



## YEARLY STATUS REPORT - 2022-2023

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	<b>ST MARY'S COLLEGE, SHIRVA</b>
• Name of the Head of the institution	<b>DR HERALD IVAN MONIS</b>
• Designation	<b>PRINCIPAL</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>08202554238</b>
• Mobile No:	<b>8660502266</b>
• Registered e-mail	<b>smc_shirva@rediffmail.com</b>
• Alternate e-mail	<b>smcshirva.iqac@gmail.com</b>
• Address	<b>St Marys College Shirva</b>
• City/Town	<b>Udupi District</b>
• State/UT	<b>Karnataka</b>
• Pin Code	<b>574116</b>
<b>2.Institutional status</b>	
• Affiliated / Constitution Colleges	<b>Affiliated</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Rural</b>
• Financial Status	<b>Grants-in aid</b>

• Name of the Affiliating University	<b>Managlore University</b>				
• Name of the IQAC Coordinator	<b>JAGADEESHA ACHARYA</b>				
• Phone No.	<b>08202554238</b>				
• Alternate phone No.	<b>8660502266</b>				
• Mobile	<b>8971142240</b>				
• IQAC e-mail address	<b>smcshirva.iqac@gmail.com</b>				
• Alternate e-mail address	<b>smc_shirva@rediffmail.com</b>				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://www.smcshirva.edu.in">http://www.smcshirva.edu.in</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	<b>Yes</b>				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://www.smcshirva.edu.in">http://www.smcshirva.edu.in</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B</b>	<b>70.25</b>	<b>2003</b>	<b>16/09/2003</b>	<b>15/09/2008</b>
<b>Cycle 2</b>	<b>B</b>	<b>2.87</b>	<b>2010</b>	<b>28/03/2010</b>	<b>27/03/2015</b>
<b>Cycle 3</b>	<b>B</b>	<b>2.90</b>	<b>2016</b>	<b>25/05/2016</b>	<b>24/05/2021</b>
<b>Cycle 4</b>	<b>B++</b>	<b>2.96</b>	<b>2023</b>	<b>19/07/2023</b>	<b>18/07/2028</b>
<b>6.Date of Establishment of IQAC</b>			<b>01/07/2003</b>		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			<b>Yes</b>		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>2</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>No</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
Orientation Programme to the fresher students Extension activities to build good rapport with the society Inculcation and retention of healthy practices in the institution		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		
Plan of Action	Achievements/Outcomes	
Organising orientation programme to the freshers	Programme helped to create lasting impression for the freshers	
To continue with add on courses	Existing add on courses were continued	
To increase the teachers' competency	Teachers were encouraged to participate in the workshops, seminars and conferences	
To strengthen the relations with the stakeholders	Various extension activities were organized	
<b>13.Whether the AQAR was placed before statutory body?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>		

Name	Date of meeting(s)
Nil	Nil

#### 14. Whether institutional data submitted to AISHE

Year	Date of Submission
2024	26/01/2024

#### 15. Multidisciplinary / interdisciplinary

The college is a multi disciplinary college which offers programmes in Arts, Commerce and Science streams. The implementation of NEP incorporates multi disciplinary and holistic approach to embed skills among the learners and the teachers. The departments of the college have prepared themselves for the introduction of open elective courses to be offered as a part of inter disciplinary approach of NEP. The students are given orientation in the beginning of each semester regarding the open elective courses to be selected along with their curriculum across the streams. It is observed that, the students and teachers have accepted the multi disciplinary/ inter disciplinary approach of NEP through open elective courses. It is proposed to develop Graduate Attributes at appropriate level which will act as common denominator for curriculum across universities. The programmes designed shall empower graduates as expert problem solvers using their disciplinary knowledge and collaborating in multi-disciplinary terms. Mangalore University has designed the implementation of the multidisciplinary and holistic education in all the under-graduate programmes and the consequential post-graduate programmes, with multiple entry and exit options with multiple certificate/diploma/degrees in the Faculties of Arts, Science, Commerce and Management to replace the present undergraduate degree programmes.

#### 16. Academic bank of credits (ABC):

Academic Bank of Credits (ABC) is a virtual/digital storehouse that contains the information of the credits earned by individual students throughout their learning journey. It enables the students to open their accounts and give multiple options for entering and leaving colleges or universities. There will be "multiple exits" & "multiple entries" points during the higher education tenure & credits will be transferred through the ABC seamlessly. It can be considered as an authentic reference to check the credit record of any student at any given point in time. Thus, the concept of ABC is fuel to boost the efficiency of faculty and help students embrace

a multi-disciplinary educational approach. The idea is to make students "skillful professionals" and help their overall growth. NEP has facilitated the learners to have wide range of learning opportunities across the world without having any impact on their studies due to the differences in circumstances; and thereby ensures the new learning horizons. The institution has given inputs about the Academic Bank of Credits and its usage to the students and parents during the orientation programme and later during the interface meetings with parents.

#### **17.Skill development:**

The institution is affiliated to Mangalore University and hence the curriculum of the University is followed. NEP has skill enhancement courses (SEC) as compulsory courses to all students. Under skill based courses, digital fluency, Environmental studies, Financial Education and Investment Awareness, Artificial Intelligence, cyber security and internship are introduced for first three years of study. Health & Wellness, Yoga, sports, NCC, NSS and R&R courses are introduced as value based courses under skill enhancement courses. Besides these skill enhancement courses, the colleges are encouraged to introduce various other skill development courses. Skill development courses introduced during the year are Computer Basics. Tally with GST, Beautician Course and Soft Skills. Besides these skill development courses, the students are given training programmes in this regard.

#### **18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

The promotion of Indian Languages, arts and culture is seen very important and it could be effectively imparted through integrating Indian languages, arts and culture into the main curriculum which would not only develop a strong sense of identity and aesthetic outlook but also enhances creative and cognitive skills among the children. The college has a rich saga of linguistic, cultural and artistic heritage. The college offers Hindi or Kannada language as second language as the part of curriculum. Along with curricular activities, college has given an equal importance to extra curricular activities like Music, Drawing, Photography, cultural activities etc. conducted by several clubs and associations of students with the guidance of teachers. Teaching in the college is multi lingual in nature despite being officially declared English as medium of instruction.

#### **19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

Outcome-Based Education (OBE) is a pedagogical model that entails

the restructuring of curriculum, pedagogy and assessment practices to reflect the achievement of high-order learning, as opposed to a mere accumulation of course credits. As the College is affiliated to Mangalore University, broad specified Programme outcomes and Course outcomes are discussed at the University level. Every teacher is expected to focus on OBE while delivering the content of the course. Various teaching pedagogies are applied by the teachers to reach the OBE.

## 20.Distance education/online education:

The college is affiliated to Mangalore University which offers programmes on regular mode. The college has developed a very good ICT facilities and has also trained the teachers and students regarding online teaching and learning. The study materials are provided through whatsapp and google sites. The links of video tutorials are provided to the slow learners and absentees for the better understanding of the concepts.

## Extended Profile

### 1.Programme

1.1	3
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1	497
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	212
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>
2.3	<b>141</b>
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	<b>20</b>
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	<b>1</b>
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	<b>18</b>
Total number of Classrooms and Seminar halls	
4.2	<b>40.04</b>
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	<b>134</b>
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The Institution has developed an organized mechanism for effective curriculum delivery through a wellplanned and documented process. As an affiliated college to Mangalore University, it follows the scheme and syllabus prescribed by the University.

National Education Policy (NEP) is implemented in the UG Programme with effect from 2021-22. The college devises its academic calendar based on the academic calendar of Mangalore University for the conduct of activities. IQAC actively engages in continuous quality improvement and assurance for academic pursuits. Regular deliberations are made in the IQAC meetings on curriculum delivery.

The workload distribution of the faculty was finalized in the departmental meetings at the beginning of the academic year. The faculty prepare a teaching plan at the beginning of the semester. The timetable committee prepares the master timetable, and department and individual teachers' timetables in accordance with the master timetable. The College library facilitates the students' academic requirements.

The college library has a huge collection of books, journals, periodicals, magazines and old question papers. The college has a Learning management system for an enhanced student-centric approach towards the curriculum. Apart from the conventional chalk-and-talk methods teaching is integrated with ICT-based methods like PowerPoint presentations, assignments, seminars and project work are adopted. Teachers' work diary is prepared and maintained by the teaching faculty.

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

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

The internal examination committee ensure the systematic and time-bound conduct of internal examinations and evaluations, it conducts two internal tests in accordance with the university calendar. The schedules are communicated to students and faculty in advance.

Internal assessment question papers are set to cope with the semester-end examinations confidently and successfully.

The following measures are taken to conduct CIA:

- Scheduling, seating arrangements, monitoring attendance and room invigilators are listed for every internal examination.
- Transparent evaluation of answer scripts and the redressal of grievances, if any.
- Parent- Teacher interface meetings are held at the end of the semester and the academic performance and attendance of students are brought to the notice of the parents.

The evaluation of practical courses is conducted as per the university guidelines. The mentor helps the students to improve their performance by providing constant mental support. The bridge courses are conducted for first-year students to help to understand the intellectual challenges of university education.

The remedial classes are also conducted to strengthen the learning process. Advanced and slow learners are identified based on performance in internal examinations.

Advanced learners are encouraged to participate in competitions, deliver seminars and also encouraged to assist slow learners. Slow learners are encouraged to solve old question papers, given assignments and personal counselling is done through mentoring.

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

**1.1.3 - Teachers of the Institution participate in D. Any 1 of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**  
**Academic council/BoS of Affiliating University**  
**Setting of question papers for UG/PG programs**  
**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**  
**Assessment /evaluation process of the affiliating University**

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

## 1.2 - Academic Flexibility

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

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

3

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

5

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

286

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

the year

87

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

The college integrates major cross-cutting issues by focusing on student and socio-centric activities like awareness programmes, rural welfare etc., to sustain professional ethics, gender, human values environment and sustainability into the curriculum.

The College promotes environmental responsibility among the students through NSS, NCC, Rovers and Rangers and the Green teacher forum conducts activities such as cleanliness drives, planting saplings, rallies and social awareness programmes are conducted to enhance awareness towards environmental protection and sustainability.

The women's forum of the college provides platforms to the girl students to explore their inherent talents. It engages positivity in the creation of knowledge of women's safety and empowerment. From time to time, the women's forum keeps abreast of recent developments and contemporary issues for students.

To promote human values among the students the college conducts Value education classes for the students every Friday. The college holds a systematic assembly every Monday to develop community spirit and reinforce positive attitudes.

The harmony club of the college celebrates festivals of all religions. The green teacher forum of the college has organised outreach programmes by distributing and planting saplings, and helping the community in harvesting and transplantation as extension activities.

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

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

1

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

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

28

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

### 1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

A. All of the above

from the following stakeholders Students  
Teachers Employers Alumni

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

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

**B. Feedback collected, analyzed and action has been taken**

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

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

212

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

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

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

70

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

After the admission, the students will be made to undergo an orientation programme where they are given an overall view of the curricular, co-curricular, and extra-curricular courses offered. Entry level academic performance will be recorded to make the list of students who require a special attention and support. Under graduate students have been divided into a small group and kept under the supervision. Remedial classes are conducted in the college to help the slow learners who require more attention by the faculty members. The faculty members will first identify the slow learners through mentoring system. These slow learners are identified by the respective faculty members on the basis of students' grasping power of lectures delivered in the class room and their performance in internal assessments to provide personal care.

Strategies implemented in support of Advanced learners:

- Motivating students to participate in intercollegiate competitions like Paper Presentation, Commerce/ Management/ IT fests and Debate etc.
- Encouraging the student research articles and its publication in state/ national/ international journals.
- Supporting students to participate in state/ national/ international level seminars or conferences and present research papers
- Training for competitive exams and professional courses.
- Student Faculty Programme
- Organising Commerce/ Management/ IT fests on campus and forming a group of students to develop activities & compeer the total event

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

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

Number of Students	Number of Teachers
497	20

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

Modern learning is a collaborative process of knowledge building where the students interact with the instructor as well as with peers. Thus, educational interactions within an organization can be of three types: learner-to-content interactions, learner-to instructor interactions and learner-to-learner interactions.

The following activities provide opportunities for students to have all the above interactions. These techniques also provide teachers with immediate feedback about student learning, student misconceptions, confusions, etc.

Student seminars Paper presentation at state/ national/ international level conferences

- Assignments
- Diagram interpretations
- Verifying notes
- Group discussions
- Inter-college/ intra college fest (Commerce & Management/ IT)
- Industrial visit programmes
- Field study
- Publication of the college magazine "Mallika."
- Encouraging participation in intercollegiate competitions
- Providing event-organizing opportunities
- Skill development courses and programmes

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

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

Today's tech-savvy generation is often bored by the old methods of teaching which rely solely on the chalk and board. There is a wide variety of audio/visual/technological tools that are utilized in different ways by teachers to teach and students to learn. Technological aids not only break the monotony to grab students' attention, foster inquiry and increase interest but also improve comprehension and stimulate retention. Classes become more interactive, engaging and collaborative as students move from passive reception to active discovery and learning. To ensure this benefit, college has made an all-round effort to provide such a setting with LCD mounted class rooms, multi-media Audio-Video Hall, internet connectivity in departments and the host of other e-gadgets in facilitating technology-based teaching for the benefit of the students.

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

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

**2.3.3.1 - Number of mentors**

21

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

## 2.4 - Teacher Profile and Quality

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

2

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

3

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

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

#### 2.4.3.1 - Total experience of full-time teachers

146

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

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

The college Examination Committee looks into the matters relating to the conduct of examinations and evaluation process. The committee meets periodically to review the entire mechanism and introduce reforms if necessary. It comprises of

Chairman: Principal

Convener: A Senior Faculty

Members: Three staff members

The mechanisms followed by the Committee are as follows:

- Notify the dates of internal assessment examinations two weeks before their commencement
- Notify the date for submission of question papers by the faculty
- Notify the date for completing the evaluation and submission of marks to the college office
- Absentee students with valid reasons (specified in the Hand Book) are to inform the examination committee
- Examination Committee verifies the reason and if found valid conducts another exam to such students
- Principal in consultation with the Examination Committee takes steps to redress the grievance according to the merit of the case.
- No fee is collected for redressing the grievances pertaining to evaluation.

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

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

- Evaluated papers are given to the students in the class for personal seeing.
- Grievances pertaining to evaluation are brought to notice of the faculty concerned then and there and are redressed at that level only.
- If failed to redress at the faculty level then they are reported to the Head of the Department.
- If not redressed at the HOD level the matter is brought to the notice of the principal.

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

## 2.6 - Student Performance and Learning Outcomes

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

The college creates awareness about POs & COs among student community during orientation programme. The college offers 3 UG programmes and each programme has its own importance as to the end results which are mentioned in the syllabus uploaded in the website of affiliated university.

Programme specific outcomes enable the students to find different ways to upgrade their academic qualification further. Also, the syllabus of all programmes supports the students to appear for competitive exams such as IBPS, KPSC, UPSC, SSC, RAILWAYS and so on.

The Institution communicates the programme and course outcomes to the teachers and students in the following ways:

1. Issue of prospectus
2. Issue of student handbook
3. Awareness at the time of PTA meeting
4. Maintaining the syllabus records in respective departments and library
5. Every teacher tries to provide

practical edges to the theories what they teach inside the classroom to provide students a new exposure. 6. Inviting feedback from well settled alumni members to collect information regarding their programme pursued and its success rate 7. Teachers participate in the workshops organized for syllabus revision. 8. Student progression list will be made available both to staff and students.

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

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

The college has adopted outcome-based education mechanism to ensure the attainment of course outcomes and program outcomes. The course outcomes are measured based on the performance in internal assessments, Assignments, Seminars, Dissertations and course exit survey. Feedbacks, Alumni survey, Co-curricular activities, Extracurricular activities and Feedback mechanism are used to improve Teaching learning process in outcome-based education. Internal assessment is the requirement of the continuous assessment and is essential for the fulfilment of the COs and PO's. There is an internal examination committee that deals with the effective implementation of the evaluation reforms regarding the attainment of course outcomes and programme outcomes. College tries to attain the course outcomes and program outcomes by conducting certificate courses and other activities such as cultural activities, N.S.S, Red Cross, Career Counselling, Personality Development Programme and Communication Skills etc.

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

2.6.3 - Pass percentage of Students during the year

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

131

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	Nil

## 2.7 - Student Satisfaction Survey

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

<http://smcshirva.edu.in>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

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

4

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</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 year

##### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

5

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</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 the year

### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

2

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</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 year

The Extension activities of the college aim to develop social responsibility among students. It makes continues efforts to create an environment for the students to be sensitive to the societal needs. So as to make them responsible citizens in the society. The college conducts various outreach activities in communities through NSS, NCC, YRC, Rovers and Rangers and the Green teacher forum. They include International yoga day, Environment day, Women's day, Youth Day, Paddy Harvesting, Constitution Day, Blood Donation camp and other programmes. It has collaborated with various organizations in programmes like awareness on health and hygiene, AIDS Awareness, Blood Donation camp, Dengue Awareness, Environmental awareness, SLRM related programmes, Rain water harvesting, Paddy Transplantation initiatives etc. NSS unit are organising annual special camps, rural/ Tribal exposure camps in various neighborhood communities and also in north Karnataka states ro assass community needs through surveys.

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

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

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

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

13

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

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

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

380

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

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

3

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

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

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

1

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The college has a well-equipped infrastructure to cater for academics as well as extra-curricular and co-curricular activities, it can accommodate 700 students in UG Programme. The campus is spread over 10.69 acres of land which facilitates excellent infrastructure for teaching-learning.

The college has 17 classrooms with LCD projectors along with portable projectors, computer labs, an auditorium, an AV hall, a library, a ladies' hostel, a canteen, public addressing system and the Entire Campus is protected by CC TV Surveillance with an adequate parking facility.

Location

Rural

Campus area in sq.mts.

43260.93 sq. mts

Built-up area in Sq. mts

College: 3112.74 Sq.mts

Ladies Hostel: 738.57 Sq.mts

Canteen: 81.3830Sq.mts

Parking Shed:135 Sq.mts

P.G Block: 873.36 Sq.mts

Sports rooms: 51.19 Sq. mts

Outdoor games: 3 acres

The college has two computer labs with modular and functional workspaces with ICT Facility. The laboratories are imbued with safety features to create an excellent ambience and atmosphere for teaching and learning. The laboratories are timely upgraded with multiple sets of apparatus.

Details regarding infrastructure and learning resources:

Particulars

Number of Rooms

Particulars

Number of Rooms

Principal Chamber

01

Administrative Office

01

Classrooms

17

Computer Labs

02

Office

01

Conference room

01

Library (UG+PG)

02

Auditorium

01

Physical Director Room

01

NCC Room

01

Girls waiting room

01

Washrooms

11

Record Room

01

Saud Sabah Seminar

Hall

01

IQAC Room

01

Museum

01

NSS Room

01

Staff rooms

06

PG Office

01

Storerroom

01

Men's Gym

01

Women's Gym

01

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

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

To facilitate co-curricular and cultural activities, the college has one auditorium, Saudh Sabha Bhavan and one AV hall to cater to the needs of the audio-visual necessity of the events, with a seating capacity of 150 in the AV hall and 800 in the auditorium and Saudh Sabha Bhavan.

The College is committed to create a balanced atmosphere of academic, cultural and sports activities for the overall development of the students. The cultural activities of the college are organised to inherent creativities of students and extend the platform to enhance their natural ability. The college conducts various cultural activities like Annual day, Talents Day, Traditional day and other celebrations in which students exhibit their talents, it develops their aesthetic sensibility and an appreciation for the arts.

To improve the mental strength and concentration of students, yoga programs are conducted in the college auditorium by inviting yoga trainers.

The College has a well-established Physical Education Department that has diverse needs for students in sports and games. The college has 3 acres of sports ground, which helps to hold regular training and sports events for students such as cricket, football, volleyball, throwball, kabaddi, softball, and badminton game etc. The college also organises various sports events and also encourages the students to participate in Interclass, Intercollegiate, Interuniversity, Interstate and International events, to develop team spirit. The college has Gymnasium with standard equipment for all students and staff members

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

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

18

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

18

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

1.28

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

Name of the ILMS software: Easylib

Nature of automation: Partial

Version: Version 4.3.3

Year of automation: 8 June 2009

It facilitates the retrieval of information.

Library Management Software system is incorporated with the latest technologies that enable the library to serve its users more efficiently.

The library has a wide collection of Books, Journals, Audio-Video materials Reprography Corner Photocopy, Print, Scan facility, News Papers, Rare books, E-resources, previous years' question papers etc.

The library is a member of the INFLIBNET N-List and provides web access to e-books on various subjects, Periodicals, Theses, Dissertations, etc.

It offers computerized Catalogue Search Services for the user community through the Online Public Access Catalogue (OPAC) which allows access to bibliographic details of the books available in the library.

The Library Committee consists of the Principal as Chairperson, HODs, student representatives and the Librarian as Secretary of the Committee.

The Library Committee takes lead in incepting strategic directions for all aspects of the library services and operations. It meets regularly to engage the issues related to student requirements.

The Library Committee pays attention to the needs and intellectual aspirations of the students, who are enabled by valuable resources towards maintaining world-class academic standards.

Library is partially automated with all its subsystems like LAN and Wi-Fi connectivity.

Number of teachers and students using the library per day:12.30

Percentage per day library usage by teachers and students is 1.00

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

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** C. Any 2 of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

0.51844

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

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

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

13

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

#### Wi-Fi Campus

The Wi-Fi system has been functioning with 100Mbps\_750GB (1:1) leased line connectivity

provided by Udupi Fastnet private limited. Wi-Fi access is provided only in the library and Computer Science laboratories. As Wi-Fi security is an area of concern, the internet is secured with a firewall. The college has 2 Wireless Access points.

70 Mbps Bandwidth for internet with a dedicated leased line.

50 Mbps Bandwidth for internet at the college office and with Two wireless access points at the Library and Computer Science Department

128 + systems supported by Servers

1000 meter twisted pair cable is the Backbone for providing seamless connectivity.

Computer lab with 75 latest configuration computers for students.

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

#### 4.3.2 - Number of Computers

134

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

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

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

3.66

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</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.

The institution has adequate infrastructure facility to facilitate effective teaching and learning. The institution ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep the facilities in consultation with the governing council and the management. The management has a fully pledged team to maintain the infrastructure facilities and equipments. The management has a good rapport team of technicians

like electricians, plumbers, carpenters, welders and gardeners etc,. There are spacious class rooms and computer lab with sufficient ventilation. Each classroom has elevated platform, so that the teacher and board is visible to all the students. Regular classes run from 9.45am to 4.30pm.

AV hall with LCD facility is used for PPT presentations. NCC, Sports and NSS have separate office rooms. The college has a separate grievance redressal cell. Senior teachers look after this unit. Four complaint boxes are fixed at different places. The college canteen is very well maintained, where healthy and hygienic food is available. Sports committee is constituted every year and director of physical education is in charge of the routine activities of the department.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

0

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

0

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

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

A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

141

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

141

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

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

**C. Any 2 of the above**

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

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

7

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

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

38

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

0

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

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

11

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

Students' Welfare Council plays an active role in the college by providing assistance to the students, looking after their welfare activities and focussing on the overall development of the students. The student Welfare council consists of President, Vice President, Secretary, Joint Secretary, Cultural Secretary, Sports Secretary - (Men & Women). Under the chairmanship of the Principal, the Librarian and student members every year organise orientation programmes, book exhibition along with various other student enrichment programmes and competitions. NSS: The NSS wing of the college is actively organizing various activities with the motto of NOT ME, BUT YOU. The NSS wing of the college organizes various awareness programmes and capacity building activities. National Cadet Corps (NCC): NCC unit of the college is affiliated to 21 KAR BN Udupi (Army Wing). Cadets enrolled are given institutional training and can participate in adventure activities, community development programmes, various annual training camps; youth exchange programmes, sports and cultural activities etc. Rovers & Rangers Unit: Youth Red Cross: Every year students actively participate in the Geneva Convention Rally to mobilise funds. This unit organises annual blood donation camp every year to meet the needs of the society.

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

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

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

7

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

Alumni Association is one of the strong pillars of the educational institution. The College has an effective alumni network and is a significant stakeholder by making the alumni actively participate in the institution's developmental activities. St. Mary's College Alumni Association with total 807 members plays a very important role in this regard. The association supports the institution and contributes to academic development. SMCAA contributed a sum of Rs. 1,20,000/- towards scholarship to the students of B.A. (I year) programme. .2 executive committee meetings are held. Old students of different batches located in different parts of the world get together and organises reunion programme in the college and also donate funds to the college.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs) D. 1 Lakhs - 3Lakhs

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

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

The vision and mission and corresponding objectives of the college are: Vision: Reaching quality higher education to rural doorsteps. Mission: St. Mary's College, Shirva, strives to train rural youth to meet global challenges through effective classroom lessons coupled with capability building programmes. It is committed to excellence by developing their academic competencies, soft-skills and civic responsibilities retaining the core values of student-teacher relationship. The institution tries to achieve inclusive growth through inclusive governance. The college is managed by Catholic Educational Society of Udupi (CESU) The local administration of the college is looked after by Local Management Committee presided by the Correspondent who is also the Parish Priest of Shirva Parish. The day- to-day affairs of the college are taken care of by the Principal of the college. All major decisions on infrastructure, financial management and other development activities are taken by the Management Committee. The principal is the head of the institution who provides leadership to the system. He conducts regular meetings and address the staff about their responsibilities. At the beginning of every academic year, different committees are formed and entrusted with responsibilities of various activities for smooth functioning of the College. Teaching in the institution is oriented towards practical learning and student centric methodology. Besides, teachers follow the instructions given by the University for the overall development of the students.

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

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

The Principal of the college is at the top of the organization

pyramid. The administrative staff has specific responsibilities and powers related to finance, examination, fee collection, scholarship disbursement, updating ledger entries, and other office maintenance work. They get it approved first by the office superintendent and then by the principal. Library and Physical Education Department take decisions pertaining to their departments. The IQAC monitors the overall functioning of the institution and continually suggests measures to enhance standards. For the smooth conduct of specific and targeted activities, different committees, cells and associations are formed. This is normally done during the last staff council meeting of the previous year so that all get equipped with their duties and responsibilities well in advance. As per the quality guidelines set by the IQAC and directions of the staff council these cells/associations plan their activities, take decisions and carry out programmes throughout the year. The views of parents are obtained both informally and through the Parent-Teacher Association. Issues of general institutional interest are discussed at the Annual General Body Meeting. There is a functional student's body - 'the Students Welfare Council' in the institution. Student representatives are a part of the organizational structure of various cells/associations. The students' council along with the staff advisor discuss the events/activities to be organized and decisions are taken at this level and formal approval is given by the principal.

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

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

As per the vision and mission, the college has introduced new certificate courses with student benefit need to achieve excellence that would facilitate ample employment opportunities for the students. It has expanded its academic programs beyond the classroom into certificate courses. Since the objective of the college is to provide education to student from rural areas, it has started the skill development programmes such as soft skills, computer literacy and beautician course. Under the Computer Literacy Cell, the college has introduced Computer Literacy Programmes in 2009. Basic Course on computers is beneficial for the students who are not aware of using computers and its applications. They are

trained in the basic computing, typing, MS Office, etc. Tally with GST is beneficial for the Commerce graduates in the routines of academic and commercial applications. It has been training students to meet the industry requirements and face global challenges. These basic courses are imparted with a focus on helping students to seek opportunities in the growing job market. Final Examination is conducted at the end of each academic year and certificates are distributed to the eligible students.

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

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

The college is managed by Catholic Education Society of Udupi (CESU) which is headed by the Bishop as the President and all the affairs are looked after by the secretary. The local administration of the college is looked after by the Local Management Committee presided by the Parish Priest as the Correspondent. Day-to-day affairs of the college are taken care of by the Principal of the college. The IQAC is the central body which assists the college on all matters pertaining to quality on campus. College affairs are further divided into teaching and administrative departments. Heads of the departments are responsible for the preparation of department time table, work allocation among teachers. Class teachers are assigned for each class to ensure personal care, guidance, counselling, evaluation and assessment of each student in the class. Administrative staff is headed by the Chief Superintendent who has specific responsibilities and powers related to administrative work of the college. Office staff assist in the day-to-day administrative works of the college. The College Librarian, along with the staff is responsible for the smooth functioning of the Library. It conducts extension activities to attract the library users and includes new services for the benefit of user community. The Physical Education Department oversees and monitors all the sports-related activities. It provides first aid facilities, assists in conducting medical examination in the campus, assists in the activities of interclass and inter collegiate sports activities and guide students in sports related issues.

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

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

A. All of the above

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

### 6.3 - Faculty Empowerment Strategies

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

The College provides both statutory and non-statutory welfare measures for the benefit of the faculty and the supporting staff. They are: 10 days of Casual leave, 30 days of Special Casual leave (Examination, Evaluation) facility per year to the teaching staff 15 days of Casual leave, 20 half pay leave or ten days commuted leave facility per year for non-teaching staff Duty leaves (OOD facility) to staff members to attend various Training Programmes/ Orientation/ Refresher/ Workshop/Seminar/Exam subject to the existing Government rules Lady teachers can avail Maternity Leave as per Government rules The staff are also extended health benefits Gratuities, Pension and all other Government welfare schemes and measures are given to the staff Faculty enhancements Programs are periodically arranged to motivate on teaching and knowledge updating Leave is granted to teachers to participate and present papers in seminars Celebration of important festivals for the teaching and nonteaching community Canteen at subsidized food

price Mid-day meal at concession rate for teachers Parking Facility Internet Facility Encouragement to become the members of Teachers Cooperative Bank Reserved section at the Library for the faculty and nonteaching staff. First Aid facilities. Other welfare schemes Provident fund (Teaching and Nonteaching Management Staff -(equal share) ESI Facility Retirement benefit for approved staff. Study leave for faculty members.

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

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

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

1

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

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

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

0

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

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

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

0

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

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

Performance Appraisal System of the staff includes the following mechanisms: Student feedback Parents and alumni feedback A format provided by the Department of Collegiate Education, Karnataka is given to the students selected on random basis to provide feedback on teachers containing various probes on teaching. The results are analysed by the principal and the same is shared with the concerned

teachers. After the completion of two years probationary period management teaching staff service will be confirmed subject to the fulfillment of UGC guidelines. Work dairy: The staff records a brief statement of work done in each class at the end of the particular working day. It is signed by the Head of the Department at the end of every week, and then by the Principal at the end of every month. The uploaded dairy is made available for inspection to any official of the University. Self appraisal: At the end of each academic year, the faculty members fill in and submit, a Self-Appraisal Form documenting their academic and professional achievements, leadership roles held and extension services rendered. The Self Appraisal Forms are also used at the time of career advancement/promotion. The administrative staff are evaluated on the basis of the rapport with staff, students and the public. The principal holds meetings with the administrative staff and briefs the members about the observations made and suggest areas for improvement.

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

## 6.4 - Financial Management and Resource Mobilization

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

A well-defined mechanism is in force for financial audit to have discipline and transparency in financial management. The accounts of the institution are subject to Internal and External audit. Internal Audit: The institution regularly conducts an internal audit of its finances. Cash book and ledger accounts are audited by office superintendent twice by verifying vouchers, invoices, fee receipts and counter foils. External Audit: The external audit of the college has been done by M/S Gonsalves and Nayak, Chartered Accountant Kodialbail Mangalore. It is conducted once in a year to examine the maintenance of assets, funds as per rules and regulations. External audit of the college is undertaken by qualified CA and certified statements are submitted to funding/regulatory agencies. External auditor is appointed by the college to execute the statutory audit. No major irregularities were found in the audit. The external auditor conducts statutory audit at end financial year. Audit committees of staff for functional areas includes: library, physical education, infrastructure and furniture, stock and file verification

reports annually.

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

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

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

###### 1.2

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

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

##### Reaching the unreached:

The college caters to the rural, financially weaker sections of students in terms of scholarships. Government and other scholarships enhance our resources. . Income generation from student fees is a main source. A part of this has been used for enhancement and maintenance of Library, purchase of Sports equipment as well.

**Remuneration and Reward:** Government pays the salary of the aided faculty. The unaided faculty are paid from the fee collected from the students. Sufficient funds are budgeted for the effective teaching learning practices such as organizing FDP for faculty and other programmes.

**Endowment scholarships:** Every year the college gives away endowment scholarship to the deserved and needy students.

**Mid-day meals:** In order to provide subsidized means to the deserving

students the mid-day meal scheme was initiated in 2003, with financial support of Rev.Fr. Wilson L V D'Souza, Rev. Fr. John A Barboza, 2005-06 batch students, and Alumni. The student beneficiaries are given the quality meal at a subsidized rate.

Parent- Teacher Association:PTA has contributed towards fee payment of poor students, for NSS annual special camp, to the Rovers & Rangers activity, towards PTA Scholarships, to honors the rank holders, for the renovation of college canteen and auditorium.

Alumni Association: Alumni are the brand-ambassadors of the institution. They have contributed towards various developmental activities of the institution such as renovation of college auditorium and provided scholarships.

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

## 6.5 - Internal Quality Assurance System

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

The IQAC contributes significantly for institutionalizing the quality assurance strategies and processes in the following ways:

- Effective Individualized student-monitoring system.
- Positive Supervision
- Personalized continuous monitoring
- Attention on slow learners
- Add on tutorial to slow learners

Considering students opinion on learning abilities. • Supporting activities - seminars, outreach programs, NSS, NCC, Fine arts, clubs etc. • Encouragement to add on courses .

The IQAC has maintained a teacher-student friendly monitoring and

appraisal system. As a result each individual student has been monitored for the learning and grasping abilities. The Head of the department's take a stock of such monitoring recommendations made on individual students and keep the efforts on to bring up the required academic, social, moral and ethical well-being on a continuous process. In order to support the cause of continuous quality assurance the college strives to achieve excellence through various educational programs, extension activities research through self and also by the participation of the stake holders. This is done through the continues introduction of progressive quality up gradation initiatives like collaboration, feedback analysis carried on through the college based associations namely Fine Arts, NSS, NCC and Rovers Rangers.

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

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

The IQAC monitors the implementation of academic calendar frequently. It provides the policy assistance regarding remedial coaching and mentoring system to all the teaching staff at the beginning of the academic year. Internal examination is conducted in transparent manner. It monitors and reviews the teaching-learning process regularly. It has designed a structured feedback form on teacher's performance, curriculum and infrastructure. Based on these feedbacks various innovative activities and reforms were introduced. Teachers have the opportunity to improvise their teaching on basis of the student feedback. IQAC coordinator monitors the implementation and suggest improvements. IQAC organizes faculty development programs for teaching and non teaching staff and also encourages the faculty members to attend workshop, seminars, FDPs. The parents are encouraged to approach teachers and get information about the academic progress of their wards whenever needed besides regular PTA meetings. Other supportive initiatives As a Go Green imitative and to create a Environmental friendly atmosphere the college strives to reduce the use of paper wherever possible. As far as gender and gender related aspects are concerned the programmes,

services and facilities are offered equally without any discrimination. Student Friendly Approach Students are encouraged to voice out and imbibe the skills of communicating effectively

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

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

**D. Any 1 of the above**

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

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

The college has established a gender sensitivity committee, including a Women's Forum and a Women's Anti-Harassment Cell, in accordance with university guidelines. Every year, students are provided information about the committee's objectives, composition, and functions as part of their orientation programme.

The awareness sessions on women health issues was conducted in the

college by the Doctor of Health Centre, Shirva.

### Safety and security

1. Security staff at the gates
2. CCTV surveillance in and around the campus
3. Police Complaint /Suggestion Box is placed in the college. Students are free to complain to police authorities
4. Women Anti-Harassment cell with lady constable as member
5. Regular PTA meetings to get feedback from the parents
6. Awareness programme on POCSO
7. ID cards are issued to students and Staff to prevent the entry of outsiders inside the campus.

**Counselling:** A group of students is assigned to each academic member (class advisor). Mentors pay close attention to students and analyze their academic performance as well as personal issues.

**Common Room:** A common room is available for female students to rest in during their breaks with water dispensers, toilet blocks, drinking water, a sanitary napkin vending machine, and an incinerator machine.

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

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

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The college has implemented appropriate waste management practices. The solid garbage is disposed of with extreme caution. Wet garbage collected from the institutional area, such as food waste, and dry waste generated on campus, such as paper, plastics, and timber materials, are both managed in a systematic manner.

The dry and wet garbage bins are located within and outside the offices, as well as throughout the campus. At this regard, an MOU has been struck with Shirva Gram-Panchayath, and they will collect the garbage separated in the college. Wet wastes are also used as vegetable compost.

#### E-waste management

- E wastes are kept to the minimum by sensitizing staff and students
- Minor repair service is set right by the staff and the lab assistant.
- The Major repairs are done by the professional technicians and are reused
- UPS batteries are either repaired or exchange for new ones

The cartridge of laser printer is refilled outside the college campus.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.7 - The Institution has disabled-friendly,

B. Any 3 of the above

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

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

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

India is a multi-religious and multi-cultural country so it is very important to live harmoniously. Keeping this view, College has formed Harmony club which helps to maintain harmony among the students. The objectives of the club are to inculcate respect for practices of all religions, to celebrates inter religious festivals. These programmes helps to promote activities that dispel prejudices, suspicious, misunderstanding between religious groups and promote religious tolerance.

In this regard the harmony club of the college conducts inter-religious festivals with immense honour and respect for all the religious festivals like Ramzan celebration, Ganesh Chaturthi, Christmas celebration, Eid celebration, Bakrid celebration, Diwali celebration in the college for students and staff. The harmony club organizes many activities like singing, dancing, one act plays, dramas etc.

College has a unique feature of viewing the cultural differences as

an asset and not as a barrier. Traditional Day is celebrated in the college with due respect to different cultural practices. Blood donation orientation and camp is conducted every year.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

Our institution takes every conceivable initiative, as well as various activities and programmes, to mould students and employees into responsible citizens of the country. Students participate in numerous campus activities as responsible citizens of the country. Our institution educates students and staff about the institution's constitutional obligations in addition to citizens' values, rights, duties, and responsibilities, enabling them to be better citizens.

The institution holds an awareness programme for employees and students on topics such as reduced usage of plastics, cleanliness, Swatch Bharath, AIDS Awareness, Dengue awareness jatha and POCSO Act. The College encourages students to

participate in Red cross blood donation camps, which are held every year.

The Human Rights cell of the institution arranges special lectures and awareness programmes to enlighten and educate students about their rights and responsibilities, thereby making them responsible citizens of the country.

The college also has SVEEP/Electoral literacy club where students are guided to get enrolled in voters list .Proper guidance and orientation are provided for the students.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The college celebrates national festivals and religious festivalsto build and maintain the religious harmony in the society our Institution also celebrates Christmas, Ganesh Chaturthi, Ramzan (Eid Celebration)

These festivals teach us the importance of nationalism and secularism in the development of a country. These festivals are national treasures; they hold their importance to cultural and spiritual values.

These activities are organized by staff and students of the College by initiating many of the below mentioned events:

- Organizing lectures, meetings, and exhibitions
- Conducting awareness camps
- Distributing published materials
- Conduct outreach programs and support the needy
- Commemorating the leaders by establishing prizes and awards

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	<a href="#">View File</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.

### Objective of the Practice:

The major goal of this approach is to help deserving and meritorious students with financial aid. Because the majority of students come from low-income families, it is difficult for them to afford higher education.

**The Context:** The students who enroll in the classes come from several of socioeconomic backgrounds. Because they are unable to pay the fees, all students who complete the application forms do not return them to the college.

**The Practice:** All students must submit applications for various courses at the start of the academic year, and students who require financial assistance must provide proof of income at the time of acceptance. The college's Admission Committee not only checks the documents they submit, but also interviews them to learn more about their financial situation.

**Evidence of Success:** • Prof Rajan V.N. Retired Pricipal of St. Mary's College Shirva instituted a prize fund of 1,00,000 to be awarded to ten rank holders as Rs 10,000/- each • The college has instituted a prize fund with a contribution of Rs 15,000/- the annual interest to be awarded to a student offinal BA. Rs. 120000 was contributed by Alumni Association towards scholarships

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	<a href="#">View File</a>

### 7.3 - Institutional Distinctiveness

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

The college is committed to excellence by developing its academic competencies, soft skills and civic responsibilities retaining the core values of student-teacher relationship. The college introduced the following capability building Add-on courses to enhance students' employability skills such as:

1. Certificate course on Computer Basics
2. Certificate course on Soft Skills Training
3. Certificate course on Beautician Course
4. Certificate course on Tally with GST
5. Certificate course on Commercial Plantation
6. Certificate course on Kannada & Hindi Typing

Special Employability support courses In addition to these add on courses, special employability support courses are also provided by the college to enhance the students employability skills.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The Institution has developed an organized mechanism for effective curriculum delivery through a wellplanned and documented process. As an affiliated college to Mangalore University, it follows the scheme and syllabus prescribed by the University.

National Education Policy (NEP) is implemented in the UG Programme with effect from 2021-22. The college devises its academic calendar based on the academic calendar of Mangalore University for the conduct of activities. IQAC actively engages in continuous quality improvement and assurance for academic pursuits. Regular deliberations are made in the IQAC meetings on curriculum delivery.

The workload distribution of the faculty was finalized in the departmental meetings at the beginning of the academic year. The faculty prepare a teaching plan at the beginning of the semester. The timetable committee prepares the master timetable, and department and individual teachers' timetables in accordance with the master timetable. The College library facilitates the students' academic requirements.

The college library has a huge collection of books, journals, periodicals, magazines and old question papers. The college has a Learning management system for an enhanced student-centric approach towards the curriculum. Apart from the conventional chalk-and-talk methods teaching is integrated with ICT-based methods like PowerPoint presentations, assignments, seminars and project work are adopted. Teachers' work diary is prepared and maintained by the teaching faculty.

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

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

The internal examination committee ensure the systematic and time-bound conduct of internal examinations and evaluations, it conducts two internal tests in accordance with the university calendar. The schedules are communicated to students and faculty in advance. Internal assessment question papers are set to cope with the semester-end examinations confidently and successfully.

The following measures are taken to conduct CIA:

- Scheduling, seating arrangements, monitoring attendance and room invigilators are listed for every internal examination.
- Transparent evaluation of answer scripts and the redressal of grievances, if any.
- Parent- Teacher interface meetings are held at the end of the semester and the academic performance and attendance of students are brought to the notice of the parents.

The evaluation of practical courses is conducted as per the university guidelines. The mentor helps the students to improve their performance by providing constant mental support. The bridge courses are conducted for first-year students to help to understand the intellectual challenges of university education.

The remedial classes are also conducted to strengthen the learning process. Advanced and slow learners are identified based on performance in internal examinations.

Advanced learners are encouraged to participate in competitions, deliver seminars and also encouraged to assist slow learners. Slow learners are encouraged to solve old question papers, given assignments and personal counselling is done through mentoring.

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

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating**

D. Any 1 of the above

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

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

## 1.2 - Academic Flexibility

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

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

3

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

5

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

286

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

87

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

The college integrates major cross-cutting issues by focusing on student and socio-centric activities like awareness programmes, rural welfare etc., to sustain professional ethics, gender, human values environment and sustainability into the curriculum.

The College promotes environmental responsibility among the students through NSS, NCC, Rovers and Rangers and the Green teacher forum conducts activities such as cleanliness drives, planting saplings, rallies and social awareness programmes are conducted to enhance awareness towards environmental protection and sustainability.

The women's forum of the college provides platforms to the girl students to explore their inherent talents. It engages positivity in the creation of knowledge of women's safety and empowerment. From time to time, the women's forum keeps abreast of recent

developments and contemporary issues for students.

To promote human values among the students the college conducts Value education classes for the students every Friday. The college holds a systematic assembly every Monday to develop community spirit and reinforce positive attitudes.

The harmony club of the college celebrates festivals of all religions. The green teacher forum of the college has organised outreach programmes by distributing and planting saplings, and helping the community in harvesting and transplantation as extension activities.

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

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

1

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

<b>1.3.3 - Number of students undertaking project work/field work/ internships</b>	
28	
File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>
<b>1.4 - Feedback System</b>	
<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>A. All of the above</b>
File Description	Documents
URL for stakeholder feedback report	<b>No File Uploaded</b>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<b>No File Uploaded</b>
Any additional information(Upload)	<b>No File Uploaded</b>
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>B. Feedback collected, analyzed and action has been taken</b>
File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<b>Nil</b>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of sanctioned seats during the year</b>	

212	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>
<b>2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)</b>	
<b>2.1.2.1 - Number of actual students admitted from the reserved categories during the year</b>	
70	
File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>
<b>2.2 - Catering to Student Diversity</b>	
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
<p>After the admission, the students will be made to undergo an orientation programme where they are given an overall view of the curricular, co-curricular, and extra-curricular courses offered. Entry level academic performance will be recorded to make the list of students who require a special attention and support. Under graduate students have been divided into a small group and kept under the supervision. Remedial classes are conducted in the college to help the slow learners who require more attention by the faculty members. The faculty members will first identify the slow learners through mentoring system. These slow learners are identified by the respective faculty members on the basis of students' grasping power of lectures delivered in the class room and their performance in internal assessments to provide personal care.</p> <p>Strategies implemented in support of Advanced learners:</p> <ul style="list-style-type: none"> <li>Motivating students to participate in intercollegiate competitions like Paper Presentation, Commerce/ Management/ IT fests and Debate etc.</li> </ul>	

- Encouraging the student research articles and its publication in state/ national/ international journals.
- Supporting students to participate in state/ national/ international level seminars or conferences and present research papers
- Training for competitive exams and professional courses.
- Student Faculty Programme
- Organising Commerce/ Management/ IT fests on campus and forming a group of students to develop activities & compeer the total event

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

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

Number of Students	Number of Teachers
497	20

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

Modern learning is a collaborative process of knowledge building where the students interact with the instructor as well as with peers. Thus, educational interactions within an organization can be of three types: learner-to-content interactions, learner-to-instructor interactions and learner-to-learner interactions.

The following activities provide opportunities for students to have all the above interactions. These techniques also provide teachers with immediate feedback about student learning, student misconceptions, confusions, etc.

Student seminars Paper presentation at state/ national/ international level conferences

- Assignments
- Diagram interpretations
- Verifying notes
- Group discussions
- Inter-college/ intra college fest (Commerce & Management/ IT)
- Industrial visit programmes
- Field study
- Publication of the college magazine "Mallika.
- Encouraging participation in intercollegiate competitions
- Providing event-organizing opportunities
- Skill development courses and programmes

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

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

Today's tech-savvy generation is often bored by the old methods of teaching which rely solely on the chalk and board. There is a wide variety of audio/visual/technological tools that are utilized in different ways by teachers to teach and students to learn. Technological aids not only break the monotony to grab students' attention, foster inquiry and increase interest but also improve comprehension and stimulate retention. Classes become more interactive, engaging and collaborative as students move from passive reception to active discovery and learning. To ensure this benefit, college has made an all-round effort to provide such a setting with LCD mounted class rooms, multi-media Audio-Video Hall, internet connectivity in departments and the host of other e-gadgets in facilitating technology-based teaching for the benefit of the students.

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

**2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )****2.3.3.1 - Number of mentors**

21

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

**2.4 - Teacher Profile and Quality****2.4.1 - Number of full time teachers against sanctioned posts during the year**

2

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

**2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)****2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

3

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

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

#### 2.4.3.1 - Total experience of full-time teachers

146

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 2.5 - Evaluation Process and Reforms

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

The college Examination Committee looks into the matters relating to the conduct of examinations and evaluation process. The committee meets periodically to review the entire mechanism and introduce reforms if necessary. It comprises of

**Chairman: Principal**

**Convener: A Senior Faculty**

**Members: Three staff members**

The mechanisms followed by the Committee are as follows:

- Notify the dates of internal assessment examinations two weeks before their commencement
- Notify the date for submission of question papers by the faculty
- Notify the date for completing the evaluation and

submission of marks to the college office

- Absentee students with valid reasons (specified in the Hand Book) are to inform the examination committee
- Examination Committee verifies the reason and if found valid conducts another exam to such students
- Principal in consultation with the Examination Committee takes steps to redress the grievance according to the merit of the case.
- No fee is collected for redressing the grievances pertaining to evaluation.

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

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

- Evaluated papers are given to the students in the class for personal seeing.
- Grievances pertaining to evaluation are brought to notice of the faculty concerned then and there and are redressed at that level only.
- If failed to redress at the faculty level then they are reported to the Head of the Department.
- If not redressed at the HOD level the matter is brought to the notice of the principal.

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

## 2.6 - Student Performance and Learning Outcomes

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

The college creates awareness about POs & COs among student community during orientation programme. The college offers 3 UG programmes and each programme has its own importance as to the end results which are mentioned in the syllabus uploaded in the website of affiliated university.

Programme specific outcomes enable the students to find different ways to upgrade their academic qualification further. Also, the syllabus of all programmes supports the students to appear for competitive exams such as IBPS, KPSC, UPSC, SSC, RAILWAYS and so on.

The Institution communicates the programme and course outcomes to the teachers and students in the following ways:

1. Issue of prospectus 2. Issue of student handbook 3. Awareness at the time of PTA meeting 4. Maintaining the syllabus records in respective departments and library 5. Every teacher tries to provide practical edges to the theories what they teach inside the classroom to provide students a new exposure. 6. Inviting feedback from well settled alumni members to collect information regarding their programme pursued and its success rate 7. Teachers participate in the workshops organized for syllabus revision. 8. Student progression list will be made available both to staff and students.

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

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

The college has adopted outcome-based education mechanism to ensure the attainment of course outcomes and program outcomes. The course outcomes are measured based on the performance in internal assessments, Assignments, Seminars, Dissertations and course exit survey. Feedbacks, Alumni survey, Co-curricular activities, Extracurricular activities and Feedback mechanism are used to improve Teaching learning process in outcome-based education. Internal assessment is the requirement of the continuous assessment and is essential for the fulfilment of the COs and PO's. There is an internal examination committee that deals with the effective implementation of the evaluation reforms regarding the attainment of course outcomes and programme outcomes. College tries to attain the course outcomes and program outcomes by conducting certificate courses and other activities such as cultural activities, N.S.S, Red Cross, Career Counselling,

**Personality Development Programme and Communication Skills etc.**

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

**2.6.3 - Pass percentage of Students during the year****2.6.3.1 - Total number of final year students who passed the university examination during the year**

131

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	Nil

**2.7 - Student Satisfaction Survey****2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**<http://smcshirva.edu.in>**RESEARCH, INNOVATIONS AND EXTENSION****3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

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

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

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

4

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</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 year

#### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

5

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</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 the year

#### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

2

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</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 year

The Extension activities of the college aim to develop social responsibility among students. It makes continues efforts to create an environment for the students to be sensitive to the societal needs. So as to make them responsible citizens in the society. The college conducts various outreach activities in communities through NSS, NCC, YRC, Rovers and Rangers and the Green teacher forum. They include International yoga day, Environment day, Women's day, Youth Day, Paddy Harvesting, Constitution Day, Blood Donation camp and other programmes. It has collaborated with various organizations in programmes like awareness on health and hygiene, AIDS Awareness, Blood Donation camp, Dengue Awareness, Environmental awareness, SLRM related

programmes, Rain water harvesting, Paddy Transplantation initiatives etc. NSS unit are organising annual special camps, rural/ Tribal exposure camps in various neighborhood communities and also in north Karnataka states to assess community needs through surveys.

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

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

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

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

13

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

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

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

380

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

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

3

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

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

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

1

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

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

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

The college has a well-equipped infrastructure to cater for academics as well as extra-curricular and co-curricular activities, it can accommodate 700 students in UG Programme. The campus is spread over 10.69 acres of land which facilitates excellent infrastructure for teaching-learning.

The college has 17 classrooms with LCD projectors along with portable projectors, computer labs, an auditorium, an AV hall, a library, a ladies' hostel, a canteen, public addressing system and the Entire Campus is protected by CC TV Surveillance with an adequate parking facility.

**Location**

Rural

Campus area in sq.mts.

43260.93 sq. mts

Built-up area in Sq. mts

College: 3112.74 Sq.mts

Ladies Hostel: 738.57 Sq.mts

Canteen: 81.3830Sq.mts

Parking Shed:135 Sq.mts

P.G Block: 873.36 Sq.mts

Sports rooms: 51.19 Sq. mts

Outdoor games: 3 acres

The college has two computer labs with modular and functional workspaces with ICT Facility. The laboratories are imbued with safety features to create an excellent ambience and atmosphere for teaching and learning. The laboratories are timely upgraded with multiple sets of apparatus.

Details regarding infrastructure and learning resources:

Particulars

Number of Rooms

Particulars

Number of Rooms

Principal Chamber

01

Administrative Office

01

Classrooms

17

Computer Labs

02

Office

01

Conference room

01

Library (UG+PG)

02

Auditorium

01

Physical Director Room

01

NCC Room

01

Girls waiting room

01

Washrooms

11

Record Room

01

Saud Sabah Seminar

Hall

01

IQAC Room

01

Museum

01

NSS Room

01

Staff rooms

06

PG Office

01

Storereroom

01

Men's Gym

01

Women's Gym

01

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

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

To facilitate co-curricular and cultural activities, the college has one auditorium, Sauth Sabha Bhavan and one AV hall to cater to the needs of the audio-visual necessity of the events, with a seating capacity of 150 in the AV hall and 800 in the auditorium and Sauth Sabha Bhavan.

The College is committed to create a balanced atmosphere of academic, cultural and sports activities for the overall development of the students. The cultural activities of the college are organised to inherent creativities of students and

extend the platform to enhance their natural ability. The college conducts various cultural activities like Annual day, Talents Day, Traditional day and other celebrations in which students exhibit their talents, it develops their aesthetic sensibility and an appreciation for the arts.

To improve the mental strength and concentration of students, yoga programs are conducted in the college auditorium by inviting yoga trainers.

The College has a well-established Physical Education Department that has diverse needs for students in sports and games. The college has 3 acres of sports ground, which helps to hold regular training and sports events for students such as cricket, football, volleyball, throwball, kabaddi, softball, and badminton game etc. The college also organises various sports events and also encourages the students to participate in Interclass, Intercollegiate, Interuniversity, Interstate and International events, to develop team spirit. The college has Gymnasium with standard equipment for all students and staff members

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

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

18

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

18

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

1.28

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

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

**Name of the ILMS software: Easylib**

**Nature of automation: Partial**

**Version: Version 4.3.3**

**Year of automation: 8 June 2009**

**It facilitates the retrieval of information.**

**Library Management Software system is incorporated with the latest technologies that enable the library to serve its users more efficiently.**

**The library has a wide collection of Books, Journals, Audio-Video materials Reprography Corner Photocopy, Print, Scan facility, News Papers, Rare books, E-resources, previous years' question papers etc.**

**The library is a member of the INFLIBNET N-List and provides web access to e-books on various subjects, Periodicals, Theses, Dissertations, etc.**

**It offers computerized Catalogue Search Services for the user community through the Online Public Access Catalogue (OPAC) which**

allows access to bibliographic details of the books available in the library.

The Library Committee consists of the Principal as Chairperson, HODs, student representatives and the Librarian as Secretary of the Committee.

The Library Committee takes lead in incepting strategic directions for all aspects of the library services and operations. It meets regularly to engage the issues related to student requirements.

The Library Committee pays attention to the needs and intellectual aspirations of the students, who are enabled by valuable resources towards maintaining world-class academic standards.

Library is partially automated with all its subsystems like LAN and Wi-Fi connectivity.

Number of teachers and students using the library per day:12.30

Percentage per day library usage by teachers and students is 1.00

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

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

C. Any 2 of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

0.51844

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

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

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

13

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

##### Wi-Fi Campus

The Wi-Fi system has been functioning with 100Mbps\_750GB (1:1) leased line connectivity

provided by Udupi Fastnet private limited. Wi-Fi access is provided only in the library and Computer Science laboratories. As Wi-Fi security is an area of concern, the internet is secured with a firewall. The college has 2 Wireless Access points.

70 Mbps Bandwidth for internet with a dedicated leased line.

50 Mbps Bandwidth for internet at the college office and with Two wireless access points at the Library and Computer Science

**Department**

128 + systems supported by Servers

1000 meter twisted pair cable is the Backbone for providing seamless connectivity.

Computer lab with 75 latest configuration computers for students.

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

**4.3.2 - Number of Computers**

134

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	No File Uploaded

**4.3.3 - Bandwidth of internet connection in the Institution**

A. ? 50MBPS

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

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

3.66

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</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.

The institution has adequate infrastructure facility to facilitate effective teaching and learning. The institution ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep the facilities in consultation with the governing council and the management. The management has a fully pledged team to maintain the infrastructure facilities and equipments. The management has a good rapport team of technicians like electricians, plumbers, carpenters, welders and gardeners etc,. There are spacious class rooms and computer lab with sufficient ventilation. Each classroom has elevated platform, so that the teacher and board is visible to all the students. Regular classes run from 9.45am to 4.30pm.

AV hall with LCD facility is used for PPT presentations. NCC, Sports and NSS have separate office rooms. The college has a separate grievance redressal cell. Senior teachers look after this unit. Four complaint boxes are fixed at different places. The college canteen is very well maintained, where healthy and hygienic food is available. Sports committee is constituted every year and director of physical education is in charge of the routine activities of the department.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

0

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

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

0

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

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

**A. All of the above**

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

141

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

141

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

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

C. Any 2 of the above

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

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

7

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

38

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

**government examinations) during the year**

0

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

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

11

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

Students' Welfare Council plays an active role in the college by providing assistance to the students, looking after their welfare activities and focussing on the overall development of the students. The student Welfare council consists of President, Vice President, Secretary, Joint Secretary, Cultural Secretary, Sports Secretary - (Men& Women). Under the chairmanship of the Principal, the Librarian and student members every year organise orientation programmes, book exhibition along with various other student enrichment programmes and competitions. NSS: The NSS wing of the college is actively organizing various activities with the

motto of NOT ME, BUT YOU. The NSS wing of the college organizes various awareness programmes and capacity building activities. National Cadet Corps (NCC): NCC unit of the college is affiliated to 21 KAR BN Udupi (Army Wing). Cadets enrolled are given institutional training and can participate in adventure activities, community development programmes, various annual training camps; youthexchange programmes, sports and cultural activities etc. Rovers & Rangers Unit: Youth Red Cross: Every year students actively participate in the Geneva Convention Rally to mobilise funds. This unit organises annual blood donation camp every year to meet the needs of the society.

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

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

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

7

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

Alumni Association is one of the strong pillars of the educational institution. The College has an effective alumni network and is a significant stakeholder by making the alumni

actively participate in the institution's developmental activities. St. Mary's College Alumni Association with total 807 members plays a very important role in this regard. The association supports the institution and contributes to academic development. SMCAA contributed a sum of Rs. 1,20,000/- towards scholarship to the students of B.A. (I year) programme. .2 executive committee meetings are held. Old students of different batches located in different parts of the world get together and organises reunion programme in the college and also donate funds to the college.

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

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

D. 1 Lakhs - 3Lakhs

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

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

The vision and mission and corresponding objectives of the college are: Vision: Reaching quality higher education to rural doorsteps. Mission: St. Mary's College, Shirva, strives to train rural youth to meet global challenges through effective classroom lessons coupled with capability building programmes. It is committed to excellence by developing their academic competencies, soft-skills and civic responsibilities retaining the core values of student-teacher relationship. The institution tries to achieve inclusive growth through inclusive governance. The college is managed by Catholic Educational Society of Udupi (CESU) The local administration of the college is looked after by Local Management Committee presided by the Correspondent who is also the Parish Priest of Shirva Parish. The day- to-day affairs of the college are taken care of by the Principal of the college. All major decisions on infrastructure, financial

management and other development activities are taken by the Management Committee. The principal is the head of the institution who provides leadership to the system. He conducts regular meetings and address the staff about their responsibilities. At the beginning of every academic year, different committees are formed and entrusted with responsibilities of various activities for smooth functioning of the College. Teaching in the institution is oriented towards practical learning and student centric methodology. Besides, teachers follow the instructions given by the University for the overall development of the students.

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

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

The Principal of the college is at the top of the organization pyramid. The administrative staff has specific responsibilities and powers related to finance, examination, fee collection, scholarship disbursement, updating ledger entries, and other office maintenance work. They get it approved first by the office superintendent and then by the principal. Library and Physical Education Department take decisions pertaining to their departments. The IQAC monitors the overall functioning of the institution and continually suggests measures to enhance standards. For the smooth conduct of specific and targeted activities, different committees, cells and associations are formed. This is normally done during the last staff council meeting of the previous year so that all get equipped with their duties and responsibilities well in advance. As per the quality guidelines set by the IQAC and directions of the staff council these cells/associations plan their activities, take decisions and carry out programmes throughout the year. The views of parents are obtained both informally and through the Parent-Teacher Association. Issues of general institutional interest are discussed at the Annual General Body Meeting. There is a functional student's body - 'the Students Welfare Council' in the institution. Student representatives are a part of the organizational structure of various cells/associations. The students' council along with the staff advisor discuss the

events/activities to be organized and decisions are taken at this level and formal approval is given by the principal.

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

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

As per the vision and mission, the college has introduced new certificate courses with student benefit need to achieve excellencethat would facilitate ample employment opportunities for the students. It has expanded its academic programs beyond the classroom into certificate courses. Since the objective of the college is to provide education to student from rural areas, it has started the skill development programmes such as soft skills, computer literacy and beautician course. Under the Computer Literacy Cell, the college has introduced Computer Literacy Programmes in 2009. Basic Course on computers is beneficial for the students who are not aware of using computers andits applications. They are trained in the basic computing, typing, MS Office, etc. Tally with GST is beneficial for the Commerce graduates in the routines of academic and commercial applications. It has been training students to meet the industry requirements and face global challenges. These basic courses are imparted with a focus on helping students to seek opportunities in the growing job market. Final Examination is conducted at the end of each academic year and certificates are distributed to the eligible students.

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

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

The college is managed by Catholic Education Society of Udupi (CESU) which is headed by the Bishop as the President and all the affairs are looked after by the secretary. The local administration of the college is looked after by the Local Management Committee presided by the Parish Priest as the Correspondent. Day- to-day affairs of the college are taken care of by the Principal of the college. The IQAC is the central body which assists the college on all matters pertaining to quality on campus. College affairs are further divided into teaching and administrative departments. Heads of the departments are responsible for the preparation of department time table, work allocation among teachers. Class teachers are assigned for each class to ensure personal care, guidance, counselling, evaluation and assessment of each student in the class. Administrative staff is headed by the Chief Superintendent who has specific responsibilities and powers related to administrative work of the college. Office staff assist in the day-to-day administrative works of the college. The College Librarian, along with the staff is responsible for the smooth functioning of the Library. It conducts extension activities to attract the library users and includes new services for the benefit of user community. The Physical Education Department oversees and monitors all the sports-related activities. It provides first aid facilities, assists in conducting medical examination in the campus, assists in the activities of interclass and inter collegiate sports activities and guide students in sports related issues.

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

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

A. All of the above

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

### 6.3 - Faculty Empowerment Strategies

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

The College provides both statutory and non-statutory welfare measures for the benefit of the faculty and the supporting staff. They are: 10 days of Casual leave, 30 days of Special Casual leave (Examination, Evaluation) facility per year to the teaching staff 15 days of Casual leave, 20 half pay leave or ten days commuted leave facility per year for non-teaching staff Duty leaves (OOD facility) to staff members to attend various Training Programmes/ Orientation/ Refresher/ Workshop/Seminar/Exam subject to the existing Government rules Lady teachers can avail Maternity Leave as per Government rules The staff are also extended health benefits Gratuities, Pension and all other Government welfare schemes and measures are given to the staff Faculty enhancements Programs are periodically arranged to motivate on teaching and knowledge updating Leave is granted to teachers to participate and present papers in seminars Celebration of important festivals for the teaching and nonteaching community Canteen at subsidized food price Mid-day meal at concession rate for teachers Parking Facility Internet Facility Encouragement to become the members of Teachers Cooperative Bank Reserved section at the Library for the faculty and nonteaching staff. First Aid facilities. Other welfare schemes Provident fund (Teaching and Nonteaching Management Staff -(equal share) ESI Facility Retirement benefit for approved staff. Study leave for faculty members.

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

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

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

1

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

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

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

0

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

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

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

0

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

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

Performance Appraisal System of the staff includes the following mechanisms: Student feedback Parents and alumni feedback A format provided by the Department of Collegiate Education, Karnataka is given to the students selected on random basis to provide feedback on teachers containing various probes on teaching. The results are analysed by the principal and the same is shared with the concerned teachers. After the completion of two years probationary period management teaching staff service will be confirmed subject to the fulfillment of UGC guidelines. Work dairy: The staff records a brief statement of work done in each class at the end of the particular working day. It is signed by the Head of the Department at the end of every week, and then by the Principal at the end of every month. The uploaded dairy is made available for inspection to any official of the University. Self appraisal: At the end of each academic year, the faculty members fill in and submit, a Self-Appraisal Form documenting their academic and professional achievements, leadership roles held and extension services rendered. The Self Appraisal Forms are also used at the time of career advancement/promotion. The administrative staff are evaluated on the basis of the rapport with staff, students and the public. The principal holds meetings with the administrative staff and briefs the members about the observations made and suggest areas for improvement.

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

#### 6.4 - Financial Management and Resource Mobilization

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

A well-defined mechanism is in force for financial audit to have discipline and transparency in financial management. The accounts of the institution are subject to Internal and External audit. Internal Audit: The institution regularly conducts an internal audit of its finances. Cash book and ledger accounts are audited by office superintendent twice by verifying vouchers, invoices, fee receipts and counter foils. External Audit: The external audit of the college has been done by M/S Gonsalves and Nayak, Chartered Accountant Kodialbail Mangalore. It is conducted once in a year to examine the maintenance of assets, funds as per rules and regulations. External audit of the college is undertaken by qualified CA and certified statements are submitted to funding/regulatory agencies. External auditor is appointed by the college to execute the statutory audit. No major irregularities were found in the audit. The external auditor conducts statutory audit at end financial year. Audit committees of staff for functional areas includes: library, physical education, infrastructure and furniture, stock and file verification reports annually.

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

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

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

1.2

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

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

##### Reaching the unreached:

The college caters to the rural, financially weaker sections of students in terms of scholarships. Government and other scholarships enhance our resources. . Income generation from student fees is a main source. A part of this has been used for enhancement and maintenance of Library, purchase of Sports equipment as well.

**Remuneration and Reward:** Government pays the salary of the aided faculty. The unaided faculty are paid from the fee collected from the students. Sufficient funds are budgeted for the effective teaching learning practices such as organizing FDP for faculty and other programmes.

**Endowment scholarships:** Every year the college gives away endowment scholarship to the deserved and needy students.

**Mid-day meals:** In order to provide subsidized means to the deserving students the mid-day meal scheme was initiated in 2003, with financial support of Rev. Fr. Wilson L V D'Souza, Rev. Fr. John A Barboza, 2005-06 batch students, and Alumni. The student beneficiaries are given the quality meal at a subsidized rate.

**Parent- Teacher Association:** PTA has contributed towards fee payment of poor students, for NSS annual special camp, to the Rovers & Rangers activity, towards PTA Scholarships, to honors the rank holders, for the renovation of college canteen and auditorium.

**Alumni Association:** Alumni are the brand-ambassadors of the institution. They have contributed towards various developmental activities of the institution such as renovation of college

auditorium and provided scholarships.

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

## 6.5 - Internal Quality Assurance System

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

The IQAC contributes significantly for institutionalizing the quality assurance strategies and processes in the following ways:

- Effective Individualized student-monitoring system.
- Positive Supervision
- Personalized continuous monitoring
- Attention on slow learners
- Add on tutorial to slow learners

Considering students opinion on learning abilities. • Supporting activities - seminars, outreach programs, NSS, NCC, Fine arts, clubs etc. • Encouragement to add on courses .

The IQAC has maintained a teacher-student friendly monitoring and appraisal system. As a result each individual student has been monitored for the learning and grasping abilities. The Head of the department's take a stock of such monitoring recommendations made on individual students and keep the efforts on to bring up the required academic, social , moral and ethical well -being on a continuous process. In order to support the cause of continuous quality assurance the college strives to achieve excellence through various educational programs, extension activities research through self and also by the participation of the stake holders. This is done through the continues introduction of progressive quality up gradation initiatives like collaboration , feedback analysis carried on through the college based associations namely Fine Arts , NSS ,NCC and Rovers Rangers.

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

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

The IQAC monitors the implementation of academic calendar frequently. It provides the policy assistance regarding remedial coaching and mentoring system to all the teaching staff at the beginning of the academic year. Internal examination is conducted in transparent manner. It monitors and reviews the teaching-learning process regularly. It has designed a structured feedback form on teacher's performance, curriculum and infrastructure. Based on these feedbacks various innovative activities and reforms were introduced. Teachers have the opportunity to improvise their teaching on basis of the student feedback. IQAC coordinator monitors the implementation and suggest improvements. IQAC organizes faculty development programs for teaching and non teaching staff and also encourages the faculty members to attend workshop, seminars, FDPs. The parents are encouraged to approach teachers and get information about the academic progress of their wards whenever needed besides regular PTA meetings. Other supportive initiatives As a Go Green imitative and to create a Environmental friendly atmosphere the college strives to reduce the use of paper wherever possible. As far as gender and gender related aspects are concerned the programmes, services and facilities are offered equally without any discrimination. Student Friendly Approach Students are encouraged to voice out and imbibe the skills of communicating effectively

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

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of**

**D. Any 1 of the above**

**Internal Quality Assurance Cell (IQAC);  
Feedback collected, analyzed and used for  
improvements Collaborative quality  
initiatives with other institution(s)  
Participation in NIRF any other quality  
audit recognized by state, national or  
international agencies (ISO Certification,  
NBA)**

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

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

The college has established a gender sensitivity committee, including a Women's Forum and a Women's Anti-Harassment Cell, in accordance with university guidelines. Every year, students are provided information about the committee's objectives, composition, and functions as part of their orientation programme.

The awareness sessions on women health issues was conducted in the college by the Doctor of Health Centre, Shirva.

#### **Safety and security**

1. Security staff at the gates
2. CCTV surveillance in and around the campus
3. Police Complaint /Suggestion Box is placed in the college. Students are free to complain to police authorities
4. Women Anti-Harassment cell with lady constable as member
5. Regular PTA meetings to get feedback from the parents
6. Awareness programme on POCSO

7. ID cards are issued to students and Staff to prevent the entry of outsiders inside the campus.

**Counselling:** A group of students is assigned to each academic member (class advisor). Mentors pay close attention to students and analyze their academic performance as well as personal issues.

**Common Room:** A common room is available for female students to rest in during their breaks with water dispensers, toilet blocks, drinking water, a sanitary napkin vending machine, and an incinerator machine.

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

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The college has implemented appropriate waste management practices. The solid garbage is disposed of with extreme caution. Wet garbage collected from the institutional area, such as food waste, and dry waste generated on campus, such as paper, plastics, and timber materials, are both managed in a systematic

manner.

The dry and wet garbage bins are located within and outside the offices, as well as throughout the campus. At this regard, an MOU has been struck with Shirva Gram-Panchayath, and they will collect the garbage separated in the college. Wet wastes are also used as vegetable compost.

#### E-waste management

- E wastes are kept to the minimum by sensitizing staff and students
- Minor repair service is set right by the staff and the lab assistant.
- The Major repairs are done by the professional technicians and are reused
- UPS batteries are either repaired or exchange for new ones

The cartridge of laser printer is refilled outside the college campus.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

<p><b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b></p> <ol style="list-style-type: none"> <li><b>1. Restricted entry of automobiles</b></li> <li><b>2. Use of Bicycles/ Battery powered vehicles</b></li> <li><b>3. Pedestrian Friendly pathways</b></li> <li><b>4. Ban on use of Plastic</b></li> <li><b>5. Landscaping with trees and plants</b></li> </ol>	<p><b>A. Any 4 or All of the above</b></p>										
<table border="1"> <thead> <tr> <th data-bbox="92 566 547 629">File Description</th> <th data-bbox="547 566 1445 629">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="92 629 547 734">Geo tagged photos / videos of the facilities</td> <td data-bbox="547 629 1445 734" style="text-align: center;"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="92 734 547 801">Any other relevant documents</td> <td data-bbox="547 734 1445 801" style="text-align: center;"><b>No File Uploaded</b></td> </tr> </tbody> </table>	File Description	Documents	Geo tagged photos / videos of the facilities	<a href="#">View File</a>	Any other relevant documents	<b>No File Uploaded</b>					
File Description	Documents										
Geo tagged photos / videos of the facilities	<a href="#">View File</a>										
Any other relevant documents	<b>No File Uploaded</b>										
<p><b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b></p>											
<p><b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b></p>	<p><b>A. Any 4 or all of the above</b></p>										
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Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>										
Certification by the auditing agency	<b>No File Uploaded</b>										
Certificates of the awards received	<b>No File Uploaded</b>										
Any other relevant information	<a href="#">View File</a>										
<p><b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment</b></p>	<p><b>B. Any 3 of the above</b></p>										

**5. Provision for enquiry and information :  
Human assistance, reader, scribe, soft copies  
of reading material, screen reading**

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

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

India is a multi-religious and multi-cultural country so it is very important to live harmoniously. Keeping this view, College has formed Harmony club which helps to maintain harmony among the students. The objectives of the club are to inculcate respect for practices of all religions, to celebrates inter religious festivals. These programmes helps to promote activities that dispel prejudices, suspicious, misunderstanding between religious groups and promote religious tolerance.

In this regard the harmony club of the college conducts inter-religious festivals with immense honour and respect for all the religious festivals like Ramzan celebration, Ganesh Chaturthi, Christmas celebration, Eid celebration, Bakrid celebration, Diwali celebration in the college for students and staff. The harmony club organizes many activities like singing, dancing, one act plays, dramas etc.

College has a unique feature of viewing the cultural differences as an asset and not as a barrier. Traditional Day is celebrated in the college with due respect to different cultural practices. Blood donation orientation and camp is conducted every year.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

Our institution takes every conceivable initiative, as well as various activities and programmes, to mould students and employees into responsible citizens of the country. Students participate in numerous campus activities as responsible citizens of the country. Our institution educates students and staff about the institution's constitutional obligations in addition to citizens' values, rights, duties, and responsibilities, enabling them to be better citizens.

The institution holds an awareness programme for employees and students on topics such as reduced usage of plastics, cleanliness, Swatch Bharath, AIDS Awareness, Dengue awareness jatha and POCSO Act. The College encourages students to

participate in Red cross blood donation camps, which are held every year.

The Human Rights cell of the institution arranges special lectures and awareness programmes to enlighten and educate students about their rights and responsibilities, thereby making them responsible citizens of the country.

The college also has SVEEP/Electoral literacy club where students are guided to get enrolled in voters list. Proper guidance and orientation are provided for the students.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

<p><b>7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized</b></p>	<p><b>D. Any 1 of the above</b></p>
--	-------------------------------------

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The college celebrates national festivals and religious festivalsto build and maintain the religious harmony in the society our Institution also celebrates Christmas, Ganesh Chaturthi, Ramzan (Eid Celebration)

These festivals teach us the importance of nationalism and secularism in the development of a country. These festivals are national treasures; they hold their importance to cultural and spiritual values.

These activities are organized by staff and students of the College by initiating many of the below mentioned events:

- Organizing lectures, meetings, and exhibitions
- Conducting awareness camps
- Distributing published materials
- Conduct outreach programs and support the needy
- Commemorating the leaders by establishing prizes and awards

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	<a href="#">View File</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.

### Objective of the Practice:

The major goal of this approach is to help deserving and meritorious students with financial aid. Because the majority of students come from low-income families, it is difficult for them to afford higher education.

**The Context:** The students who enroll in the classes come from several of socioeconomic backgrounds. Because they are unable to pay the fees, all students who complete the application forms do not return them to the college.

**The Practice:** All students must submit applications for various courses at the start of the academic year, and students who require financial assistance must provide proof of income at the time of acceptance. The college's Admission Committee not only checks the documents they submit, but also interviews them to learn more about their financial situation.

**Evidence of Success:** • Prof Rajan V.N. Retired Pricipal of St. Mary's College Shirva instituted a prize fund of 1,00,000 to be awarded to ten rank holders as Rs 10,000/- each • The college has instituted a prize fund with a contribution of Rs 15,000/- the annual interest to be awarded to a student offinal BA. Rs. 120000 was contributed by Alumni Association towards scholarships

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	<a href="#">View File</a>

### 7.3 - Institutional Distinctiveness

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

The college is committed to excellence by developing its academic competencies, soft skills and civic responsibilities retaining the core values of student-teacher relationship. The college introduced the following capability building Add-on courses to enhance students' employability skills such as:

1. Certificate course on Computer Basics
2. Certificate course on Soft Skills Training
3. Certificate course on Beautician Course
4. Certificate course on Tally with GST
5. Certificate course on Commercial Plantation
6. Certificate course on Kannada & Hindi Typing

Special Employability support courses In addition to these add on courses, special employability support courses are also provided by the college to enhance the students employability skills.

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

7.3.2 - Plan of action for the next academic year

To recruit and retain well qualified faculty.

To encourage students and teachers for the participation in academic exchange programmes within and between Institutions.

To arrange career guidance programmes.

To promote teachers and students to involve in productive research activities

To develop advanced and student friendly googlesites to access different learning materials, video tutorials and so on.

To increase the number of employability skill development programmes.

To promote student- centric learning and an approach towards SelfLearning (Example: use of SWAYAM platform)