibility since 2015. Social service concepts have been integrated into

the curriculum.

The institution believes in the ideology that there is no service greater than saving the life of a human being. The students of the College are at the age of adolescence, more powerful and enthusiastic youths. It is to create social awareness among these rural youths and to send a strong message that blood donation has no side effects and this institution is in existence for promoting the welfare of the society by resolving its problems.

### **3. The context:**

The practice relates to blood donation with kindness and humane features towards leukaemia patients, accident victims, hapless rural poor and socio-economically weaker sections. Blood donation has been adopted as a relevant programme in the context of the institutional surroundings and being guided by the “Vision and Mission of Institution”. This task is being performed year to year voluntarily with a sense of institutional social responsibility appears to be challenging in nature for an educational institution. Broadmindedness of the leadership, suggestions and co-operation from teachers and administrative staff along with the generous donation of blood by the students are forming the core of holding these programmes successfully. Moreover, negotiation with a specialised blood bank agency to receive the donation and conserve the units of blood donated; till it is passed to the beneficiary is a daunting task. In conformity with the SOP of blood donation and blood infusion are borne in mind and blood donation camps were held regularly.

### **4. The Practice:**

The best practice of donating the blood has been adopted since 2015 and hope that it is continued to be in future as well. Youth Red Cross Unit & Red Ribbon Club of the College in association with Indian Red Cross Society, Kundapura & Lions Club, Kundapura organized Blood Donation Camp in the College in all these years in the campus. A brief note on the blood donation camps held during 2019-20 and 2020-21 is as follows.

2019-20 - The Secretary of Coondapura Education Society Sri. K. Seetharama Nackathaya, College Management Committee Member Dr. M.V. Kulal, Lions Club President Dr. Vinod Kumar, Secretary Mr. Naveen Kumar Shetty, Treasurer Dr. Rajendra & members of Lions Club, Chairman of Indian Red Cross Society, Kundapura Sri. S. Jayakar Shetty, Treasurer Sri. Shivaram Shetty & members of Red Cross, Principal Prof. K. Umesh Shetty, the coordinators of the College Youth Red Cross unit Mr Shivaraj C & Ms. Soumya N were present during the occasion. A total of 164 units of Blood were collected during one day Blood donation camp held on Feb 5, 2020.

2020-21 - The Blood donation camp was jointly organised by the YRC unit, NCC & NSS unit of the College, Indian Red Cross Society, Kundapura & Lions Club, Kundapura on 10/02/2021. The office bearers of Indian Red Cross Society, Kundapura, District Governor & members of Lions Club, Kundapura, Principal Prof. K. Umesh Shetty, Vice-principal Mr. Chethan Shetty, Co-ordinators of YRC, NCC & NSS units were present during the occasion. 124 units of blood were collected in the camp.

### **5. Evidence of Success:**

A target was fixed every time before the idea was put into practice. The target was to collect 80 units of blood from each camp. So far five camps were held and a total of 600 units of blood were collected against

the benchmark of 400 units. This is to be regarded as an overwhelming response from the standpoint of stakeholders. Moreover, it also indicates that the honest efforts put in by teachers in organizing the event will definitely bear fruits.

#### **6. Problems encountered and Resources Required:**

So far, the institution has not encountered any major operational issues while organising the camps due to the enormous cooperation of the College Management, Indian Red Cross Society and local chapter of Lions Club. Youth Red Cross Society of the College in association with the other forums has organised awareness programmes prior to the camp so as to enlighten students about the safety measures that they need to be cautious of.

Due to the tremendous involvement of the donor students, the coordinators of the YRC, teaching and non-teaching staff, office bearers of the IRCS, medical staff of the Government Hospital, Kundapura that preserves donated blood units, the institution has effectively organised the camps without any resource hurdles.

## **II. Best practice**

### **1. Title of the practice: “Annapoorna Yojana”**

### **2. Objectives of the Practice:**

- Free Mid-Day Meal Scheme is a progressive project of the College to provide free Mid- Day Meals to the underprivileged students coming from rural areas
- To prevent malnutrition and improving health status by providing quality food to the students
- To improve socialization among students of different castes and community
- For combating physical energy crisis that hinders the learning process

### **3. The Context:**

Majority of the College students hail from rural areas. Agriculture and the allied activities are the main occupation of the students' family. Not only the rural students, it was found that many girl students also do not carry their lunch boxes and remain without food. Its effect was reflected in their academic performance and health condition. Apart from it, many of the students belong to the lower income group.

The students have to travel a long distance to reach the College for which they are compelled to leave their homes early so as to reach the College on time. Many of them do not bring their lunch boxes and thus remain on empty stomach leading to ill health. Some of them not even afford the outside food. Hence, the College Management noticed this phenomenon and evolved a strategy to feed the mid-day meal to the deserving.

### **4. The Practice:**

In this context, the institution since its inception decided to provide mid-day meals to the deserving students for which a Mid-Day Meal Committee was constituted effectively under the guidance of the Principal of the College. The institution has adopted an organised selection process, according to which the Mid-day Meal committee identifies the deserving students, puts them in the screening process for those who submitted their applications. While availing the facility of Mid-day Meal, during the lunch hour, the

office staff issue the token to the beneficiary student and marks the attendance. Excess food remaining, if the beneficiary students are absent, will be handed over to nearby old-age homes, orphanages.

### 5. Evidence of Success:

The success of the scheme also reflected in the results of the College. Those who received the benefits of the scheme successfully passed out the examinations with distinctions and first class. It has been observed the increased participation of the students in the extracurricular activities like sports and cultural events. It has been made sure that nobody was left hungry during the College time.

The institution has not developed any corpus fund for this purpose. However, every year the institution used to raise funds from like minded donors- individual as well as institutional. During the last five years, the institution has collected a sum of Five lakhs eighty-eight thousand three hundred and fifty (in figures) the details of which are follows:

Sl. No	Year	Amount (in Rupees)	No. of beneficiaries
1.	2016-17	25,000.00	64
2.	2017-18	2,14,130.00	131
3.	2018-19	2,10,300.00	96
4.	2019-20	1,03,920.00	138
5.	2020-21	35,000.00	160
<b>Total</b>		<b>5,88,350.00</b>	<b>589</b>

**Source:** The College audit report 2016-17 to 2020-21

Following are the evidences of the success noted during the preceding years:

- There has been a considerable increase in the number of students availing the benefits.
- The attendance of the students to the College also has been improved.
- This project has resulted in the improvement of the academic results by regularly attending the classes.
- It eradicated classroom hunger and the protein deficiency in students.
- It hastened socialization process among students which fosters the habit of eating together without considering one's socio-economic background.
- Active participation in extracurricular activities conducted in the College.
- It decreased the dropout rate.

### 7. Problems Encountered and Resources Required:

- Adequate number of donations from generous donors, to keep the project going.
- Ensuring that the most deserving students make the best use of this scheme through a systematic vetting process adopted by the mid-day meal screening committee
- Making sure that students don't discontinue taking the Mid-Day Meals for any reason.
- The institution has not maintained any corpus

File Description	Document
Any other relevant information	<a href="#">View Document</a>

## 7.3 Institutional Distinctiveness

### 7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

**Response:**

**Title:** “Financial aid to socio-economically disadvantaged students”.

**Description:** The thrust of the institution is the total alignment of vision and mission of the College i.e - “Ensuring quality higher education to the socio-economically disadvantaged sections of the society and to meet the growing demand for quality education and educate the poorest of the poor”. The President and Correspondent of the College Sri B.M. Sukumar Shetty is the backbone of this institution and is leading from the front in practicing the vision and mission stated above.

The distinctive practice of the institution is to give fee concession to the students who are not able to pay the institutional fees prescribed. The College is compassionate to a large measure towards the students who are economically weak and academically sound; those who have participated in state/national level sports and games; students hailing from socio-economically deprived sections of the society. The objective is to provide quality higher education to these students and to see that none of them are deprived of higher education due to financial constraints. The fee concession has also prevented discontinuation of education for many students. The College considered fee concession as the best option and hoping that the students will serve the society in future as an upright citizen.

**Objectives:** The noble objectives of this distinctive practice are:

- To extend financial aid to the poor students, especially from the rural areas, to save them from discontinuation of their studies owing to poverty
- To support financially all the deserving poor students without any discrimination of caste, creed or gender
- To promote the ‘equality’ among the students
- To inculcate the values of ‘generosity’ and a ‘sense of social responsibility’ among the students

**Context:** This institution is not receiving any external financial supports like UGC funds and grant-in-aid from the Government. It is managed mainly on the resources mobilised on fee collection from the students. In the local area, people generally lack the attitude of encouraging and supporting the educational institutions imparting non-professional education and sponsoring the education of poor students. Providing quality education is the main priority for the College and giving fees concession takes away very large amount which otherwise could be utilized for developmental purposes and campus improvements. This is the biggest challenge the institution is facing these days.

The Fee Concession Committee of the College, constituted by the Principal, will take care of all requests for subsidies, concessions or waivers in fees, for the deserving candidates. The Committee will meet once a year or for need based assessment to review the cases of applicants and make suitable recommendations to the Principal regarding whether the applicant deserves the concessions and if so, how much concession should be given. The percentage of concession may vary based on the recommendations made by the committee and may not be given in all consecutive years.

The Management & the Principal will take the final decision based on the recommendations of the designated committee as well as the allocation of resources for the purpose. Checklist for the documents to be enclosed along with the application form:

- Mark sheet of the previous Sem/Year
- Address proof
- Annual estimated income /BPL Card (whichever is applicable)
- Absence of income of the parents due to illness/ Single Parent/ Orphaned
- Minority/Backward Class Certificate
- Differently abled / Physically handicapped certificate
- Extra Curricular activities, if any (attach proof) (Sports/Cultural)
- Any other reason why they wish to avail the subsidy

#### **Distinctiveness:**

The practice expects that higher education in India aimed at intellectual and integrated personality development of the students, and the institution is not an exception for this. Even though the College face financial constraints, opportunities are given to economically weaker students to study in the College according to their choice. Fee concession is given to the students in all the four programmes – B Com, BBA, BCA and B Sc. It requires sincere efforts and firm action by all the right-thinking management members to mobilize funds for the cause of education. Sometimes faculty members contribute money for fee concession and they even adopt the students. Most often the information is kept confidential. There is Alumni Association and their contribution for the students' welfare is yet to be framed.

#### **Evidence of Success:**

The details of fee concession given to the students during the past five years are as follows: 2016-17 Rs. 7,13,250/-; 2017-18 Rs. 8,37,135/-; 2018-19 Rs. 17,35,390/- 2019-20 Rs. 13,16,280/-; and 2020-21 Rs. 24,18,350/-. Due to this initiative the admission has increased from 2016 onwards. The institution has not undertaken any personal canvassing and advertisement through the media about the College nor by visiting other PU colleges for manipulating the minds of the students for admissions. In support of this statement, the College presents the statistical data of admissions from 2016 onwards: 2016-17– 388, 2017-18– 430, 2018-19– 444, 2019-20– 229 (Due to unavoidable uncertainties) & 2020-21 – 505. Total amount of fee concession given for past five years is Rs. 70, 20,405/-The liberal admission policy is helping many students to enter the portals of the College without the discrimination of caste, community and religion.

#### **Intended Outcome:**

Due to this distinctive practice, the College has succeeded in securing maximum admissions against the allotted seats. The admission graph has been showing an upward trend throughout the past five years. The institution has positioned itself as one of the branded College at the Mangalore University. To

accommodate the increasing intakes the College has constructed a new block.

File Description	Document
Any other relevant information	<a href="#">View Document</a>

NAAC

## 5. CONCLUSION

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### Additional Information :

- The College has proven its academic excellence through securing thriving results every year. The College also has to its credit two University ranks & eight ICAI Gold Medals
- Two NSS volunteers have participated in Republic Day Parade at New Delhi and Bengaluru
- There is a remarkable performance by the students at the University level in cultural, fine arts, theatre shows, documentary and short films
- The College Annual Magazine “Shikara” is the mirror of the College, which gives an insight of the students’ literature and research work. The magazine has attained a hallmark by grabbing the first position for the four consecutive years at Mangalore University level among more than 200 colleges
- During the 11 years of its existence, the sports achievement of the College is magnificent. The College students have participated in National level, State level and University level events. With the limited resources, the students have managed to reach greater heights.
- With a view on public safety, the College has contributed four traffic barricades to NH authority
- The College has taken great interest in procuring scholarships for the students from Government as well as Non-Governmental Organizations
- The College Management is very generous and kind towards the socio-economically deprived sections and has taken a heartening step of Fee Concession to the parentless, single parent children, SC,ST and as well as for the academically excellent performance, sports achievements etc. During the pandemic year too the institution has taken more concern towards the financially needy.
- The Institution also has a quota of offering subsidized fee payment for the wards of the employees of Coondapur Education Society (CES) who are admitted to the sister institutions
- There is an active working ‘Staff Association’ in the College which looks after the welfare of the staff by providing various facilities
- Whenever required on the humanitarian grounds, the College has generated funds to meet the medical expenses of the students, alumni, neighbouring institutions and outsiders suffering from serious ailments and met with the road mishaps. A fund collection jaatha was also marshalled for the flood victims

### Concluding Remarks :

The College has exceptionally achieved many milestones within a very short span of 11 years. It is in the process of making consistent efforts to improve and climb the dizzy heights in all quality parameters required as per the academic frameworks.

The College definitely has to strengthen its strengths, weaken its weaknesses, and cease the opportunities keeping in mind the challenges it has to face. Hence, it will be an uninterrupted goal of all the stakeholders of the College to enrich the standard of this educational temple.