Yearly Status Report - 2018-2019

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. C K Mookappa Naik**
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

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

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

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
IQAC Meeting Held on regular basis	**30-Jun-2018** **1**	**13**

IQAC Meeting	29-Sep-2018 1	13
IQAC Meeting	19-Jan-2019 1	13
IQAC Meeting	27-Apr-2019 1	13
Feedback from students	01-Mar-2019 7	406

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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
NIL	NIL	NIL	2019 0	0

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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 2 institutional level workshops (Use of Mobile Phones Social Health Awareness NAAC Accreditation New Methods)

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

Helped teachers understand the method and importance of the new mode of institutional accreditation and assessment
Motivated teachers to participate in seminars, workshops, conferences, refresher and orientation courses
Encouraged teachers to publish papers and take up minor and major research projects.

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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
Implementation of proposed new Best Practice – Creating Smart Users of Smart Phones	The IQAC reviewed the implementation of this Best Practice and found it to be highly successful in guiding students in proper use of cell phones, especially for educational and creative purposes.
Preparation of AQAR & SSR reports in new format	The various sub-committees reported that they had made substantial progress regarding collection of data and preparation of reports.
Conducting Academic & Administrative Audit of teachers	The IQAC discussed and finalized and modes of conducting the audit.
Holding Continuous & Comprehensive Evaluation	The IQAC reviewed the measure and found that it was successful in effecting a marked improvement in the interests and performance of the students
Result Analysis	An analysis was done of the results of the past semester of all classes and ways and means of improving the students' performance, including addressing the special needs of slow-learners were discussed.
Review of use of ICT facilities	Departments which used the ICT facilities reported that the method made the teaching-learning activity more dynamic and effective even as it posed new kinds of creative challenges for the users
Reviewing the work of the Mentoring System	The IQAC found the Mentoring System very successful in guiding both high- and low-performing students and their parents as regards attendance levels and proper goal-setting.
[View File](#)	

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
The Management	27-Apr-2019

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	2019

Date of Submission	22-Feb-2019

17. Does the Institution have Management Information System ?	Yes

If yes, give a brief descripiton 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	01/07/2018
[View File](#)			

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

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

Code	Specialization			
BA	NIL	01/01/2019	NIL	01/01/2019

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1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the Academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	NIL	01/01/2019

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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
BA	NIL	01/01/2019

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	01/01/2019	0

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	NIL	0

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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

• 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 boardandchalk, lcd

projector, smart board etc., Use of group discussion, tutorial, assignment, seminar, field trip etc., Availability after classhours 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 lettergrades 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
BA	HES	90	46	46
BA	EcKH	90	33	33
BSc	PCM	60	52	52
BSc	CBZ	60	64	64
BSc	BcBZ	60	9	9
BCom	Commerce	180	142	142
BCA	Computer Applications	40	30	30
MCom	Commerce	100	80	80
MA	Economics	30	7	7
MSc	Mathematics	30	6	6
MSc	Chemistry	30	9	9
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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

| 2018 | 1008 | 188 | 45 | 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	Numberof smart classrooms	E-resources and techniques used
60	24	6	6	3	3
View File of ICT Tools and resources					
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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 TeacherStudentParent 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 classattendance, 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 secondgeneration 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
1196	60	19.3:1

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	21	43	7	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, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	NIL	Vice Principal	NIL
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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	16/05/2019	26/05/2019
BSc	LBS	6th Sem	16/05/2019	26/05/2019
BCom	LBC	6th Sem	16/05/2019	26/05/2019
BCA	LBB	6th Sem	16/05/2019	26/05/2019
MCom	COD	4th Sem	22/05/2019	18/06/2019
MA	ECD	4th Sem	22/05/2019	18/06/2019
MSc	MMD	4th Sem	22/05/2019	18/06/2019
MSc	CHD	4th Sem	22/05/2019	24/06/2019
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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
0	0	0

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	14	12	85.71
LBS	BSc	PCM/CBZ	65	49	75.38
LBC	BCom	Commerce	83	78	93.98
LBB	BCA	Computer Applications	19	16	84.21
COD	MCom	Commerce	77	76	98.70
ECD	MA	Economics	11	11	100

MMD	MSc	Mathematics	11	11	100
CHD	MSc	Chemistry	15	10	90.90

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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

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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
National	NIL	NIL	01/01/2019	NIL

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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	200000	0

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3.2.2 – Number of ongoing research projects per teacher funded by government and non-government agencies during the years

1

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
One Day Workshop on Intellectual Property Rights	Computer Science	25/09/2018

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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
NIL	NIL	NIL	01/01/2019	NIL

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

Incubation	Name	Sponsored By	Name of the	Nature of Start-	Date of

Center			Start-up	up	Commencement
NIL	**NIL**	**NIL**	**NIL**	**NIL**	**01/01/2019**

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3.4 – Research Publications and Awards

3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's Awarded
NIL	**0**

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**	**2**	**2.88**
International	**Commerce**	**16**	**5.00**
International	**Economics**	**1**	**5.76**
International	**Sanskrit**	**1**	**0**

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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
Sanskrit	**1**
Commerce	**5**
Economics	**3**

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3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
NIL	**Published**	**0**	**01/01/2019**

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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
NIL	**NIL**	**NIL**	**2019**	**0**	**NIL**	**0**

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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
NIL	**NIL**	**NIL**	**2019**	**0**	**0**	**NIL**

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	11	43	4	21
Presented papers	10	36	0	0
Resource persons	0	0	0	2

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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)
NIL	NIL	NIL	0

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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
NIL	NIL	NIL	0	0

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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
Kyasanur Forest Disease KFD (Monkey Fever) awareness Programme	NCC, NSS, Student Forum and Taluk Administration	6	746
Voters Awareness Jatha	NCC, NSS, Student Forum and Taluk Administration	4	75
Green Drive Plantation Programme	Malnad Eco Club, KanKrishi Yuva Balaga, Handigodu	4	12
Observance of Republic Day 2019	NSS, NCC, All Stakeholders of the insitution	6	185
Observance of Independence Day 2018	NSS, NCC 20 Kar Btln, All Stakeholders of the institution	5	154
Blood Donation Camp	Youth Red Cross, NCC, NSS Student Union, Rotary Blood Bank, Sagar and	12	173

| Swacchatha Hi Seva Abhiyan | NCC | 4 | 65 |
| Shimoga | | | |

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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
NIL	NIL	NIL	0

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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 activites	Number of students participated in such activites
Swaccha Bharath	Department of Information and Broadcasting, NCC, NSS	Swaccha Bharath Abhiyan and Kriya Yojane	8	168
AIDS Awareness	NCC, NSS, Student Union and Taluk Administration	HIV and AIDS awareness	6	624

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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
NIL	NIL	NIL	0

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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	Participant
NIL	NIL	NIL	01/01/2019	01/01/2019	0

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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
NIL	01/01/2019	NIL	0

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
75.34	76.75

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
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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 patially)	Version	Year of automation
Aargees	Fully	16.2	2005

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	51377	3544206	75	5040	51452	3549246
Reference Books	8148	33846	5	336	8153	34182
e-Books	313500	5000	0	0	313500	5000
Journals	52	21669	0	0	52	21669
e-Journals	6000	5900	0	0	6000	5900
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	01/01/2019
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidt	Others

								h (MBPS/ GBPS)	
Existin g	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
NA	[NIL](NIL)

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
12.6	**13.72**	**65.25**	**64.56**

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.

http://www.lbcollegesagara.in

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 Endowment Fund	23	12000
Financial Support from Other Sources			
a) National	Fee Concession, SC ST Scholarship, Sanchi Honnamma Scholarship, Sir C V Ramn Scholarship, Minority Scholarship, Jindal Student Welfare Scholarship	559	864870
b)International	NIL	0	0

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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 Counseling and Mentoring	01/07/2018	856	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	Number of benefited students by career	Number of students who have passedin the comp. exam	Number of studentsp placed

		examination	counseling activities		
2018	Workshop on Job opportunities for MSW degree holders	0	19	0	0
2018	Workshop on Job Opportunities for B.Com degree holders	0	56	0	0
2019	Workshop on Job opportunities in the field of Hotel and Hospitality management for B.Com degree holders	0	52	0	0
2019	Workshop on searching jobs in Navkri.com for B.Com degree holders	0	21	0	0
2019	Workshop on Job opportunities for B.Com holder after pursuing MBA and details about MBA program	0	29	0	0
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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		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NIL	0	0	NIL	0	0

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	41	BSc, BCA, BCom	Science, Computer Science, Commerce	Kuvempu Univesity, 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	5
GATE	2

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

Activity	Level	Number of Participants
Annual Function (Sports and Cultural)	Institutional	735
Annual Sports Competition	Institutional	280
Inter collegiate Cricket Tournament	Institutional	36
Athletics Meet	Institutional	18
Shuttle Badminton	Institutional	28
Cultural Activity Competition	Institutional	325
Traditional Day	Institutional	65
Malenadu Siri	Institutional	62
Sahyadri Utsava	Kuvempu University	32

Students Union Inauguration	Institutional	780
Freshers Day	Institutional	285

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Representative of Kuvempu University in Yoga in All India Inter University Competition	National	0	1	S16175	Guruprasanna K V
2019	Representative of Kuvempu University in Table Tennis in South Zone Inter University Competition	National	1	0	C16269	Bharadwaj M Bhat

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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 Students' Forum comprising of class representatives and faculty secretaries (all selected unanimously) was formed at the beginning of the academic year. • The inauguration of the activities of the Students' Forum for 201819 was held on 27/09/2019. Dr Nagaraj R Singrer, Assistant Commissioner, Sagar SubDivision, inaugurated the activities. Sri K H Srinivasa, President of the college management, MDF, presided over the function. • Our student, Mr Sumanth S Bhandari, of 2nd BSc, won the 2nd prize in the university level Science Elocution competition held at the University's main PG centre. • Ms. Preethi D, 3rd BSc, won the 2nd prize in the university level Science Elocution competition in Kannada held at Sahyadri Science College, Shimoga on 17/09/2018 and earned qualification for the state level round. • Ms. Preethi D took part in the state level Science Elocution competition in Kannada held at Hosapete, Bellari District on 13/10/2018 • Mr Sumanth S Bhandari won the 1st prize at the state level Science Elocution competition held by Karnataka Vijnana Parishath, Bengaluru on 14/10/2018. • Mr. Akshara K A, 2nd BSc, won the 2nd prize in the Percussion event at the music competition held at Kuvempu University, Shankaraghatta. He also won the 1st and 2nd prizes in Tabla (Solo) and Harmonium (Solo) events respectively at competitions held on 16/12/2018 in Shimoga and got selected for the state level rounds in these events. • Mr

Sumanth S Bhandari and Ms. Preethi D won prizes in the speech competition on Swami Vivekananda held to commemorate the birth anniversary of the great icon in our college on 12/01/2019. • Under the auspices of the Students' Forum of our college, a Voters' Awareness programme was held on 25/01/2019 in the college in which Prof. Prabhakar Rao was the resource person. • An awareness programme on the Kyasanooru Forest Disease (KFD – a deadly local disease, also known as Monkey Fever) was held in the college on 09/02/2019 with Dr Achyuth, Dr. Anilkumar and Dr Arun kumar as resource persons. • A blood donation camp in the college was held on 12/02/2019 under the auspices of NSS, Youth Red Cross, Students' Forum of our college, Rotary and Lions clubs and Rotary Blood Bank. As many as 172 units of blood were collected. • Traditional Day was held on 28/02/2019 in the college and Mr. Sumanth S Bhandari and Ms. Preethi D were honored with Samskruthi Shree awards. • Talents Day was held on 15/03/2019 for our students. The 3 best performers in 11 different cultural events were awarded prizes at the competition. • Ms. Preethi D won the 1st prize in the Science Elocution competition held at Sahyadri College, Shimoga on 16/03/2019. • The valedictory function of the Students' Forum was held on 22nd of March 2019. Sri Sreekantha Kudige, a renowned Kannada litterateur delivered the valedictory address. Dr C K Mookappa Naik, the Principal, presided over the function. The formal function was followed by enthralling cultural performances by the students.

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 its Management have all through the years of their existence have worked on the principle of delegation of power and responsibility at all levels. They have built up a tradition of cooperation and participation amongst their various constituent units through a process of decentralization. At the very beginning of the academic year, various subcommittees are formed to plan and monitor the functioning of different departments of the college. This practice was followed in this reporting year

too. Two examples, covering different aspects of the everyday functioning of the College, demonstrate this point well: a) This year, too, the vital administrative activities of the institution were carried out through different committees which included members from all types of stakeholders. Various tasks related to admissions, examinations and evaluation under the autonomy system, distribution of scholarships and freeships to students, the execution of the Plan of Action of the IQAC, 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) The academic activities, the various curricular, cocurricular and extracurricular activities for the year were planned and carried out by a second set of committees. These tasks 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 is the organisation a Oneday Workshop on NAAC ACCREDITATION NEW METHODS held on 25/07/2018.The organising committee consisted of 1. Jadhav J L (Coordinator), Dayananda P. (Secretary), P V Subraya, Dr. Meenakumari, Dr. Hanumanthappa B C, Dr. Laxmisha A S (all members) A second event study demonstrating our practices of participatory management is the One day workshop on Teacher Educator held on 13/12/2018. The organizing committee consisted of Dr. Sumukha P S (Coordinator), Dayananda C Naik (Secretary), Dayananda P, Dr. Laxmisha A S, M. S. Bhat (all members)

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
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.
Industry Interaction / Collaboration	? A special talk on "Social Activities in Higher Education and Job Opportunities" for Final B Com students was organised on 08012019. Smt. Preethi, Assistant Professor, M.V. Shetty College, Mangalore, was the resource person. ? On 170119, Sri Siddesh of Deshpande Pratishtana, Hubli, gave two special lectures on "Employment Opportunities after B Com" and on "Logical Reasoning" to help students prepare for competitive examinations. ? On 13032019 a test was conducted by C LIK NOKARY company regarding campus selection for college students. ? On 05032019,

	representatives of Jawaharlal Nehru College of Engineering, Shimoga conducted an interactive session with our B Com students concerning MBA course and job opportunities ? Sri. Gururaj, Librarian, Surana College of Bangalore, gave information about MBA course and job opportunities for B Com students on 26032019.
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.
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
Research and Development	? 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. ? The College explored various funding sources like UGC, ICSSR, for sponsoring major /minor projects
Examination and Evaluation	? 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 and second year UG batches we followed the university framework since we went back to the affiliation system.
Teaching and Learning	? 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.
Curriculum Development	? Since the institution came out of the autonomous system completely this year, there was no need for it to develop its own curriculum ? As regards curriculum related to universityaffiliated batches, many of our teachers took active part as members/chairpersons of various boards of studies and boards of examiners of Kuvempu University. ? Project work and seminar presentation based evaluation methods were used to complement traditional written examination system. ? Field work, industrial visit and educational excursion included at both UG and PG levels

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

E-governace 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 regularly. ? The institution followed the etendering process through the Govt. portal in matters related to purchase, construction, contract done with UGC grants.
Finance and Accounts	? Partially computerised office and accounts section. ? Maintenance the college accounts through Tally. ? Receiving salary fund from Govt through HRMS Portal. ? For all financial transactions soft copies and hard copies are available and preserved through software. ? Claims for the grants from the government are placed by online HRMS.
Student Admission and Support	? Online admission including online payment gateway.
Examination	? As and when a student is admitted in college through online process, database of the student is automatically prepared. For the enrolment of the student to the University such database is used. ? All examination related documents such as admit card, registration certificate etc., are prepared and used from the database of the students. ? Online examination process which includes entry of internal assessment marks and practical examination marks.

6.3 – Faculty Empowerment Strategies

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

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

2019	NIL	NIL	NIL	0
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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)
2018	Workshop on "Intellectual property rights"	NA	25/09/2018	25/09/2018	65	0
2018	Workshop on "Use of mobile phones – Social health awareness"	Workshop on "Use of mobile phones – Social health awareness"	01/09/2018	01/09/2018	80	20
2018	One day workshop on NAAC ACCREDITATION New Methods	One day workshop on NAAC ACCREDITATION New Methods	25/07/2018	25/07/2018	82	20
2019	Voter awareness programme	Voter awareness programme	25/03/2019	25/03/2019	85	25
[View File](#)						

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	08/08/2018	28/08/2018	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
14	22	6	18

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)

The College conducts regular internal and external financial audits as per the requirement of government of Karnataka and University At the end of every financial year internal financial audit is done by the chartered accountant appointed by the management. The external audit is carried out by the Joint Director of Collegiate Education. Audit objections are discussed in the management meetings and mechanisms are sorted out to settle the objections and recommendations and there is no pending work in this regard. The major objections raised by the auditor are as under The very system of maintaining books of accounts is designed in such way that any accounting error are fraud is automatically checked A sub committee of the management consisting of three members are conducting regular internal audit of the institution. At the end of every accounting year a statutory auditor appointed by the management is carrying out audit of books of accounts of the institution. After th audit by the statutory auditor, the audit team of the officer of collegiate education department are conducting the audit once in a year. Finally the books of accounts verified and audited by the internal auditor and external auditor are audited by the office of accountant general popularly called AG audit. The objections raised by the auditor are cleared by office superintendent and accounts clerk in time.

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
Malnad Development Foundation (R), Sagar	9583000	Construction of Indoor Stadium, Salaries for Temporary teaching and non teaching staff
[View File](#)		

6.4.3 – Total corpus fund generated

1964190

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 non teaching staff members. Some of them are ? Group life insurance for teaching and non teaching 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 non teaching 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 non teaching 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.

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
2018	One day work shop titled "Teacher Educator"	13/12/2018	13/12/2018	13/12/2018	190
2018	Central Govt. sponsored Programme "Swachata Hi Seva Abhiyana"	01/12/2018	01/12/2018	15/12/2018	65
2018	Workshop on "Use of mobile phones – Social health awareness"	01/09/2018	01/09/2018	01/09/2018	640
2018	Swachh Bharat Abhiyan and	22/09/2018	22/09/2018	22/09/2018	130

2019	Workshop on Career Opportunities	30/01/2019	30/01/2019	30/01/2019	140
2019	Voter Awareness Programme	01/03/2019	01/03/2019	01/03/2019	610
2019	Oneday awareness programme on Kyasanooru Forest Disease (KFDalso known as Monkey Fever) conducted by local and district level government doctors	09/02/2019	09/02/2019	09/02/2019	540

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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
NIL	01/01/2019	01/01/2019	0	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 power saving LED lights in both UG and 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	Number of initiatives taken to	Date	Duration	Name of initiative	Issues addressed	Number of participating students

	locational advantages and disadvantages	engage with and contribute to local community					and staff
2019	0	0	01/01/2019	0	NIL	NIL	0

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7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
Code of Conduct for Attender / Peon	01/06/2018	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.
Code of Conduct for Students	01/06/2018	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 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.
Student Undertaking		01/06/2018	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 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
Code of Conduct for Principal	01/06/2018		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. 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.
	Code of Conduct for Teachers	01/06/2018	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.
	Code of Conduct for	01/06/2018	1. He/She should issue

Librarian			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.
Code of Conduct for Physical Education Director	01/06/2018		1. He/She should guide and train the students and follow rules and procedures in selection in respect of important events. 2. He/She should train students during working and offworking hours in consultation with the Principal.
Code of Conduct for Office Superintendent	01/06/2018		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 and Second Division Assistants	01/06/2018		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	01/06/2018	1. He/She should type on computer /typewriter correctly what is given to be typed. 2. He/She 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.
Code of Conduct for Library Attenders	01/06/2018	1. He/She should assist the Librarian in carrying out the responsibilities. 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.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Environmental Day Observance	31/07/2018	31/07/2018	95
Independence Day celebration	15/08/2018	15/08/2018	160
Teachers' Day observance	05/09/2018	05/09/2018	140
NSS Foundation Day observance	29/09/2018	29/09/2018	105
Birthday of Mahatma Gandhi Lal Bahadur	02/10/2018	02/10/2018	160

Shastri – Observance			
Swami Vivekananda Jayanthi celebration	10/01/2019	10/01/2019	115
Republic Day celebrations	26/01/2019	26/01/2019	235
Blood Donation Camp	05/02/2019	05/02/2019	173
International Women's Day observance	08/03/2019	08/03/2019	95
Dr. B R Ambedkar Jayanthi observance	14/04/2019	14/04/2019	66
Voting Awareness Camp	01/03/2019	01/03/2019	110
[View File](#)			

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 CREATING SMART USERS OF SMART PHONES 2. Objectives of the Practice The objectives of this best practice were to help young students make positive use of modern technology and its various products so that they could enrich their personalities besides empowering themselves in the modern educational and professional fields. The practice also sought to add a new and exciting dimension to the teachinglearning activity both inside and outside the classroom. 3. The Context The Internet and the cell phone have arguably been as much a curse as a blessing, especially in the case of young students with impressionable minds. The general complaint has been that the two modern technological innovations have mostly effected diversion and in some cases deviation in youngsters. There have been extreme cases of addiction, too, requiring professional intervention. While it is very easy for the older generation to blame the younger generation wholly for the sorry state of affairs, it is equally important for it to set up exemplary models of use of such devices before the latter. An educational institution is best placed to perform this task since it is where the basic purpose and the true potential of human technological accomplishments can be demonstrated more effectively. 4. The Practice The college has initiated a unique step aimed at guiding the students towards using the cell phone and the Internet with a sense of direction and purpose. In some select classes, like English Literature and Language, and Zoology classes, for example, students have been encouraged to use their cell phones and their data accounts openly, but of course under the supervision of teachers. This is done particularly with regard to use of online

dictionaries and in cases where certain textual pieces prescribed for study are not available in print form but their digital versions are freely accessible on the Internet. Likewise with highly useful science videos available on the net. The students have also been made to see the fundamental interconnectedness of all branches of knowledge as can be experienced as one moves from one link to another while browsing online encyclopedias like Wikipedia, where a search for a literary detail also leads one to a scientific detail and then a historical detail and then a geographical detail and then a musical detail and so on. We believe this practice is unique in our present day higher education context because it harnesses the natural attachment that youngsters have with such devices for creative purposes. 5. Evidence of Success Students now participate in the academic activity with greater enthusiasm and higher levels of background information. Drawing inspiration from the classroom sessions, they spend a larger part of their mobileandinternet time now on more serious matters. A majority of our students come from underprivileged socioeconomic backgrounds and from remote villages. They need to leave the campus as soon as the classes finish to catch the last buses on their route. Many of them also help out their families in their traditional professions or work part time outside. Thus they find it difficult to spend any reasonable amount of time in the college library or reading room. This best practice, however, has opened new paths to the world of knowledge for them. The practice has brought immeasurable Inter 'net' gains and severely reduced Inter 'gross' losses. The practice has made our students smart users of their smart phones. 6. Problems encountered and resources required The problems that we encountered were minor ones. Not all students had smart phones and data plans. However, students who had the two privileges were encouraged to share them with those did not. There was also the possibility that the freedom granted in this case could be misused by some. However, no such cases were noticed and instead, the general involvement of the students was very positive. The practice did not require any fresh resources from the college establishment as it was their own devices and data accounts that the students were using. 7. Notes (Optional) This guided use has shown the students possibilities of proper, responsible use of modern devices and resources for educational and intellectual purposes. They have begun to see the truth that their real classroom and library are not those confined spaces but the entire world itself. The trust the teachers repose in them has made them not only gain more confidence and knowledge but also more self respect and self teaching skills. BEST PRACTICE 2 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 one day or two day 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 feedback collection and review of results is done mostly in an informal manner. Teachers who organize the workshops also follow the impact made on the student participants 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 open mindedness. 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)

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

http://www.lbcollegesagara.in

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

Distinctive features of the institution • 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 ambiance 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 state of the art, 800 seater 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 community work and humanitarian service. • On the academic front, the institution prides itself in having an experienced staff, both teaching and non teaching. • 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
http://www.lbcollegesagara.in

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.