

*Guidelines for the Creation of the*  
**Internal Quality Assurance Cell (IQAC)**  
**and Submission of Annual Quality Assurance**  
**Report (AQAR) in Accredited Institutions**  
*(Revised in October 2013)*



**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्**

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

## VISION

*To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.*

## MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

## Value Framework

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

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# **Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions**

## **Introduction**

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

## **Objective**

*The primary aim of IQAC is*

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

## **Strategies**

*IQAC shall evolve mechanisms and procedures for*

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;

- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

## **Functions**

*Some of the functions expected of the IQAC are:*

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

## **Benefits**

*IQAC will facilitate / contribute*

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;
- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

## **Composition of the IQAC**

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

## **The role of coordinator**

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

## **Operational Features of the IQAC**

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

## **Monitoring Mechanism**

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle’s accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail ([naac.aqar@gmail.com](mailto:naac.aqar@gmail.com)). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC\_32\_A&A\_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

# The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

## Part – A

### I. Details of the Institution

1.1 Name of the Institution

S.S.S.Samiti's Mahaveer P. Mirji  
College of Commerce, Belagavi.

1.2 Address Line 1

Nehru Nagar, Belagavi

Address Line 2

City/Town

Belagavi

State

Karnataka

Pin Code

590 010

Institution e-mail address

mpmccbmg@gmail.com

Contact Nos.

0831-2472228

Name of the Head of the Institution:

Prof. A. B. Patil

Tel. No. with STD Code:

0831- 2472228

Mobile:

9448875266

Name of the IQAC Co-ordinator:

Prof. V. B. Turamari



Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

1.4 NAAC Executive Committee No. & Date:  
(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

#### 1.6 Accreditation Details

| Sl. No. | Cycle                 | Grade         | CGPA  | Year of Accreditation | Validity Period |
|---------|-----------------------|---------------|-------|-----------------------|-----------------|
| 1       | 1 <sup>st</sup> Cycle | B+            | 77.05 | May 2004              | 5 Years         |
| 2       | 2 <sup>nd</sup> Cycle | B             | 2.89  | March 2010            | 5 Years         |
| 3       | 3 <sup>rd</sup> Cycle | Submitted RAR |       |                       |                 |
| 4       | 4 <sup>th</sup> Cycle | -             | -     | -                     | -               |

1.7 Date of Establishment of IQAC :DD/MM/YYYY

1.8 AQAR for the year (for example 2010-11)

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and

Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR 22-12-2010 (DD/MM/YYYY)
- ii. AQAR 17-05-2011 (DD/MM/YYYY)
- iii. AQAR 02-06-2012 (DD/MM/YYYY)
- iv. **AQAR** 09-11-2013 (DD/MM/YYYY)

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B   
B. Com.

Grant-in-aid + Self Financing  Totally Self-financing   
M. Com.

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

-----

1.12 Name of the Affiliating University (*for the Colleges*)

Rani Channamma University,  
Belagavi. (Karnataka)

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence  UGC-CPE

DST Star Scheme  UGC-CE

UGC-Special Assistance Programme  DST-FIST

UGC-Innovative PG programmes  Any other (*Specify*)

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and  
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.  Faculty

Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

Revision of Syllabus

2.14 Significant Activities and contributions made by IQAC

The IQAC of Mahaveer P. Mirji College of Commerce, Belagavi Chalked out the plan of action at the beginning of the academic year towards quality improvement sustenance & enhancement.

We have various departments such as students welfare Dept, Dept of Sports, Planning forum, M.Com Dept, Debating Union, Ladies Union, College Miscellany, Excursion Dept, Dept of Arts Circle, Dept of Library & Reading Room, We have also various cells such as SC/ST Cell, students Guidance Cell, Students Grievances Redressal Cell, Women Empowerment Cell, Placement Cell, Anti Sexual Harassment Cell, Anti Ragging Cell, Red Cross Unit, Scouts & Guides Unit, Innovative Club & staff council. We have also Group Discussion, Seminars, Remedial Classes, Book Banks, Quiz Home assignment & Test Examinations. The main objective of IQAC is to throw a light on personality development. The above departments/cells are working for the quality sustenance & enhancement of higher education. As a result a continuous improvement of the college is made & strength of the students is increased, disciplined atmosphere is found in the college premises.

## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

| Plan of Action                                  | Achievements   |
|---|--|
| Academic Programme initiated                    | Our college is affiliated to RCU, Belagavi the Academic Programme framed and executed by university. However the University has given the option to colleges to select certain subjects according to need based & relevancy to the Socio-economic development of the city. Our College opted for B.Com-I & II sem. Business Mathematics, for III & IV Sem. Business Statistics & Commercial Arithmetic and for V & VI sem. Advanced Business Statistics.                         |
| Innovations in curricular designs & transaction | RCU has introduced Semester system for B.Com Course. There will be two Semester examinations in a year odd 1,3,5 & even 2,4 & 6 sem. In addition to this there will be Two internal Tests of 20 marks for each semester.<br>New Teaching methods such as use of Smart Boards Lap tops, Power Point Presentations have been installed in class rooms. Departmental Seminars, group discussions, Home Assignments, remedial classes are conducted to promote the higher education. |
| Plan of Action                                  | Silver Jubilee Book Bank is introduced in our College to give away Set of books for meritorious students. Question Bank has been working in our colleges for the benefit of student's community. Under Deposit Scheme, Books of Students interest are issued One month prior to the semester exam by depositing the price of the Book. The deposited amount will be refunded on return of Books after exam. And also we have separate SC/ST students Book Bank and PSL.          |
| Students Performance                            | Every year many of our College students Complete CA, CS, ICWA, M.Com., LLB, MBA etc.<br>PG dept. Of our institution has excellent result & many of our meritorious students are employed as Lecturers, Bank officers, Accountants etc.<br>We are glad to inform that Miss Geeta Mane (Our College student) has been appointed as Guest Lecturer.   |
| Financial aid to Students                       | The following important & main Scholarship/Fee Concession will be awarded to the deserving students.<br>1) Minority Scholarship Central/State<br>2) Govt. Of India post metric Scholarship to the SC/ST Students.<br>3) Fee-Concession to the students whose parental annual income does not exceed Rs. 44500/-to our students Rs. 1 Lakh to Cat-I & Rs. 2 Lakh for SC/ST Students.<br>4) Post metric Scholarship to students belonging to II A, II B, 3A, 3B & Cat-I etc.       |

|  |   |
|--|---|
| Health Services                          | We invite well qualified & experienced Doctors to Check up health of the Students both Male & Female. Health cards are maintained by the Dept. Of Gymkhana. Yoga 7 Meditation is practiced in college premises off time Our College organizes Blood Donation Camp in Collaboration with Mahaveer Blood Bank, KLE hospital & Civil Hospital every year.  |
| Sports Activities                        | Our College Successively Secured Championship for the 7 <sup>th</sup> Time in Volley Ball (Men) at Inter Collegiate tournament. Our College has produced 2 University Blues.<br>42 students participated in sports at state/university level & 4 students got medals/award at university level.<br>Our Students (Men & Women) Participated in National & State Level Tournaments.<br>Our College Table Tennis (W) Team got General Champion Ship in R.C.U. 1 <sup>st</sup> Zone T-T Tournament.<br>Miss Padma K. secured Silver Medal in R.C.U. Athletic meet.  |
| Incentives to Outstanding sports Persons | Our management is kind enough in extending number of incentives to sports Person such as admission are open to state & National level Players (Men & Women) Fee Concession for Players, Sports kit & Diet is given. And TA & DA will be given by the management/College.  |
| Good Practices of the institution        | College organizes Fresher's Day. Direct Election system is in practice. National/State Festivals are celebrated the Bible, Quran & Bhagavad Gita, main scripts are recited on the occasion of Republic Day. Raksha Bandhan festival is observed to create sentiment of Brotherhood among student & Staff of our College. As our College is morning College, Classes begin with prayer of Goddess saraswati & national anthem. Our former learned members of teaching fraternity & management & instituted cash prizes for meritorious students.<br><br>We conduct the competitions for our students on Mehendi, Hair-Style, Make up, Rangoli, Best our of Waste, Preparation of Food without fuel, Vegetable carving & many others. |

*\* Attach the Academic Calendar of the year as Annexure.*

**S.S.S.Samiti's**  
**Mahaveer P. Mirji College of Commerce, Belgaum**

**ANNUAL SCHEDULE PROGRAMME FOR 2014-15**

|           |   |                                     |
|-----------|---|-------------------------------------|
| 01        | Re-opening of the College                                     | 16 <sup>th</sup> June 2014          |
| 02        | Meeting of Innovative Club (1)                                | Last week of June                   |
| 03        | Staff Council Meeting (1)                                     | Last week of June                   |
| 04        | Welcoming to the students                                     | 1 <sup>st</sup> week of July        |
| <b>05</b> | <b>IQAC - Meeting</b>   | <b>Last Saturday of Every Month</b> |
| 06        | Inauguration of Scouts & Guides Activities                    | 1 <sup>st</sup> week of July        |
| 07        | Gymkhana Election   | Last week of July                   |
| 08        | N.S.S. inaugural & Vanamahostava                              | 2 <sup>nd</sup> week of July        |
| 09        | SC/ST students welfare cell (1)                               | 3 <sup>rd</sup> week of July        |
| 10        | Red Cross Unit Meeting, Geneva Convention Day                 | 12 <sup>th</sup> August             |
| 11        | Independence Day (Oath administration & Singing Competition ) | 15 <sup>th</sup> August             |
| 12        | Joint inaugural   | 3 <sup>rd</sup> week of August      |
| 13        | Raksha Bandhan  | 10 <sup>th</sup> August             |
| 14        | 1 <sup>st</sup> Internal test of I,III & Vth Semester         | Last week of August                 |
| 15        | Planning Forum  | 1 <sup>st</sup> week of September   |
| 16        | Teachers Day  | 5 <sup>th</sup> September           |
| 17        | Seminar (Commerce)  | 1 <sup>st</sup> week of September   |
| 18        | Seminar (Economics)   | 2 <sup>nd</sup> week of September   |
| 19        | Debating Union  | 2 <sup>nd</sup> week of September   |
| 20        | Staff council Meeting (2)                                     | 2 <sup>nd</sup> week of September   |
| 21        | Group Discussion (B.COM III)                                  | 3 <sup>rd</sup> week of September   |
| 22        | Seminar (Kannada/Hindi/English)                               | 3 <sup>rd</sup> week of September   |
| 23        | Seminar (Stat/Computer)                                       | 3 <sup>rd</sup> week of September   |
| 24        | 2 <sup>nd</sup> Internal test of I,III & Vth Semester         | Last week of September              |
| 25        | SC/ST students welfare cell (2)                               | 1 <sup>st</sup> week of October     |
| 26        | Celebration of Gandhi Jayanti                                 | 2 <sup>nd</sup> October             |
| 27        | Excursion   | 1 <sup>st</sup> week of October     |
| 28        | Meeting of Innovative Club (2)                                | 2 <sup>nd</sup> week of October     |
| 29        | N.S.S Special camp  | 2 <sup>nd</sup> week of October     |
| 30        | Valmiki Jayanti   | 8 <sup>th</sup> October             |

|    |  |                                  |
|----|--|----------------------------------|
| 31 | Annual Sports meet (Indoor & Outdoor)  | 3 <sup>rd</sup> week of October  |
| 32 | Mid-term Vacation  | 20/10/2014 to 28/11/2014         |
| 33 | Rajyostava Day Celebration   | 1 <sup>st</sup> November         |
| 34 | Kanakadas Jayanti  | 8 <sup>th</sup> November         |
| 35 | Commencement of 2 <sup>nd</sup> Term   | 29 <sup>th</sup> November 2014   |
| 36 | HIV/AIDS Awareness Day   | 1 <sup>st</sup> Dec. 2014        |
| 37 | Outdoor Sports Meet  | 1 <sup>st</sup> week of December |
| 38 | Founders Day (Planning Forum)  | 29 <sup>th</sup> December        |
| 39 | Red Cross Unit Awareness   | 1 <sup>st</sup> week of January  |
| 40 | Swami Vivekananda Birth Anniversary  | 12 <sup>th</sup> January         |
| 41 | Seminar (Commerce)   | 2 <sup>nd</sup> week of January  |
| 42 | Seminar (Statistics)   | 2 <sup>nd</sup> week of January  |
| 43 | Seminar (Economics)  | 2 <sup>nd</sup> week of January  |
| 44 | Seminar (Kannada/Hindi/English)  | 3 <sup>rd</sup> week of January  |
| 45 | Group Discussion (B.COM III)   | 3 <sup>rd</sup> week of January  |
| 46 | SC/ST students welfare cell (3)  | 3 <sup>rd</sup> week of January  |
| 47 | Quiz (debate Union)  | 3 <sup>rd</sup> week of January  |
| 48 | Staff council Meeting (3)  | 3 <sup>rd</sup> week of January  |
| 49 | Republic Day & Singing competition<br>(National / Devotional Patriotic Songs) & Recitation of the verses from the<br>holy scriptures | 26 <sup>th</sup> January         |
| 50 | Martyr's Day   | 30 <sup>th</sup> January         |
| 51 | Seminar (English)  | 1 <sup>st</sup> week of February |
| 52 | Seminar (Computer)   | 1 <sup>st</sup> week of February |
| 53 | 1 <sup>st</sup> Internal test of II,IV & VIth Semester   | 4 <sup>th</sup> week of January  |
| 54 | Ladies Union Function  | 2 <sup>nd</sup> week of February |
| 55 | Donor's Day/Entertainment Programmes (Arts Circle)   | 16 <sup>th</sup> February        |
| 56 | Function of Students welfare Department  | 3 <sup>rd</sup> week of February |
| 57 | Annual Day   | 3 <sup>rd</sup> week of February |
| 58 | SC/ST students welfare cell (4)  | 1 <sup>st</sup> week of March    |
| 59 | II <sup>nd</sup> Internal Test   | 1 <sup>st</sup> week of March    |
| 60 | Staff council Meeting (4)  | 2 <sup>nd</sup> week of March    |
| 61 | Farewell to B.Com III <sup>rd</sup> Year   | Last week of March               |
| 62 | Annual Vacation  | 01/04/2015 to 14/06/2015         |



2.15 Whether the AQAR was placed in statutory body      Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

Activities of IQAC are fully supported by the Management regarding appointment of qualified Lecturers, Conducting of workshops, sending of faculty to participate at state/National/International seminar organised by other Colleges/Universities. Provided interactive Smart Boards for Teachers, Cash Prizes/Cups/Shields are provided by the Mgt. for meritorious students. Prize winner & meritorious students are honoured by the Management. Special Fee Concessions are given by the Management. Special concessions at the time of Admission are given to sports persons & differently abled persons.

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
|------------------------|-------------------------------|--|-------------------------------------|--|
| PhD                    | -                             | -  | -                                   | -  |
| PG                     | M.Com                         | -  | M.Com                               | -  |
| UG                     | B.Com                         | -  | -                                   | -  |
| PG Diploma             | -                             | -  | -                                   | -  |
| Advanced Diploma       | -                             | -  | -                                   | -  |
| Diploma                | -                             | -  | -                                   | -  |
| Certificate            | -                             | -  | -                                   | -  |
| Others                 | -                             | -  | -                                   | -  |
| <b>Total</b>           | 02                            | -  | 01                                  | -  |
| Interdisciplinary      | -                             | -  | -                                   | -  |
| Innovative             | -                             | -  | -                                   | -  |

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

| Pattern   | Number of programmes |
|-----------|----------------------|
| Semester  | ✓                    |
| Trimester | -                    |
| Annual    | -                    |

1.3 Feedback from stakeholders\* (On all aspects)

Alumni  Parents  Employers  Students   
Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Yes  
As the Revision of syllabi has been made by the Pre University Board, accordingly revision is made in B.Com. Syllabi by University.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Yoga Centre/Meditation Centre

## Criterion – II

### 2. Teaching, Learning and Evaluation

|                                    |       |                  |                      |            |        |
|------------------------------------|-------|------------------|----------------------|------------|--------|
| 2.1 Total No. of permanent faculty | Total | Asst. Professors | Associate Professors | Professors | Others |
|                                    | 03    | 01               | 02                   | -          | -      |

2.2 No. of permanent faculty with Ph.D. ----

|   |                  |    |                      |   |            |   |        |   |       |   |
|---|------------------|----|----------------------|---|------------|---|--------|---|-------|---|
| 2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year | Asst. Professors |    | Associate Professors |   | Professors |   | Others |   | Total |   |
|   | R                | V  | R                    | V | R          | V | R      | V | R     | V |
|   | -                | 02 | -                    | 8 | -          | - | -      | - | -     | - |

2.4 No. of Guest and Visiting faculty and Temporary faculty 05 06 03

2.5 Faculty participation in conferences and symposia:

| No. of Faculty   | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended         | 03                  | 12             | 10          |
| Presented papers | -                   | 01             | 01          |
| Resource Persons | -                   | -              | -           |

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Smart Boards, Lap top, Projectors
- Practical Training to students in Accounting & Taxation

2.7 Total No. of actual teaching days during this academic year 195

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) Double Valuation  
Photo Copy

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 02 - -

2.10 Average percentage of attendance of students 86

2.11 Course/Programme wise  
distribution of pass percentage :

| Title of the Programme | Total no. of students appeared | Division      |         |         |       |        |
|------------------------|--------------------------------|---------------|---------|---------|-------|--------|
|                        |                                | Distinction % | I %     | II %    | III % | Pass % |
| B.Com-I Sem            | 236                            | 24.5 %        | 27.5 %  | 12.71%  | -     | -      |
| B.Com-II Sem           | 234                            | 21.37 %       | 24.39 % | 9.41 %  | -     | -      |
| B.Com-III Sem          | 201                            | 30.85 %       | 26.37 % | 11.44 % | 0.50  | 0.50   |
| B.Com-IV Sem           | 197                            | 26.90 %       | 17.77 % | 6.09 %  | -     | -      |
| B.Com-V Sem            | 221                            | 39.82 %       | 28.5 %  | 14.03 % | -     | -      |
| B.Com-VI Sem           | 218                            | 35.32 %       | 20.18 % | 7.80 %S | 8.72  | 8.72   |

| Title of the Programme | Total no. of students appeared | Division      |       |      |       |        |
|------------------------|--------------------------------|---------------|-------|------|-------|--------|
|                        |                                | Distinction % | I %   | II % | III % | Pass % |
| M.Com                  | 72                             | -             | 94.37 | 5.63 | -     | -      |

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

IQAC Regularly monitors attendance, Work-done Registers, Home Assignments, Seminars, Group Discussions, Internal Tests, Debate Comp., Quiz Comp., Essay Comp., Awareness Programme National/State festivals, grievances of SC/ST students to improve & enhance the quality of higher education.

2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programmes</i>  | <i>Number of faculty benefitted</i>         |
|--|---|
| Refresher courses                              | -   |
| UGC – Faculty Improvement Programme            | Attend Seminars Workshops, Conferences - 10 |
| HRD programmes                                 | -   |
| Orientation programmes                         | -   |
| Faculty exchange programme                     | 01  |
| Staff training conducted by the university     | -   |
| Staff training conducted by other institutions | -   |
| Summer / Winter schools, Workshops, etc.       | 50  |
| Others   |   |

#### 2.14 Details of Administrative and Technical staff

| Category             | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|----------------------|-------------------------------|----------------------------|--|--|
| Administrative Staff | 02                            | 13                         | -  | 5                                      |
| Technical Staff      | -                             | -                          | -  | 2                                      |

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The Research Committee of our College encourages the Staff & students to participate & Present Research Papers/Seminars Papers, Workshops organised by our college and also other institutions. Some of the teaching staff has published books. The main motto of the Research committee is to promote research culture among the staff & student.

#### 3.2 Details regarding major projects

|                     | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number              | -         | -       | -          | -         |
| Outlay in Rs. Lakhs | -         | -       | -          | -         |

#### 3.3 Details regarding minor projects

|                     | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number              | -         | -       | -          | -         |
| Outlay in Rs. Lakhs | -         | -       | -          | -         |

#### 3.4 Details on research publications

|                          | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals     | -             | -        | -      |
| Non-Peer Review Journals | -             | -        | -      |
| e-Journals               | -             | -        | -      |
| Conference proceedings   | -             | -        | -      |

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

#### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

| Nature of the Project  | Duration Year | Name of the funding Agency | Total grant sanctioned | Received |
|--|---------------|----------------------------|------------------------|----------|
| Major projects   | -             | -                          | -                      | -        |
| Minor Projects   | -             | -                          | -                      | -        |
| Interdisciplinary Projects   | -             | -                          | -                      | -        |
| Industry sponsored   | -             | -                          | -                      | -        |
| Projects sponsored by the University/ College                                  | -             | -                          | -                      | -        |
| Students research projects<br><i>(other than compulsory by the University)</i> | -             | -                          | -                      | -        |
| Any other(Specify)   | -             | -                          | -                      | -        |
| Total  | -             | -                          | -                      | -        |

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges

Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

| Level               | International | National | State | University | College |
|---------------------|---------------|----------|-------|------------|---------|
| Number              |               |          |       | 01         |         |
| Sponsoring agencies |               |          |       | Management |         |

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

| Type of Patent |         | Number |
|----------------|---------|--------|
| National       | Applied | -      |
|                | Granted | -      |
| International  | Applied | -      |
|                | Granted | -      |
| Commercialised | Applied | -      |
|                | Granted | -      |

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year

| Total | International | National | State | University | Dist | College |
|-------|---------------|----------|-------|------------|------|---------|
| -     | -             | -        | -     | -          | -    | -       |

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF       SRF       Project Fellows       Any other

3.21 No. of students Participated in NSS events:

University level       State level   
 National level       International level

3.22 No. of students participated in NCC events:

University level       State level   
 National level       International level

3.23 No. of Awards won in NSS:

University level       State level   
 National level       International level

3.24 No. of Awards won in NCC:

University level       State level   
 National level       International level

3.25 No. of Extension activities organized

University forum       College forum   
 NCC       NSS       Any other



### 3.26 Major Activities during the year in the sphere of extension activities and Institutional Social

#### Responsibility

- Eye check up & Dental Check up camp conducted at NSS Special Camp at Kakti.
- Blood Donation Camp is organized in Collaboration with Mahaveer Blood Bank, Belagavi by NSS and IYRC Unit of our college.
- Our Students are motivated to take active part in HIV/AIDS awareness Rally conducted at adopted Village Kakati.
- Our students actively participated in National/State festivals, every year.
- Socio Economic Survey.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

| Facilities  | Existing                         | Newly created | Source of Fund | Total                             |
|---|----------------------------------|---------------|----------------|-----------------------------------|
| Campus area   | 2 Acres<br>30 Guntas,<br>7 Annas | -             | -              | 2 Acres<br>30 Guntas,<br>7 Annas, |
| Class rooms   | 08                               | -             | -              | 08                                |
| Laboratories  | 01                               | -             | -              | 01                                |
| Seminar Halls   | 02                               | -             | -              | 02                                |
| No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year. | -                                | 10            | UGC            | 10                                |
| Value of the equipment purchased during the year (Rs. in Lakhs)                   | -                                | 32.73         | UGC            | 32.73                             |
| Others  | 24.00                            | 14.10         | UGC            | 34.10                             |

#### 4.2 Computerization of administration and library

|     |
|-----|
| YES |
|-----|

#### 4.3 Library services:

|                  | Existing |         | Newly added |        | Total |         |
|------------------|----------|---------|-------------|--------|-------|---------|
|                  | No.      | Value   | No.         | Value  | No.   | Value   |
| Text Books       | 24600    | 2169258 | 1823        | 234667 | 26423 | 2403925 |
| Reference Books  |          |         |             |        |       |         |
| e-Books          | -        | -       | -           | -      | -     | -       |
| Journals         | 48       | 15070   | 06          | 6600   | 54    | 21670   |
| e-Journals       | -        | -       | -           | -      | -     | -       |
| Digital Database | -        | -       | -           | -      | -     | -       |
| CD & Video       | 73       | -       | 12          | -      | 85    | -       |
| Others (specify) | -        | -       | -           | -      | -     | -       |

#### 4.4 Technology up gradation (overall)

|          | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|-----------------|---------------|----------|------------------|------------------|--------|-------------|--------|
| Existing | 66              | 01            | 01       | -                | -                | 01     | 07          | -      |
| Added    | 22              | -             | -        | -                | -                | -      | -           | 06     |
| Total    | 88              | 01            | 01       | -                | -                | 01     | 07          | 06     |

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

|  |
|--|
| Training to teachers regarding use of Smart - Boards |
|--|

#### 4.6 Amount spent on maintenance in lakhs :

|  |              |
|--|--------------|
| i) ICT                                   | 11.01        |
| ii) Campus Infrastructure and facilities | 32.73        |
| iii) Equipments                          | 7.62         |
| iv) Others                               | 14.09        |
| <b>Total :</b>                           | <b>65.47</b> |

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC provides the following information in enhancing awareness about student support services.

- a) The vision, mission and goals of the college.
- b) Unique features of the college
- c) Information about the RCU and the management
- d) Previous achievement of the college
- e) Academic calendar of the year
- f) Eligibility rules for admission
- g) Library details
- h) Computer lab & internet with WI-FI facilities
- i) Placement Cell
- j) Hostel Facilities
- k) NSS & NCC, Scouts and Guides & Red cross unit
- l) Financial assistances & Scholarships
- m) Examination patterns and evaluation criteria
- n) Co-Curricular & extracurricular activities.
- o) Coaching to slow learners and addition information to meritorious students.

#### 5.2 Efforts made by the institution for tracking the progression

The institute has been putting various efforts for tracking the progress. Such as college provides special training & guidance for students to participate at zonal, state, national level competitions, seminars & fests. The college bears all the expenses of such selected students. 12 station gym. For physical fitness dietary support T-shirts, Shirts & Tracksuit for sports men & women. A well equipped auditorium Hall to conduct culture and extracurricular activities. A seminar hall is available with audio visual facilities. Computer lab for project work, publication of students magazine. i. e. AKSHARA.

#### 5.3 (a) Total Number of students

| UG  | PG | Ph. D. | Others |
|-----|----|--------|--------|
| 661 | 73 | -      | -      |

(b) No. of students outside the state

4

(c) No. of international students

-

## B.Com

### Men

| No  | %      |
|-----|--------|
| 326 | 49.32- |

### Women

| No  | %     |
|-----|-------|
| 335 | 50.68 |

## B.Com

| Last Year |    |    |     |                       |       | This Year |    |    |     |                       |       |
|-----------|----|----|-----|-----------------------|-------|-----------|----|----|-----|-----------------------|-------|
| General   | SC | ST | OBC | Physically Challenged | Total | General   | SC | ST | OBC | Physically Challenged | Total |
| 28        | 57 | 23 | 533 | -                     | 641   | 26        | 62 | 33 | 540 | -                     | 661   |

Demand ratio - 25%

Dropout - 0.05%

## M.Com

### Men

| No | %     |
|----|-------|
| 20 | 27.40 |

### Women

| No | %     |
|----|-------|
| 53 | 72.60 |

## M.Com.

| Last Year |    |    |     |                       |       | This Year |    |    |     |                       |       |
|-----------|----|----|-----|-----------------------|-------|-----------|----|----|-----|-----------------------|-------|
| General   | SC | ST | OBC | Physically Challenged | Total | General   | SC | ST | OBC | Physically Challenged | Total |
| 13        | 5  | -  | 31  | -                     | 49    | 16        | 5  | 1  | 51  | -                     | 73    |

Demand ratio - 30%

Dropout - 0.02%

#### 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Teaching staff of our college always guide our students for facing competitive examinations.

No. of students beneficiaries

50

### 5.5 No. of students qualified in these examinations

|             |                      |           |                                 |      |                      |        |                                 |
|-------------|----------------------|-----------|---------------------------------|------|----------------------|--------|---------------------------------|
| NET         | <input type="text"/> | SET/SLET  | <input type="text" value="01"/> | GATE | <input type="text"/> | CAT    | <input type="text"/>            |
| IAS/IPS etc | <input type="text"/> | State PSC | <input type="text"/>            | UPSC | <input type="text"/> | Others | <input type="text" value="04"/> |

### 5.6 Details of student counselling and career guidance

Important notifications regarding career are displayed on the notice board. Every year at the end of the 6<sup>th</sup> sem, final year students are counselled by a team for further guidance. Team is headed by the Principal and includes senior faculty members as well as chairman of student. Counselling and career guidance department.

No. of students benefitted

### 5.7 Details of campus placement

|                                 | <i>On campus</i>                |                           | <i>Off Campus</i>         |
|---------------------------------|---------------------------------|---------------------------|---------------------------|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| -                               | -                               | -                         | 27                        |

### 5.8 Details of gender sensitization programmes

01 – Women empowerment Cell  
02 – Ladies Union Programme  
03 – Anti-Sexual Harassment Cell-Programme.  
04 – Anti-Ragging Cell-Programme.

### 5.9 Students Activities

#### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

|                                   |                                 |                |                                |                     |                                |
|-----------------------------------|---------------------------------|----------------|--------------------------------|---------------------|--------------------------------|
| Sports : State/ University level  | <input type="text" value="04"/> | National level | <input type="text" value="-"/> | International level | <input type="text" value="-"/> |
| Cultural: State/ University level | <input type="text" value="-"/>  | National level | <input type="text" value="-"/> | International level | <input type="text" value="-"/> |

5.10 Scholarships and Financial Support

|  | Number of students       | Amount     |
|--|--------------------------|------------|
| Financial support from institution                                   | 1. Student Aid fund – 53 | Rs. 29.745 |
|  | 2. KSSW Fund - 21        | Rs. 9915   |
| Financial support from government                                    | 1. GOI PM SC/ST-65       | Rs. 250480 |
|  | 2. Fee Con.-40           | Rs. 65.538 |
|  | 3. Physical Handicap-01  | Rs. 4000   |
| Financial support from other sources                                 | -                        | -          |
| Number of students who received International/ National recognitions | -                        | -          |

5.11 Student organised / initiatives

|                                     |                                |                |                                |                     |                                |
|-------------------------------------|--------------------------------|----------------|--------------------------------|---------------------|--------------------------------|
| Fairs : State/ University level     | <input type="text" value="-"/> | National level | <input type="text" value="-"/> | International level | <input type="text" value="-"/> |
| Exhibition: State/ University level | <input type="text" value="-"/> | National level | <input type="text" value="-"/> | International level | <input type="text" value="-"/> |

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Bus Pass, Scholarships & Library Books.

Non-availability of bus pass on time, Non-availability of scholarships on time, library books are redressed

## Criterion – VI

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

#### **Vision**

To emerge as premier learning centre of excellence

To imbibe moral and spiritual values with emphasis on Satya, Shankar, Sve.

To inculcate values like patriotism, Discipline, Hard work, Respect for others views, Tolerance and Teamwork.

To promote better way of living amongst all.

To organise self-help groups under self-employment scheme.+

#### **Mission**

To expose the students to entrepreneurial skills and develop among them a desire for competency and self reliance.

To provide life skills and value based higher education with sound moral values.

To generate career opportunities.

To equip the students with the latest development and create in them the love of updating

6.2 Does the Institution has a management Information System

Yes

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

At the beginning of the academic year we prepare Annual Schedule as per the RCU Guidelines. It includes Re-opening of the college, meeting of Innovative club, Staff Council, Scouts & Guides, SC/ST, Student Welfare Cell, Red Cross Unit, Annual Sports Meet, Founders Day, Donors Day NSS Special Camp, Internal Tests 1, 3, 5 & 2, 4, 6<sup>th</sup> semesters. It also includes the various Dept. Functions, Farewell to Final Year students. Annual Schedule Copy is enclosed.

### 6.3.2 Teaching and Learning

The various quality improvement strategies are adopted by the institution in respect of teaching & learning.

1. Teaching plan is prepared in consultation with the concerned heads of the departments along with respective subject teachers. Subject allocation is made by convening departmental meetings. Finally subjects are allocated after a detailed discussion with the faculty. Work done register is maintained by concerned subject teachers & signature is obtained from the head of the institution.
2. Department Plan: Department meetings are conducted with Principal & Head of the Departments regarding the various activities to be carried out by the respective departments during the academic year. The depts. follow the plan of action as per the Annual Schedule.

For slow learners remedial classes are conducted & for fast learners guidance will be given by each subject teacher. The college attendance committee monitors the attendance committee monitors the attendance of the UG & PG students, min. of 75% attendance is mandatory as per the University norms.

### 6.3.3 Examination and Evaluation

On the basis of Annual Schedule Programme we prepare a schedule for conducting two Internal Tests of 20 Marks each for under graduation & post graduation students. And submission of Home Assignment, Seminars, Project Works.

### 6.3.4 Research and Development

The college has Research Committee consisting of the Principal as its Chairman, Staff members & student representatives as its members. The main objectives of the Research committee are to promote research cultural among the teaching staff & students motivating the students to undertake the research project/surveys.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

Our College Library is named as "Shrimati Leelavati Mahaver Mirji Library the prime donor of the Library According to Dr. Radhakrishnan "Library is the Heart of the College". The total built up area of the Library is 3877 Sq. ft. (360.01 sq. meters) There are more than 60 steel cup-boards, 2 computers, one printer, 4 shelf's. Our College Library is Well-equipped, consisting of as many as 26423 volumes with Text-Books, Reference Books, Books of General interest & standard Dictionaries to cater the diverse taste of our enthusiastic readers. We have UGC/PSL/Book bank, under the scheme, each Student can have a set of Books for a period of one year. The student can avail this benefit on payment of Rs. 10/- per Book allotted to them. We have also Silver Jubilee Book Bank, SC/ST Book Bank. Under the Silver Jubilee Book Bank scheme one Student from each Class who has scored higher marks will be given away a set of Books of his/her choice. We have Deposit Book Bank Scheme under which each student can borrow a set of Books of Latest edition, one month prior to the commencement of the respective B.Com Semester Exam. In the Academic year 2014-15, 1823 Text Books & Reference Books are purchased, 6 new Journals/Periodicals are Subscribed, 73- CD & Video are purchased.



### 6.3.6 Human Resource Management

Human Resource Management is the need of the hour. To impart the quality education, our management has provided necessary infrastructure that facilitates effective teaching, learning process. A Research Committee has been established to cultivate Research Culture among the teachers & the students to undertake various projects.

Physical education department is well establishment & it has necessary facilities to conduct Out-door and In-door Games. The above facilities and environment of our institution results in Human Resource Management

### 6.3.7 Faculty and Staff recruitment

In the Academic year 2014-15, permanent teaching faculty is 3, 2 Associate & 1 Asst. Professor and 12 guest & visiting faculty, 9 Non-teaching staff are recruited on Temporary basis & 4 permanent Non-teaching staff.

### 6.3.8 Industry Interaction / Collaboration

Industrial interaction/collaboration with various industrial organizations the list is enclosed.

1. Belgaum District Central Co-operative Bank, Bgm
2. Union Bank of India, Shahapur belgaum.
3. Shree Basaveshwar Co-operative Bank Ltd, Belagavi.
4. Shree Malaprabha Sahakari Sakkare Karkhane Niyamit.
5. Karnataka Vikas Grameen Bank.
6. Axis Bank, Athani Branch.
7. Syndicate Bank, Nidagundi Branch
8. BEMCO Hydraulics Ltd, Belgaum.
9. Bank of Maharastra, Udyambhag Branch, Belgaum.
10. Grihalaxmi Metals Pvt Ltd, Belgaum.
11. Shree Renuka Sugar, Belgaum.
12. Syndicate Bank Camp area
13. Mahalaxmi Urban Society Kanabargi, Bgm.
14. Manikbag Automobiles Belgaum.
15. Indian Overseas Bank.
16. Vardhi Sidheshwar Co-operative Bank, Bailhongal.
17. Sadalage Pickles
18. Mahaveer Co-operative Bank.

### 6.3.9 Admission of Students

The college ensures publicity & transparency in the admission process, through College website, Hand Book, Prospectus, Notice Boards, News Papers, College Miscellany, i. e. Akashara & Alumni, senior student of our college. Parents & Alumni are our best advertising bodies who popularize about the facilities available in our institution. They take into consideration the achievement of students which are presented in the form of PPT at important functions like Inaugural Function, Parents Meeting, Alumni Meeting & Annual Prize Distribution. Our institution gives top priority for poor & meritorious students. However, our college management follows strictly Roaster as per State Government & affiliated university norms poor deserving students & sports persons are given admission.

### 6.4 Welfare schemes for

|              |   |
|--------------|---|
| Teaching     | Management encourages teachers to attend seminars/workshops/Conference also provides Internet facility & lap tops.  |
| Non teaching | Non-teaching staff is deputed to certain programmes organized by the Joint Director, Collegiate Education Dharwad.  |
| Students     | Fee Exemption for Meritorious & Sports students. Silver Jubilee Book Bank, SC/ST students book Bank, Department Book Bank, Books are provided to Student. |

### 6.5 Total corpus fund generated

Corpus fund is not generated

6.6 Whether annual financial audit has been done    Yes     No

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

| Audit Type     | External |                      | Internal |                      |
|----------------|----------|----------------------|----------|----------------------|
|                | Yes/No   | Agency               | Yes/No   | Authority            |
| Academic       | Yes      | Chartered Accountant | Yes      | Chartered Accountant |
| Administrative | Yes      | Govt. Dept.          | Yes      | Accountant           |

### 6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes    Yes     No

For PG Programmes    Yes     No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

1. Semester system has been introduced.
2. 80 Marks for theory & 20 Marks of Internal test, Assignment, attendance and involvement of students in extra circular activities
3. On-line submission of internal assessment marks & hard copy is put up on the notice

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

The affiliated university always promotes autonomy in the affiliated/constituent colleges.

6.11 Activities and support from the Alumni Association

Alumni association always come forward to promote admission in the college alumni association helps poor students by paying their fees gives active support in NSS, activities, special camp & college functions. It has instituted cash prizes, cups & shields for deserving students.

6.12 Activities and support from the Parent – Teacher Association

The staff council of our college meets twice in a year to discuss quality enhancement programmes adopted by the college & suggests measures to improve.

6.13 Development programmes for support staff

Staff quarters & dress are provided to support staff & also financial assistance is given at the time of need.

6.14 Initiatives taken by the institution to make the campus eco-friendly

Our management has taken various measures during 2014-15 to make the campus eco friendly such as maintaining Garden, Anti use of Tobacco Board have been installed in the premises of the college. Dust-bins are kept at important places to maintain cleanliness, in the college campus.

## Criterion – VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

During the Academic Year 2014-15, outstanding sports Men & Women are honoured by Chairman of our College Executive Committee, by extending fee concession & sports kits. We have Book Bank facility separately for SC/ST students. As a token of love & Respect for our Donors & Founders, we celebrate every year Donors Day & Founders Day every year. We celebrate Karnataka Rajyotsava Day, Kanakdas Jyanti, Valmiki Jyanti, Gandhi Jayanti.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

As per the Annual Schedule Programme all the activities are carried out.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- i) Blood Donation Camp is organised,
- ii) Contribution to prime ministers Relief Fund.

7.4 Contribution to environmental awareness / protection

Celebrated Vanamahotsava Swachch Bharat Abhiyan

7.5 Whether environmental audit was conducted? Yes  No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strength:- 1) Good relation between staff & students

2) No ragging & sexual Harassment

3) The task of central Valuation of B.Com. BBA, BP. Ed. Papers was given by RCU To our college.

4) We have separate SC/ST Book Banks.

Weakness :- 1) Shortage of regular Teaching Staff

2) Shortage of Regular Non-teaching staff.

Opportunity :- 1) Our College is located in the Northern area of Belagavi city which is one of the posh areas of Belagavi

2) Our college is the only College having single faculty-commerce College in the Border areas of Karnataka

Threat :- 1) Inadequate time left for extra curricular & co-curricular activities because of semester system

2) Clash of exams is found between B.Com. & C.A

3) Many Colleges in the surrounding area of our institution

## 8. Plans of institution for next year

- 1) Location of the Canteen to be changed
- 2) Parking facility for students & staff
- 3) Conducting of Yoga & Meditation Camps.

Name : Prof. V. B. Turamari

Name : Prof. A. B. Patil

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Signature of the Coordinator, IQAC

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Signature of the Chairperson, IQAC

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### Annexure I

#### Abbreviations:

|      |   |  |
|------|---|--|
| CAS  | - | Career Advanced Scheme                   |
| CAT  | - | Common Admission Test                    |
| CBCS | - | Choice Based Credit System               |
| CE   | - | Centre for Excellence                    |
| COP  | - | Career Oriented Programme                |
| CPE  | - | College with Potential for Excellence    |
| DPE  | - | Department with Potential for Excellence |
| GATE | - | Graduate Aptitude Test                   |
| NET  | - | National Eligibility Test                |
| PEI  | - | Physical Education Institution           |
| SAP  | - | Special Assistance Programme             |
| SF   | - | Self Financing                           |
| SLET | - | State Level Eligibility Test             |
| TEI  | - | Teacher Education Institution            |
| UPE  | - | University with Potential Excellence     |
| UPSC | - | Union Public Service Commission          |

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