



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution	LAL BAHADUR ARTS, SCIENCE AND S. B. SOLABANNA SHETTY COMMERCE COLLEGE (AUTONOMOUS)
Name of the head of the Institution	Dr. Jagadeesha M Bhandari
Designation	Principal(in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	08183226137
Mobile no.	7338464187
Registered Email	lbsbscollegesagar@gmail.com
Alternate Email	drlaxmisha@rediffmail.com
Address	Tarapura Campus, Jog Road
City/Town	Sagar
State/UT	Karnataka
Pincode	577401

2. Institutional Status																			
Autonomous Status (Provide date of Conformant of Autonomous Status)			25-Jan-2005																
Type of Institution			Co-education																
Location			Rural																
Financial Status			private																
Name of the IQAC co-ordinator/Director			Prof. Dayananda P																
Phone no/Alternate Phone no.			08183226137																
Mobile no.			9731951412																
Registered Email			pdayananda37@gmail.com																
Alternate Email			drlaxmisha@rediffmail.com																
3. Website Address																			
Web-link of the AQAR: (Previous Academic Year)			http://www.lbcollegesagara.in																
4. Whether Academic Calendar prepared during the year			Yes																
if yes, whether it is uploaded in the institutional website: Weblink :			http://www.lbcollegesagara.in																
5. Accrediation Details																			
<table border="1"> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> <tr> <td>3</td> <td>B</td> <td>2.76</td> <td>2014</td> <td>24-Sep-2014</td> <td>23-Sep-2019</td> </tr> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	3	B	2.76	2014	24-Sep-2014	23-Sep-2019
Cycle	Grade	CGPA	Year of Accrediation	Validity															
				Period From	Period To														
3	B	2.76	2014	24-Sep-2014	23-Sep-2019														
6. Date of Establishment of IQAC			14-Aug-2004																
7. Internal Quality Assurance System																			
<table border="1"> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> <tr> <th>Item /Title of the quality initiative by IQAC</th> <th>Date & Duration</th> <th>Number of participants/ beneficiaries</th> </tr> <tr> <td>Feedback from Students</td> <td>01-Mar-2018 7</td> <td>104</td> </tr> </table>						Quality initiatives by IQAC during the year for promoting quality culture			Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries	Feedback from Students	01-Mar-2018 7	104					
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Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries																	
Feedback from Students	01-Mar-2018 7	104																	

IQAC Meeting	28-Apr-2018 1	14
IQAC Meeting	27-Jan-2018 1	14
IQAC Meeting	23-Sep-2017 1	14
IQAC Meetings held on a regular basis	24-Jun-2017 1	14
View File		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

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

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

Yes

If yes, mention the amount

300000

Year

2014

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

Helped conduct one state level and one institutional level seminar/workshop for the benefit of teachers and students

Teachers were encouraged to participate in seminars, conferences, workshops

Teachers were motivated to publish papers and take part in orientation/refresher and short-term courses

Held Orientation programme for fresh students and Exit meeting for outgoing students

Acquainted teachers with the importance of institutional accreditation and the new method of NAAC assessment

[View File](#)

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

Plan of Action	Achivements/Outcomes
To introduce new PG courses	The introduction of a new PG course in Chemistry gave the local students a better chance of progressing to still higher academic levels
To provide computer training for the non-teaching staff	This measure helped enhance the computer operational skills of the non-teaching staff and improved the functioning of the college office including the Accounts section
To upgrade classrooms	Using UGC funds, 4 classrooms were fitted with LCD projectors and smartboards. This initiative helped improve the teaching-learning activity
To continue Student Support Services like Scholarships, Internet Facility, Photocopier facility	The continuation of these services contributed significantly to the academic improvement of the students
To continue all healthy practices like Students Orientation Program, Personality Development Program, Career Guidance, Cultural Programs, Sports Activities, NCC & NSS activities, Special Lectures, Science Fest etc.,	The continuation of these healthy practices helped enrich the general intellectual ambience of the college through which students and teachers could develop all round interests and personalities and become socially responsive and responsible citizens
Feedback system	This helped the faculty deepen their self-understanding as teachers and facilitators and also indicated the steps they needed to take for self-improvement
Continuous & Comprehensive Evaluation	This measure brought about a significant increase in both the interest level and the achievement level of the students
Academic and Administrative Audit of Teachers	This audit helped the teachers gain a better understanding of their own academic status and intellectual

resources and also take appropriate measures to improve them

[View File](#)

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body

Meeting Date

The Management

28-Apr-2018

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

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2018

Date of Submission

03-Mar-2018

17. Does the Institution have Management Information System ?

Yes

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

Our institution has a Management Information System which aids in continuously speeding up both our academic and administrative activities. Details are as follows: • Website: We have an official website www.lbcollegesagara.in, which provides both macro and micro information about the college. The college vision, mission, details related to the staff, NSS, NCC and sports activities are all uploaded on the web site which also has a photo gallery. During the years of autonomy, syllabi of all subject and information regarding examinations like timetable, results used to be put on the website. Students could download their statement of marks directly from the website and take printouts. Now, with the college returning to the affiliating system in phases, a link is provided on the website which takes the students to the university portal. Another link for the alumni of the college helps past students register as members. • email: The college has its own email lbsbscollege@gmail.com for instant information dissemination and official correspondence. Over 1000

students and 100 staff members, both teaching and nonteaching have registered their email in college office. This electronic mode of communication is by and by replacing manual and paper work. This aids all kinds of information to be instantly disseminated among all concerned. • WhatsApp: The college also works through two WhatsApp groups, one exclusively of the college fraternity and the other of all the institutions run by the management including the college. All academic information and certain news feeds connected with our institutions like achievements of staff and students (both current and old) are shared here. • Facebook: our college has a group on the face book page which has been and can be joined by past and present students, teaching and nonteaching staff and also any member of the general public who would like to learn about events and developments related to the college and to post their own news/comments. The college has an outreach by using this platform. Unlike our website or WhatsApp groups, this is not an official site/group. • Wifi: The entire campus is wifi enabled which helps each one on the campus to use worldwide information systems as teaching aids and as tools for generating and sharing information. A committee comprising the Principal, specific staff and members of the management discuss and choose the points to be posted on these information systems and analyse and take appropriate action upon the suggestions/comments received on them from time to time. It is always ensured that irrelevant and personal information or unrelated forwarded messages are not shared on these platforms.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Design and Development

1.1.1 – Programmes for which syllabus revision was carried out during the Academic year

Name of Programme	Programme Code	Programme Specialization	Date of Revision
BCom	LBC	Commerce	07/05/2017
View File			

1.1.2 – Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year

Programme with Code	Programme Specialization	Date of Introduction	Course with Code	Date of Introduction
No Data Entered/Not Applicable !!!				
No file uploaded.				

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the Academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MSc	Chemistry	01/07/2017

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	No

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

Feedback Obtained
<ul style="list-style-type: none"> The college, being a public institution, sets great store by the views and assessments that various stakeholders have of its performance and service. The feedback was collected from students at the stage of their leaving the institution, i.e., 6th semester UG and 4th semester PG students. The feedback was collected through a questionnaire, where students rated teachers at four different levels (A for Excellent, B – Good, C – Satisfactory, and D Poor)

concerning their qualities/skills related to ten different parameters Preparation for classes, Punctuality, Planning and Completion of the syllabus in time, Clarity in presentation, conceptualization, explanation, Clarity of language and voice, Use of different teaching aids like board and chalk, LCD projector, smart board etc., Use of group discussion, tutorial, assignment, seminar, field trip etc., Availability after class hours for clarification, counselling, career guidance etc., Qualities of leadership, transformation, motivation, guidance, counselling, facilitation, Proper Evaluation of examination/test papers and project work/seminar presentations. The letter grades were then converted into marks based on their weightage. • In the case of parents, the feedback requested and received was less formal in nature. The views that they expressed at ParentTeacher meetings were noted down carefully by the IQAC. • The IQAC Committee and senior teachers of the college analyzed the feedback collected from the above mentioned stakeholders and evolved means of utilizing it for improvement of the institution. • The analysis was done at the level of the institution as a whole, the various departments taken as distinct units and the teachers at the individual level. • The findings were communicated to the relevant units/individuals for greater attention and necessary action. • Negative findings were communicated discreetly and in the form of constructive criticism. The positives were shared openly so that the relevant units/individuals felt appreciated and the others felt a need to enter into a healthy competition with the former. This in turn contributed to the overall development of the institution. • Following the sharing of the feedback, the different committees and departments discussed points specifically related to them, developed ways and means of addressing them, and placed proposals in the regard before the Principal and the Management.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	Commerce	180	81	81
BCA	Computer Applications	40	30	30
BA	HES	90	22	22
BSc	PCM/CBZ	180	132	132
MCom	Commerce	100	84	84
MA	Economics	30	11	11
MSc	Mathematics	30	11	11

[View File](#)

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	823	216	40	15	0

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
55	22	6	6	3	4
No file uploaded.					
No file uploaded.					

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

• The College is fully aware of the significance of the mentoring system in higher educational institutions, especially in the complex contemporary world. The Mentoring system is of immense help in keeping the Teacher Student Parent bond alive and strong and in helping students and their parents negotiate the challenges of the modern global systems. • The College has an excellent mentoring system in place. Individual teachers are assigned as mentors to different sections/groups of students at the beginning of each fresh academic year. Mentoring strategies to be followed are discussed and finalized at meetings headed by the Principal and guided by senior teachers. • At the beginning of the academic session, the mentors conduct orientation programs for the mentees, introducing them to the vision and mission, goals and objectives of the college and the regulations of the parent university. • Mentors are given the full responsibility of taking care of the allround wellbeing and development of the mentees. They introduce the students to the entire range of facilities available in the college like library and reading room, laboratories, indoor and outdoor sports arenas, canteen, seminar hall, auditorium etc. • The students are also given general information about the semester scheme of examination and evaluation, continuous and comprehensive assessment system which includes internal tests, assignments, project work, etc. • The mentors pay special attention to the personal profile of each individual student, including details of his/her geographical location, socioeconomic status, family educational background, and take care to address any problems arising out of these factors. • The mentors monitor the class attendance, academic performance and progress of the mentees. They also identify any special talent that the mentees may have, especially in cocurricular and extracurricular activities and motivate them to further develop these talents. • Acting also as senior friends, the mentors provide, wherever necessary, primary level counseling to the mentees, helping them overcome personal problems and challenges. In some cases, mentees are also referred for professional counseling. • The Mentoring system also helps us in treating slowlearners and fastlearners among the students in appropriate ways. For example, slowlearners are assisted through remedial and tutorial sessions while fastlearners are motivated to do independent and original intellectual work alongside regular academic work. • Since a large majority of our students come from remote rural areas and happen to be first or second generation in their families/communities, most of them are held back by diffidence, lack of proper social and communication skills, inadequacy of English language skills, they are provided extra care by our mentors. • Our mentor system which works both at formal and informal levels, aims at making the students not only academically proficient but also citizens with a sense of personal integrity, social and national responsibility, gender and caste sensitivity, and an inclusive consciousness.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1039	55	19:1

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
64	16	48	0	6

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

Year of Award	Name of full time teachers receiving awards from state level, national level,	Designation	Name of the award, fellowship, received from Government or recognized
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	international level		bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	LBA	6th Sem	19/05/2018	31/05/2018
BSc	LBS	6th Sem	19/05/2018	31/05/2018
BCom	LBC	6th Sem	19/05/2018	31/05/2018
BCA	LBB	6th Sem	19/05/2018	31/05/2018
MCom	COD	4th Sem	22/05/2018	18/06/2018
MA	ECD	4th Sem	22/05/2018	18/06/2018
MSc	MMD	4th Sem	22/05/2018	18/06/2018
View File				

2.5.2 – Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
No Data Entered/Not Applicable !!!		

2.6 – Student Performance and Learning Outcomes

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

http://www.lbcollegesagara.in

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
LBA	BA	HES	10	6	60
LBS	BSc	Science	22	21	95.45
LBC	BCom	Commerce	54	49	90.74
LBB	BCA	Computer Applications	18	14	77.78
COD	MCom	PG Commerce	58	57	98.27
ECD	MA	Economics	17	17	100
MMD	MSc	Mathematics	28	25	89.28
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2.7 – Student Satisfaction Survey

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

NOT DONE

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Promotion of Research and Facilities

3.1.1 – The institution provides seed money to its teachers for research

No

No file uploaded.

3.1.2 – Teachers awarded National/International fellowship for advanced studies/ research during the year

Type	Name of the teacher awarded the fellowship	Name of the award	Date of award	Awarding agency
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	730	ICSSR	2	1.6
Minor Projects	1095	UGC	1.35	1.35
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3.2.2 – Number of ongoing research projects per teacher funded by government and non-government agencies during the years

2

3.3 – Innovation Ecosystem

3.3.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Workshop on Intellectual Property Rights	PG Dept. of Commerce	25/09/2017
View File		

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.4 – Research Publications and Awards

3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Commerce	4	2.8
International	Commerce	1	0
National	Economics	1	0
International	Sanskrit	1	0
View File			

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

Department	Number of Publication
Commerce	5
View File	

3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.4.7 – Faculty participation in Seminars/Conferences and Symposia during the year

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	17	6	10
Presented papers	0	19	0	0

Resource persons	0	0	0	5
View File				

3.5 – Consultancy

3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultan(s) department	Name of consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.5.2 – Revenue generated from Corporate Training by the institution during the year

Name of the Consultan(s) department	Title of the programme	Agency seeking / training	Revenue generated (amount in rupees)	Number of trainees
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.6 – Extension Activities

3.6.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Yoga Jatha	College NCC wing, City Municipality of Sagara	3	62
Two day Seminar on "Goods Services Tax Challenges Ahead"	Depts. Of Economics and Commerce	2	680
Observance of Independence Day 2017	NSS, NCC, Students Forum, Youth Red Cross	4	210
Observance of Republic Day 2017	NSS, NCC, Students Forum, Youth Red Cross	4	320
Green Drive Plantation program at Horabyly village	Malnad Eco Club, Youth Association of Horabyly village	3	18
Blood Donation Camp	NSS, NCC, Students Forum, Youth Red Cross, Rotary Blood Bank of Shivamogga, Govt. Hospital of Sagara	8	128
Malenadu Siri - oneday Universitylevel cultural fest	Students Forum of the College	10	92
Annual NSS Camp (8 days)	NSS wing of the college Gram	8	130

Panchayat of Shiravanthe village			
View File			
3.6.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year			
Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			
3.6.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year			
Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities
No Data Entered/Not Applicable !!!			
No file uploaded.			
3.7 – Collaborations			
3.7.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year			
Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
No file uploaded.			
3.7.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year			
Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From
			Duration To
No Data Entered/Not Applicable !!!			
No file uploaded.			
3.7.3 – MoUs signed with institutions of national, international importance, other institutions, industries, corporate houses etc. during the year			
Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
No file uploaded.			
CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES			
4.1 – Physical Facilities			
4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year			
Budget allocated for infrastructure augmentation		Budget utilized for infrastructure development	
13.59		13.87	

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
No file uploaded.	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Aargees	Fully	16.2	2005

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	51193	3498299	184	45907	51377	3544206
Reference Books	8140	31850	8	1996	8148	33846
e-Books	313500	5000	0	0	313500	5000
Journals	52	21669	0	0	52	21669
e-Journals	6000	5900	0	0	6000	5900
CD & Video	117	27785	0	0	117	27785
View File						

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	88	36	0	3	0	8	41	3	0
Added	0	0	0	0	0	0	0	0	0
Total	88	36	0	3	0	8	41	3	0

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

3 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
16.5	15.76	0.2	0.19

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

The governing body takes direct initiative in the maintenance and upkeep of infrastructure and support facilities in consultation with IQAC. The supervisor, administrator and office superintendent monitors the quality of maintenance of infrastructure and equipments. Laboratory: Lab equipments are thorough inspected by lab assistants at regular intervals. Maintenance funds procured from the UGC are utilized for upkeep of specified items. Electrically sensitive equipments are provided with necessary backup to ensure steady functioning and safe guard against voltage fluctuations. In case of disruption in power supply, a diesel generator having a capacity of 63 KV functions as substitute source. Classroom: The office superintendent oversees the maintenance of the classroom equipments. Most of the departments maintain department libraries. Browsing center in student service is accessible to students at any time. Computer: College has a system technician to oversee the maintenance of the computer systems. The use of central computer lab is scheduled as per time table. Any repair beyond the scope of the system technician, external agencies are called for. Sport amenities: All sports amenities are under the incharge of director of Physical Education. A room is kept aside for keeping sports utilities. The maintenance of the courts is done on time. Library: Maintenance and utilization of library resources are done through strictly following the library rules. Periodicals will be lent for one day after 15 days of their arrival. Damages caused to and loss of book attract fine amount 10 times the original price of the books and the amount collected is utilized for maintenance of the library. Maintenance: The maintenance cost of buildings, furniture and library is met out of development fees collected from the students. The repair and maintenance expenditure of laboratories are met from the laboratory fees collected from students ? Major expenditure incurred on maintenance is borne by the management. ? Lab technicians, Carpenters, Electricians, Class IV employees, Gardener are paid by the management. ? A full time technician is put incharge of electrical works. ? Repair and paint work is done periodically whenever required. ? Annual stock verification of all departments is a regular process. ? Assistance of skilled professionals is taken on payment basis to repair lab equipments. ? College has a Building Committee and Engineering Committee as per UGC norms. ? Water coolers with purification units are maintained through AMCS. ? Fire extinguisher system is maintained regularly. Utilization: Both students' and teachers' communities of the college make the best possible use of the

infrastructure and learning resources available on the campus. Wherever the short comings and flaws are brought to notice, immediate corrective measures are initiated so that optimum use of the facilities is guaranteed all the time. ? Now and then, the college building is given over to the government agencies for the conduct of public competitive examinations, election training meetings etc. ? The Auditorium/seminar halls are given on rent to sociocultural organizations and government agencies for functions and the funds generated are utilized for the development of the college.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	MDF Student welfare scholarship or endowment fund	16	9250
Financial Support from Other Sources			
a) National	Fee Concession, SC ST Scholarship, Sanchi Honnamma Scholarship, Sir C V Raman Scholarship, Jindal Student Welfare Scholarship	369	1576997
b) International	NIL	0	0

[View File](#)

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Personal Counselling and Mentoring	10/06/2017	650	Staff Members of UG and PG, LB and SBS College, Sagar

[View File](#)

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2017	PGCET Workshop	32	0	2	1

[View File](#)

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
DXC Technologies Ltd., Shimoga, TCS Fidelit, Gallagher	94	34			
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2017	42	BSc , BCA, BCom, BA	Science, Computer Science	Kuvempu University, Shankaraghatta, University of Mysore, BIT Bangalore, Sir M V IT Bangalore, JNNCE, Shimoga, Srinivasa University, Mangalore, CMR Institute of Technology, Bangalore, KHS PG Center Sagar	MSc (Mat), MSC(Che), MSc (Applied Geology), MSc(Phy), MSc (Bot), MSc(Zoo), MSc(MicroBiology), MCom, MCA
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
SLET	3
View File	

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

Activity	Level	Number of Participants
Inter Collegiate Cricket	Institutional	30
Annual Sports Competition	Institutional	220
Annual Function	Institutional	760
Freshers Day	Institutional	265
Students Union Inauguration	Institutional	760
Sahyadri Utsava	Kuvempu University	35
Yoga Competition	State Level	3
Malenadu Siri	Institutional	52
Science Fest	Institutional	38
Traditional Day	Institutional	54
Cultural Activity Competition	Institutional	285
Shuttle Badminton	Institutional	22
Athletics Meet	Institutional	16
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Institution encourages its students to actively participate in several aspects of its functioning since it is of the firm opinion that today's youngsters are tomorrow's leaders and that they should be given both formal and informal training in managing activities, teamwork at an early age. • The Institution has a Students Forum, which consists of class representatives and secretaries. As in the past many years, this year, too, these representatives were selected on the basis of their academic record and through a process of consensus. The Institution did away with the conventional election method some years ago since it was not really producing desired results. • The Students Forum had an inaugural and a valedictory function, where esteemed persons were guests and delivered enlightening speeches to the full student community of the college. • The Students Forum played an active role in organising the observance of events of national importance, like the Independence Day, the Republic Day, the Martyrs' Day, Teachers' Day, the birthdays of renowned leaders like Mahatma Gandhi, Swami Vivekananda. • It helped build a more genial atmosphere for all students on the campus by holding a Welcome Day for the Freshers, a Farewell for the Outgoing seniors, Tradition Day etc. • It helped the college administration in conducting various cultural activities throughout the year. • It also took the initiative in organising intra and interinstitutional events like Vijnanotsava, an intercollege Science Festival in which 8 colleges of the Kuvempu University took part, on 15th February 2018,

and, "Malenada Siri", an intercollege cultural festival where students from 10 different colleges of the parent university took part, on 10th February 2018. • The Students Forum also sent its cultural representatives to participate in "Sahyadri Utsava", an intercollege cultural competition held by the Kuvempu University on 12th, 13th, and 14th of October 2017. These performers made the college proud by winning many prizes. • It took an active part in the Blood Donation Camp organised by the college in collaboration with the Govt. Hospital, Sagara, the Youth Red Cross, the Rotary Blood Bank, and the Lions Club, Sagara, on 6th February 2018 where 128 units of blood was collected. • The students also had representation on the Academic Council of the college under autonomy during the reporting year. A boy and a girl, both meritorious students in their final year of UG courses were members of the Academic Council, where they shared their own as well as the student community's views on the syllabi, the curriculum, the examination and evaluation system, the teaching learning process, the physical infrastructure and so on. • As regards participation in administrative matters, the Students Forum, through its representatives, brought to the notice of the college authorities any problems faced by the students and offered it own suggestions towards addressing them. • The students also had representatives on various committees like the ones related to the NCC, NSS, and Sports wings.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

• The College has an alumni association, but it is not connected exclusively with the college. • Registered as the Malnad Development Foundation Regd. (MDF) Alumni Association, it covers past students of the seven different educational institutions managed by the MDF which include primary, middle, and high schools, two preuniversity colleges, and a Bachelor of Education College, too. • The Alumni Association has contributed a sum of Rs. Three lakhs to the alma mater so far this year

5.4.2 – No. of registered Alumni:

15

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

300000

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni Association is there in the Name of the Management. It is registered as MDF Alumni Association. Totally 7 Institutions run by the management. Hence, the association is named as MDF Alumni Association.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The Institution and the Body which runs it have always practised the principles of decentralization and participative management. The institution forms, at the very beginning of the academic year, various committees and subcommittees to plan and monitor different activities and events. It then holds regular meetings to check the progress and finally to review the conduct and results of the planned activities. This practice was continued last year too. Two examples in this regard are as follows, and they cover diverse aspects of the daytoday administration of the college: a) The Institution carried out its important

administrative tasks through different committees comprising representatives from all stake holders' groups. All work related to admissions, examinations and evaluation under the autonomy scheme, distribution of scholarships and freeships to students, the implementation of the IQAC plan of action, the preparation of the AQAR and NAAC reports, interaction with higher regulatory bodies like the UGC, the parent University, the State Directorate of Collegiate Education, and so on, was carried out by these committees. b) A second set of committees looking after the academic aspects planned and carried out various curricular, cocurricular and extracurricular activities during the year. These related to the framing of the college timetable, the conduct of student union representative selections, programmes under the students union, special educational and cultural activities like guest lectures, workshops, seminars, science exhibition, field visits to industrial centres, historical places, botanical gardens, talents day and sports competitions, the publication of the college annual magazine etc. One event study showing practices of decentralisation and participative management in the institution concerns the organisation of a state level seminar on "Goods Services TaxChallenges Ahead" on 13th and 14th February 2018. The seminar, held with UGC grants, was conducted by a specially formed organising committee which consisted of representatives from the management, teaching faculty from the UG and the PG sections, the office staff. Responsibilities were further devolved within the committee, with subcommittees and individuals being assigned different tasks, like contacting resource persons, making their travel and stay arrangements, inviting and registering participants, printing of invitations, certificates and proceedings, arranging catering services, media publicity, keeping accounts. Student volunteers were enlisted to take care of local arrangements like stage preparation, handling the public address system, projection system. The Organizing Committee consisted of: 1. Dr. H M Shivakumar, Coordinator 2. Dr. Laxmisha A S, Organizing Secretary 3. Dr. Sumukha P S, Organizing Secretary 4. Jadhav Jasavantarao, NAAC Coordinator 5. Dayananda P, IQAC Coordinator 6. Dr. Hanumanthappa B C

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	<p>? For autonomous batches, curricula were developed on the basis of local needs and national and international realities and trends as perceived by respective boards of studies. ? As regards curricula related to universityaffiliated batches, many of our teachers took active part as members/chair persons of various boards of studies and boards of examiners of Kuvempu University. ? The traditional written examination system was complemented with project work and seminar presentationbased evaluation. ? Field work, industrial visit and educational excursion were included at both under graduate and post graduate levels.</p>

Teaching and Learning	<p>? The discussion method was employed more than the oneway lecture method which made the teachinglearning activity more effective and challenging. ? Modern gadgets like smart boards, LCD projectors were used in classrooms. ? Students were encouraged and guided regarding use of the internet and ebooks. ? Slow-learning students were helped through the mentor system. ? Field work and industrial visits were used for teachinglearning process. ? The participation of teachers and students in different seminars, workshops and conferences greatly enhanced their teaching/ learning skills.</p>
Examination and Evaluation	<p>? Continuous and comprehensive evaluation system was adopted. ? Endsemester examination was for 80 marks and internal tests and assignments were for 20 marks and science students had practicals for 50 marks (10 internal40 for final practical exam). ? Coded examination and evaluation system were followed. ? To check and balance evaluation by internal examiners, 25 of the answer papers were reviewed at random by external examiners. ? A transparent and studentfriendly system of examination and evaluation was followed where students could see their answer papers on request, get them photo copied, apply for revaluation and challengevaluation. ? In the case of first year UG batches we followed the university framework since we went back to the affiliation system.</p>
Research and Development	<p>? Some teachers have undertaken major and minor research projects. ? Some teachers have guided students in project, M. Phil and Ph.D. work. ? The institution motivated the faculty members to organise various seminars, workshops at institutional/ state/national levels. ? The institution motivated faculty members to take up research and publish in reviewed journals. ? It also encouraged them to present papers at national/state level seminars, workshops and to take part as resource persons at the same. ? The institution exhibited publication of research work of the faculty member in college library to inspire further research. ?</p>

	The College explored various funding sources like UGC, ICSSR, for sponsoring major /minor projects
Library, ICT and Physical Infrastructure / Instrumentation	? Upgraded library with OPAC ? Work was continued on the outdoor and the indoor stadia construction ? Laboratories were upgraded ? Maintenance work was carried out on CC TV systems installed at vantage points ? Internet browsing facility was made available to students and staff
Human Resource Management	? Various committees were constituted by the Principal to look after curricular, cocurricular and extracurricular activities. ? Deans were appointed to look after the affairs of different faculties. ? The examination wing with a controller and a system administrator was continued for the year. ? The whole Human Resource Management was coordinated by the Principal and the management.
Industry Interaction / Collaboration	? Campus recruitment drive was conducted by ICICI bank under Placement Cell of the institution. ? A Oneday training programme was arranged for Primary school teachers in collaboration with WIPRO FOUNDATION.
Admission of Students	? Admission of students was done based on merit and reservation as per the Karnataka government policies and University guidelines. ? The admission process and the payment of University fees were both done online at both UG and PG levels.

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

E-governance area	Details
Planning and Development	? As every year, the IQAC met and formulated the plan of action to be taken for the enhancement of quality of the institution over the past academic session. This was done after collecting and analysing feedback from different stakeholders. ? The plan of action was submitted to the governing body of the college in the form of a proposal for its necessary approval. ? Provisions were made for teachers attending workshops, seminars, etc. ? The nonteaching faculty were provided with ESI and EPF facilities by the management
Administration	? All activities relating to students admission were done online. ? Most

	communications with the parent university and the joint director of collegiate education were carried out through email. ? Details of expenditure related to Govt. grants received by the institution were uploaded on the PFMS portal ? The institution followed the tendering process through the Govt. portal in matters related to purchase, construction, contract done with UGC grants
Finance and Accounts	? The office and accounts section are partially computerised. ? The college maintained its accounts using Tally. ? The salary funds from the Govt. were received through the HRMS portal. ? Records of all financial transactions were maintained in the form of both soft and hard copy and the soft copy versions have been preserved through software use. ? Claims for the grants from the government are placed online using the HRMS portal.
Student Admission and Support	Online Admission including online payment gateway.
Examination	As and when the student is admitted to the college, electronic database of the student is prepared. For the enrollment of the student such database is used. All examination related documents such as admit card, registration certificate etc., are prepared and used from the database of the student.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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6.3.2 – Number of professional development / administrative training programmes organized by the Colleges for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2017	Faculty development		27/09/2017	27/09/2017	80	0

	programme					
2017	A talk on "Intellectual Property Rights"		25/09/2017	25/09/2017	65	0
2017	A special lecture on "Chemistry in Everyday life"		07/09/2017	07/09/2017	82	0

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course	1	15/01/2018	03/02/2018	20

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
13	22	6	11

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Group Life Insurance, Short and Long Term Loans at low interest rates through the Staff Credit Cooperative Society, Provident Fund facility	Group Life Insurance, Short and Long Term Loans at low interest rates through the Staff Credit Cooperative Society, Provident Fund facility	Scholarships for eligible students, Medical checkup

6.4 – Financial Management and Resource Mobilization

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

Being an institution which cherishes the values of integrity, accountability, and social responsibility, the College submits itself to both internal and external financial audits regularly. The internal audit is done by a specially commissioned local auditor and the external audit is done by the government auditor who works for the Directorate of Collegiate Education, Govt. of Karnataka. In both the processes, all the financial records of the institution are examined thoroughly. Discrepancies, if any, with regard to maintenance of accounts and utilization of grants etc., are brought to the notice of the college promptly and the institution takes immediate and appropriate measures to rectify the problems. 201718 a. Internal auditor – Mr. Rajesh CA, Sagar 11/07/2018 16/07/2018 b. Government auditor Mr. Muralidhar CA

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Karnataka Bank Pvt.Limited, Malnad Development Foundation ®, Sagara	7500000	Towards purchase of college bus, Towards salaries for guest faculty, Construction of additional class rooms
View File		

6.4.3 – Total corpus fund generated

1725750

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	Yes	IQAC
Administrative	No	NA	Yes	Governing Body, Management

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

? Providing valuable suggestions for development of the institution. ? Pointing out the limitations of the college and departments and suggesting corrective measures. ? Communicating views which the students feel too shy to communicate directly to the teachers and the authorities about the college and the departments.

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

The institution has effective welfare measures for teaching and nonteaching staff members. Some of them are ? Group life insurance for teaching and nonteaching staff ? ESI facility for nonteaching staff ? Festival advance for nonteaching staff. ? Short term and long term loans at low interest rate through staff credit cooperative society. ? Provident fund facility is provided for guest faculty and nonteaching staff. ? Computer skills training for handling online processes related to the parent University and the Govt. dept. ? Deputing teachers for orientation, refresher courses and short term training programs ? Provision of PF facilities and twelve months salary benefit for contract faculty ? Provision of special casual leave facility for nonteaching staff and a few senior teaching staff

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

? Initiation of proceedings for introduction of PG course in Chemistry ? Initiation of proceedings for introduction of college bus facility for students ? Moving towards more decentralisation by providing opportunities for students in various subcommittees related to NCC, NSS, Youth Red Cross, Student forum, etc.
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6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	Oneday workshop on "Effective Teaching" for teachers"	27/09/2017	27/09/2017	27/09/2017	95
2017	Computer training workshop	28/11/2017	28/11/2017	28/11/2017	9
2017	One day workshop on "Thinking about Thinking"	02/01/2018	02/01/2018	02/01/2018	60
2017	Two day seminar on "Goods and Services Tax Challenges Ahead"	13/03/2018	13/03/2018	14/03/2018	480
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Special lecture on "Contribution of Sri Devaraj Urs to Empowerment of Women and the Poor"	20/08/2017	20/08/2017	350	400
Special lecture on "Women's Health"	27/09/2017	27/09/2017	300	0
Special lecture on "Legislation for Women"	16/01/2018	16/01/2018	35	0
Special lecture on "Sustainable Health & Ayurveda" (for lady students)	03/03/2018	03/03/2018	38	0

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

Percentage of power requirement of the University met by the renewable energy sources

? Green Drive – Planting of trees inside the college campus by the NSS unit of the college ? Installation of ample number of powersaving LED lights in both UG PG sections

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Ramp/Rails	Yes	2
Special skill development for differently abled students	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
No file uploaded.							

7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
Code of Conduct for Principal	01/06/2017	1. The Principal is the academic and administrative head of the institution. He should discharge his/her duties as per rules, regulations and directions from the department of collegiate education. He should take steps for the smooth functioning of the college. 2. He/She should ascertain that applications by students for scholarships of social welfare, backward class and collegiate education departments are sent to the departments concerned in time. 3. He/She should ensure that proposal for permanent/temporary affiliation is sent to the university in time.

		<p>4. He/She should ensure that the institution is accredited by NAAC once in 5 years. 5. He/She should take steps as per UGC regulation 1956 2(f)12(b) to send proposals to UGC New Delhi. 6 He/She should take 6 hours of lecture classes per week in the subject concerned.</p>
Code of Conduct for Teachers	01/06/2017	<p>1. He/She should conduct classes as per timetable. 2. He/She should finish the syllabi prescribed by the university and in the allotted time. 3. He/She should assist the principal in the conduct of midterm, preparatory and annual exams which is statutory. 4. He/She should carry out his work load as per UGC norms and write and maintain diary and make himself/herself available for students for 7 and 6 hours on week days and Saturdays respectively. 5. He/She should take and maintain attendance in classes. 6. He/She should engage practical classes as prescribed by the university. 7. He/She should take tutorial classes as per UGC guidelines.</p>
Code of Conduct for Librarian	01/06/2017	<p>1. He/She should issue books to teaching and nonteaching staff and students. 2. He/She should maintain necessary records and registers required in the library. 3. He/She should take steps for arranging stock checking and submit the report to the officials concerned.</p>
Code of Conduct for Physical Education Director	01/06/2017	<p>1. He/She should guide and train the students and follow rules and procedures in selection in respect of important</p>

		events. 2. He/She should train students during working and offworking hours in consultation with the Principal.
Code of Conduct for Office Superintendent	01/06/2017	1. He/She should follow rules and take care of efficiency in his/her department. 2. He/She should examine files before they are sent to higher officials. 3. He/She should take individual care as regards important files. 4. He/She should ensure discipline in the department. 5. He/She should keep strict vigil on the movement of the staff. 6. He/She should distribute work to the staff in consultation with higher officials. 7. He/She should maintain and protect files. 8. He/She should maintain registers, files, and daily workbook. 9. He/She should maintain vigil on the staff and report to the official concerned.
Code of Conduct for First Division Assistants	01/06/2017	They should discharge their duties under the supervision of the superintendents. They are responsible for their work. The following are the duties assigned to them: 1. He/She should maintain work diaries. 2. He/She should write notes on files before sending it to the superintendent. 3. He/She should maintain registers as per office manual. 4. He/She should ensure that the notes made on files are legible and relevant. 5. He/She should cooperate with the superintendent in discharging duties.
Code of Conduct for Typists	01/06/2017	1. He/She should type on computer /typewriter correctly what is given to be typed. 2. He/She

		<p>should take out no. of copies needed. 3. stencils should be used if more than 10 copies are needed. 4. He/She should scrutinize originals before copies are sent to the superintendent. 5. He/She should record daily work progress In the relevant form. 6. He/She should type leaving necessary margin for corrections.</p>
Code of Conduct for Library Attenders	01/06/2017	<p>1. He/She should assist the Librarian in carrying out the responsibilities.</p> <p>2. He/She should discharge the duties of the Librarian in the latter's absence. 3. He/She should carry out any other duties entrusted by the Principal and the Librarian.</p>
Code of Conduct for Attender / Peon	01/06/2017	<p>1. He/She should take files from one department to another and from one case worker to another. 2. He/She should stitch exam answer paper bundles and files properly. 3. He/She should hand over writing materials and envelops to the staff if necessary. 4. He/She should maintain cleanliness on the campus. 5. He/She should properly place furniture etc in labs. 6. He/She should carry out all works assigned by the Principal and Dept. Heads.</p>
Code of Conduct for Students	01/06/2017	<p>1. Students should abide by the rules and regulations of the College and the University notified or modified from time to time. 2. Students should attend classes, practical sessions regularly. They should have a minimum of 75 attendance as per the</p>

		<p>regulations of the UGC and the parent University. Otherwise, they lose their eligibility to take theory/practical tests and examinations. 3. Students are expected to attend without fail various academic activities such as tests, seminars, assignments in the college/class. 4. Students should actively participate in the curricular, cocurricular, and extracurricular activities held by/in the college. 5. Whenever required by the Principal/teachers, students should bring their parents/guardians to the college for interaction. 6. Students should pay the fees stipulated or modified from time to time within the specified time. 7. Students should show respect and obedience towards the Principal and the teachers. Any disobedience will attract disciplinary action. 8. Students shall not engage in groupism, fighting, teasing, humiliating, ragging others. 9. Students are barred from possessing or using mobile phones, pocket radios and other similar sound amplifying devices in the college premises. If found, such devices will be confiscated and fines levied.</p>
Student Undertaking	01/06/2017	<p>1. I, Sri/Kum seeking admission to/ studying in (Course class) in Lal Bahadur Arts, Science S. B. Solabanna Shetty Commerce College, am aware that I need to have a minimum compulsory attendance of 75 in each paper, as per the</p>

regulations of the parent University and the University Grants Commission, and that if I do not have the prescribed percentage of attendance I lose my eligibility to write the examinations. 2. I also accept the condition that I shall complete my degree course within the Double the Duration period, and that I will gain admission to the 3rd Semester of the course only upon clearing 40 of the total number of papers of the 1st and 2nd Semesters and gain admission to the 5th semester only upon clearing 40 of the total number of papers of the 1st, 2nd, 3rd, 4th semesters, in accordance with the University regulations. 3. I hereby pledge that I shall abide by the regulations of the college mentioned in its brochure concerning discipline, attendance, and academic activities with all sincerity. I sign this declaration with the full awareness that the institution may take any action against me, including suspension and expulsion in case I engage in any kind of unlawful and intimidating conduct, activities that cause discomfort and humiliation to others, uncivilized behaviour that causes physical/mental pain or mortal danger to others, in accordance with "UGC Regulation No. f18/2006 (CP P II) 4th March 2008, No. 170" and the "AntiRagging Act 1982, the Karnataka Education Act, 1983, and the Govt. of Karnataka order no. ED

198/URC/dated 9998 and ED
99/URC/16899" Date:
Student's sign
Parent/Guardian's sign

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
"Vanamahothsava"	15/07/2017	15/07/2017	65
"Kargil Vijayothsava"	26/07/2017	26/07/2017	95
Environmental Day Observance	31/07/2017	31/07/2017	85
Independence Day celebration	15/08/2017	15/08/2017	145
Teachers' Day observance	05/09/2017	05/09/2017	135
NSS Foundation Day observance	29/09/2017	29/09/2017	105
Birthday of Mahatma Gandhi Lal Bahadur Shastri - Observance	02/10/2017	02/10/2017	160
Swami Vivekananda Jayanthi celebration	10/01/2018	10/01/2018	110
Republic Day celebrations	26/01/2018	26/01/2018	220
Blood Donation Camp	06/02/2018	06/02/2018	140
International Women's Day observance	08/03/2018	08/03/2018	90
Dr. B R Ambedkar Jayanthi observance	14/04/2018	14/04/2018	65
International Yoga Day Observance	21/06/2017	21/06/2017	250

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

? Use of plastics banned on the college campus
? Declaration of college campus as smokefree zone
? Planting of saplings on the campus
? Students encouraged to use public transport in large numbers
? Organic manure and fertilizers used in the botanical garden of the college
? Saplings planted during the rural camp of the college NSS unit
? LED lights installed in ample numbers in UG and PG sections

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE 1

1. Title of the Practice SAMSKRUTHI ANUSANDHANA: REFINING TASTES, REDEFINING CULTURAL PURSUITS

2. Objectives of the Practice The objectives/intended outcomes of this best practice are to sensitize young students to arts and culture by introducing to them some of the best works in diverse fields like literature, theatre, drama, music, dance and film. As its very name suggests, "Samskruthi Anusandhana" is a project which aims at helping the participants negotiate and nurture a meaningful relationship with the great cultural expressions of humankind. It intends to enrich students' aesthetic sensibilities and shape them into more perceptive persons.

3. The Context While the modern world abounds in technological means that enable wide sharing of content and experience, it has also seen, through the same means, an increasing trivialization, commercialization and sensationalization of fundamental questions and issues. Youngsters, in particular, are deeply impoverished by this since they lack access to the most significant explorations undertaken by the human mind and are instead fed with cheap spectacles and false values, especially in the arts field. "Samskruthi Anusandhana" was initiated to counter this and help students develop higher tastes and creativity.

4. The Practice The practice consists of the conduct of a series of workshops where creative works of enduring value from a wide array of art forms like literature, drama, music, dance, film, and visual arts and ways of appreciating them are introduced to the participants. There are also lectures and discussions centred on these works, delivered or guided by specially invited resource persons. The workshops, of oneday or twoday duration, are open to interested students and teachers. The participants are also sometimes given a study kit. The workshops are sometimes based on specific themes and other times cover certain areas or genres. Their basic format helps participants see the basic interconnectedness of all forms of art as also the invisible but influential ways in which art and human life are inseparably intertwined. Every year, 80100 participants, some of them from neighbouring institutions, benefit from the project. The resource persons who have graced the workshops have all been accomplished persons in their respective areas. They include artists, writers, performers, and teachers. Most of them are also recipients of top state and national level awards, like the Sahitya Academy, the Central Sangit Natak Academy honours. The project begun in 2007, is being held in collaboration with Ninasam Prathishthana, a wing of Ninasam, a cultural organization of international fame, whose founder late K V Subbanna was conferred with the prestigious Ramon Magsaysay Award in 1992. The Kannada Sangha, the English Study Circle, and the Film Club of the college organize the project jointly.

5. Evidence of Success The evidence of the success of the practice is mainly experiential and anecdotal. The feedbackcollection and review of results is done mostly in an informal manner. Teachers who organize the workshops also follow the impact made on the studentparticipants directly and indirectly, by observing the basic improvements in their responses and interests during regular classes. The practice has indeed brought about a qualitative change in the participants. They have engaged themselves with greater interest in both prescribed academic activities and extracurricular pursuits. Some have even gone on to develop their inner creative urges still further. The practice has also helped build better rapport between students and teachers as it provides them a rare opportunity of interacting intellectually on a basis of equality and with openmindedness. The practice has helped the institution in taking learning out of the confines of the classroom and the examination hall, and in demonstrating to the students the invaluable benefit of learning for joy and not just for earning marks.

6. Problems encountered and resources required There have been no problems worth mentioning in this case. As regards human resources required, we have been very fortunate as all the resource persons have considered it their joy as well as moral obligation to assist us in a unique exploration like this project. Second, the financial resources needed are supplied by the management and the institution itself. Teachers too contribute their mite to

the cause, both monetarily and intellectually. Third, the material resources required for the workshops are all available on our own campus: two seminar halls, public address system and LCD projection system power backup a canteen to cater to needs of food and refreshment. 7. Notes (Optional) BEST PRACTICE 2

1. Title of the Practice CELEBRATING BIRTHDAY, OBSERVING ECOLOGY DAY 2.

Objectives of the Practice The practice, initiated by some students of the institution on their own, aims to link human existence and the environment, the personal and the universal in an innovative manner. It seeks to set up an exemplary model which can be emulated quite easily since it makes the lightest demands on time, effort, and money. A most simple activity which helps both an inward transformation of human individuals and an outward transformation of their physical surroundings, it also shows up the true spirit in which festivities and celebrations need to be held in today's world. 3. The Context The context of the genesis of the practice was simply a heightened awareness on the part of some students regarding today's global ecological crisis. These were deeply concerned about environmental degradation not only through direct experience in their own lives but also through the special programmes that the institution conducted in the regard, especially through its Eco Club, Film Club, NSS wing like lectures and film screenings. They were also inspired by some selfless activists of both local and global levels. Further, their own living or studying in an area of great biodiversity and high ecological sensitivity which was gradually becoming depleted made them more acutely aware of the challenges that not only natural surroundings but also human inhabitants were facing. 4. The Practice The practice is that of some students celebrating their birthdays in an unconventional way - by planting a sapling on the college campus and taking care of it throughout their stint in the institution, through watering the saplings, and placing protective guards around them. This is a far cry from the typical manner in which most youngsters celebrate their birthdays in these modern times, indulging in empty show, false sentiment, and wastage of money and material. Our youngsters say that this is their way of doing their bit for nature and society. The practice is unique in the sense it demonstrates the direct and indirect influence our institutional culture has had on our students in their finding entirely new ways of relating personal acts to the larger ambit of collective good. It also points to the ways in which higher education institutions can mould the general character of their wards. This best practice, which shows that if only institutions care to provide a proper ambience, youngsters studying in them will evolve sets of healthy values and concerns on their own has the potential to inspire similar initiatives in other institutions. 5. Evidence of Success The college campus as a whole has come to wear a much greener look and more students have taken to following the model. One of the most important results of the practice was the attitudinal change seen in the students. Instead of waiting for instructions or compulsions, they were the prime movers in the regard. On review, it was found that his best practice has raised the level of ecological awareness in the student community as a whole and also demonstrated to them more meaningful ways of connecting one's self with the world at large. 6. Problems encountered and resources required The problems encountered and resources required were too few in number and too simple. The institution is located in a region which receives very high rainfall every year, which naturally took care of the water needs of the saplings planted. Still, during winter and summer, there is a need for manual watering and this task was of course undertaken by the respective students themselves. The resources required were in the form of saplings, which were easily had from an ever helpful state forest department or some local nursery or were procured by the students themselves through their own sources. 7. Notes (Optional) We think that this particular best practice lends itself to easy adoption in other institutions because it is so simple and spontaneous. It not only leads to a greening of the campus but also helps the students to evolve a sense of social commitment, personal responsibility, and ethics.

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

7.3 – Institutional Distinctiveness

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

• The college is nestled in an idyllic environment on a sprawling, 53 acre campus with the green Western Ghats providing a lovely backdrop. • The College has 43 classrooms of which 6 are fitted with LCD projection facility, 7 fully equipped laboratories, and 2 seminar halls. • The College runs both UG and PG programs and the two sections are located in two different buildings on the same campus. Both the sections attract a large number of students every year because of their academic track record and the facilities and ambience that they provide. A significant portion of these students come from far off places. • Spacious class rooms with some having wifi facility and smart boards allow the teachers to use modern modes of teaching. • The large library building has more than 56,000 volumes including some rare ones it also houses a reference section and a reading room where rare titles, newspapers, magazines, periodicals are available for perusal and an Internet browsing centre with printer facility • An aesthetically built canteen building provides hygienic food to more than a thousand students and also doubles up as a space for informal interactions • A stateoftheart, 800seater auditorium helps the conduct of various types of cocurricular, extracurricular activities. • A vehicle stand on the campus provides parking for over 200 vehicles • Several departments have their own libraries • The entire campus is wifi enabled. • The sports facilities will soon have two more impressive additions an indoor and an outdoor sports stadium, which are nearing completion • The NCC wing, which has a Girls' Unit besides the Boys', goes a long way in achieving the empowerment of women. • The NSS wing, with two units, and the Youth Red Cross unit help students engage in communitywork and humanitarian service. • On the academic front, the institution prides itself in having an experienced staff, both teaching and nonteaching. • Cocurricular activities are conducted by the Students' Forum comprising representatives and faculty secretaries all of whom are being selected unanimously and not through elections over the past many years. • The Examination Section related to Autonomy Scheme has a Controller, a System Administrator, a steno and an attender and looks after the work of question paper setting, conduct of internal assessment tests and main exams, evaluation of answer papers and announcement of results. • The institution has made a mark at the University level as well as state level as many of its students have secured high ranks in examinations and won top prizes at many sports and cultural competitions. • In recent years, some alumni of the institution have risen to high positions in academic/administrative positions, including the posts of the Vice Chancellor of the parent university, Kuvempu University and Registrar (Evaluation), Davanagere University. Some have been honoured with Central and State Academy awards in literature and theater and music.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

? To improve infrastructural facilities, in a way that they support and enable better academic performances on the part of both students and teachers. ? To conduct more seminars/workshops/conferences, so that students and teachers are intellectually benefited, the horizons of their world of knowledge are widened

and they gain access to the latest developments and debates in their fields. ? To introduce new subjects in UG and PG courses, to help youngsters of the local rural areas pursue higher education closer home and at costs they can afford, to enable them to prepare better for the highly challenging and competitive job world. ? To introduce certificate courses which focus on specific professional skills, local community needs, and meet modern day demands. ? To conduct more cultural programs for students, so that their talents are recognized and rewarded and they get a chance to evolve into well rounded personalities and the general academic standards of the institution are enhanced even more. ? To bring in eattendance mechanism, so that precious time and energy of teachers is saved in the classroom and in tabulating the final figures, and paper use is reduced by a great extent, and there is greater ease in sharing the attendance related information with the students themselves or their parents/guardians. ? To conduct more motivational talks by various resource persons, so that students can see beyond the narrow confines of syllabi examination marks job cycle and explore their inner passions and employ them in more creatively fulfilling and socially meaningful ways. ? To provide greater help to students in developing not only academic and professional skills but also a sense of values like social responsibility, personal integrity ? To establish new forums related to different faculties/departments, besides strengthening existing ones, so that the general cultural ambience of the institution is made more rich ? To install solar lighting and power systems on the campus to make it more ecofriendly, to make the institution less dependent on conventional energy forms, external power generating and distributing agencies. ? To make the campus even greener, by planting more saplings and caring for them, particularly with the involvement of the NSS, NCC wings and student volunteers. ? To guide students in proper, creative, and educational uses of modern gadgets and media through special sessions, so that they can harness the great power of modern technology for self and social development.