YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	BHANDARKARS' ARTS AND SCIENCE COLLEGE
• Name of the Head of the institution	Dr. N. P. NARAYANA SHETTY
• Designation	ASSOCIATE PROFESSOR
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	08254230369
• Mobile No:	9242120598
• Registered e-mail	basck1963@rediffmail.com
• Alternate e-mail	principal@basck.in
• Address	NH 66, VADERHOBLI
• City/Town	KUNDAPURA
• State/UT	KARNATAKA
• Pin Code	576201
2.Institutional status	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	**MANGALORE UNIVERSITY**
• Name of the IQAC Coordinator	**SHASHIKANTH HATHWARA**
• Phone No.	**9844403483**
• Alternate phone No.	**08254230369**
• Mobile	**8073273698**
• IQAC e-mail address	**iqacbck@gmail.com**
• Alternate e-mail address	**shashikanth.hathwar@basck.in**

3.Website address (Web link of the AQAR (Previous Academic Year)	http://basck.in/IQAC/AQAR/BCK-AQAR-2019-20.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B++**	**81.05**	**2004**	**16/09/2004**	**15/09/2009**
Cycle 2	**A**	**3.24**	**2011**	**16/09/2011**	**15/09/2016**
Cycle 3	**A**	**3.32**	**2017**	**12/09/2017**	**11/09/2022**

6.Date of Establishment of IQAC	**25/06/2005**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	**NIL**	**NIL**	**NIL**	**NIL**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	No File Uploaded

9.No. of IQAC meetings held during the year	3
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
• If yes, mention the amount	

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

*ACADEMIC AUDIT HAS BEEN CONDUCTED BY THE COLLEGE. *VALUE ADDED PROGRAMME, FOUNDATION COURSE, AND CERTIFICATE COURSE. *INITIATE TOWARDS STRATEGIC PLANNING. *COMMUNITY OUTREACH PROGRAMME. *FEED BACK TAKEN FROM STAKE HOLDERS.

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

Plan of Action	Achievements/Outcomes
Nil	Nil
Nil	Nil
Nil	Nil
Nil	Nil
Nil	Nil
Nil	Nil
Nil	Nil
Nil	Nil

13.Whether the AQAR was placed before statutory body?	Yes
• Name of the statutory body	

Name	Date of meeting(s)
COLLEGE STAFF COUNCIL	15/12/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021	08/02/2021

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	5

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	2433

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	281

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	780

File Description	Documents
Data Template	View File

3.Academic	
3.1 Number of full time teachers during the year	**94**

File Description	Documents
Data Template	View File

| 3.2

Number of Sanctioned posts during the year | **0** |

File Description	Documents
Data Template	View File

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**48**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**15072298**
4.3 Total number of computers on campus for academic purposes	**308**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

- **The institution is affiliated to Mangalore University and the entire Curriculum is designed by the various Boards of Studies (UG) of the University.**
- **The faculty members of the institution on these bodies play an active role in the design of the curriculum.**
- **Faculties of individual departments draw up the lesson plans based on the curriculum and share the work load on the basis of competence and comprehension.**
- **The classroom interactions acquiesce with the calendar of**

- events drafted by the University.
- The limitation of the above process is mitigated by the compensatory classes held during the free time and holidays.
- Each faculty member maintains a work diary on daily basis, highlighting the work carried out. These work diaries are verified by the Heads of the Departments every week and by the Principal every month.
- The soft and hard copies of the syllabi of different subjects are provided by the University.
- The subject associations conduct workshops to discuss the effective translation of the curriculum and improve the teaching practices.
- The institution deputes the faculty for orientation programmes and refresher courses conducted by UGC and other agencies.
- Teacher participation in seminars and conferences is encouraged by the institution to upgrade the subject knowledge.
- Provision of internet connection to every department helps the faculty to get additional inputs about the subject matter thus, enhancing the subject knowledge of the faculty.
- The central library has more than 94,000 volumes on various subjects.
- Several departments have departmental library facility.
- Various journals, periodicals and e-journals are made available in the central library.
- Necessary infrastructural facilities, including physical space and ICT gadgets are provided by the institution.
- The institution regularly invites Guest faculty from other institutions of higher learning and industries, for imparting up-to-date knowledge providing an opportunity for interaction.
- Workshops on challenges in teaching and teaching methods are a regular feature of the institution.
- Recruiting the eligible and competent faculty.
- Conducting workshops on teaching methodologies.
- Training the faculty on the use of ICT tools.
- Provision of adequate ICT enabled rooms.
- Providing the faculty with membership to Inflibnet and NDL.
- The deputation of the faculty to workshops/seminars on curriculum implementation and encouraging them to present papers and participate in discussion sessions

- The activities related to students' development are conducted on weekends and the register of attendance is maintained properly.
- All these programmes are centrally monitored by the Head of the Institution.

- The quality of all the enrichment programmes is evaluated by tests and feedbacks at the end.

Information to student

- Through induction programme at the beginning of the academic year.
- Through college calendar/Brochures/telegram issued to the students.
- The examination related details are displayed on the student notice board.
- The copies of the university regulations regarding undergraduate programmes, syllabus and university rules regarding examinations are supplied to every department for the information of teachers and students.
- This information is communicated to the students through Academic Advisory System.
- The information about the evaluation process in the institution is also communicated to the parents in the Parent-Teacher meetings.

File Description	Documents
Upload relevant supporting document	[View File](View%20File)
Link for Additional information	http://basck.in/IQAC/Academic%20calender/Calender20-21.pdf

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

- Centralized Continuous Internal Evaluation System: Assessment of performance is an integral part of teaching and learning process. As a part of sound educational strategy, the institution adopts Centralized Continuous Internal Evaluation (CIE) System to assess all aspects of a student's development on a continuous basis throughout the year.
- Orientation on Evaluation Process: Students are made aware of the evaluation process through the following initiatives:-

- The orientation programmes at the beginning of the semester through public address system of the college
- Teaching Plan contains evaluation procedures
- Academic Calendar with College Internal Assessment Exam dates
- Orientation on changes and amendments in the evaluation

process through Tutorial Meetings

- Display in the College and Department Notice Board

- Result Analysis & Review Meeting: Result Analysis is done by the class teacher after every CIA Test. Pass percentage of each course is calculated by dividing the total number of students appeared and passed in each course. The performance of the students is monitored by the Principal and the necessary feedback is given to the concerned faculty members. The Principal conducts Review Meetings department wise to give necessary feedback for the improvement of students' performance.

- Progress Reports & Parents Meetings: The institution is keen on monitoring the performance of the students and reports to the Parents. Progress Reports are sent by the tutors to the parents after each of the test. Parents/ Guardians are advised to note the performance of their wards and take remedial measure if needed. Whenever necessary, the tutor shall recommend the visit of the parent to the college for a discussion about the student.

- Remedial Classes are conducted for the slow learners, absentees and the students who participate in Sports, NSS activities and Placement Interviews. This practice helps struggling learners to update their subject knowledge and helps them to catch up with their peers.

Before the commencement of the academic year, the Institution prepares and publishes 'Academic calendar' containing the relevant information regarding the teaching learning schedule (working days), various events to be organized, holidays, dates of internal examination , semester examination etc. The academic calendar is prepared so that teachers should know all the activities regarding continuous internal evaluation process and it is also published on website of the college and displayed in the Principal's office. The students' academic progress is monitored regularly by adopting the strategy of continuous internal evaluation, seminars, project work, and unit test and semester examinations. The review of internal assessment is taken by the Principal regularly. For the implementation of Internal Assessment Process, Examination committee is formed at the college level which monitor overall internal assessment process.

The examination committee, send the information to the University about the students who are appearing for the examination. After receiving enrolled list of the students' by the University, the college prepares seating arrangement chart, list of invigilators

etc. The record of internal assessment is maintained at college level. Every department has to submit the compliance of the academic calendar as part of their annual submissions. In addition the internal audit conducted which ensures the compliance to verify with documentary evidence.

The process is as follows:

Institution Level:

The College with respect to the University guidelines and the Action Plan prepared holds the I and II Theory Internal Tests for the Students for 25 Marks respectively. This further is followed with the format of given by the Parent University for the respective Courses. The Practical Exams; Internals are held by the College and the Externals are held under the scrutiny of the External Examiner appointed from the University. The Unit Tests are also conducted for the Students by all the U.G. Departments for the Slow Learners criteria set by the College

Teacher: Every teacher is assigned the subjects to be taught during the academic year. The teacher plans the teaching and evaluation schedule of assigned subject. The type and schedule of internal evaluation is Planned in consultation with the head of the department.

Head of the Department: The Head of the department compiles the academic plan submitted by the teachers and ensures that there is no overlapping of the activities in general and the Continuous Internal Evaluation in particular at both the internal as well as the University level. Then the Academic calendar is forwarded to the IQAC.

The General electives, Computer Application and Indian Constitution Courses for all the U.G. Programmes hold the evaluation in the MCQ Pattern. This regulates in with the different modes of Evaluation process amongst the Students. The Question Paper Workshop conducted by all the U.G. Courses to their respective Department Students implement the Students with the methodology of the question Pattern and the answering procedures.

Co-curriculum activities: The Various tests like unit test, common test, Term test, practical examination, Viva-voce exam, assignment project, seminar, group discussion to be conducted by the teachers, are indicated in the academic calendar as well as it indicates the specific period for study tour to be arranged in the session.

Extra-curricular activities: The academic calendar gives particular period to conduct extracurricular and social activity such as: Celebration of birth and date anniversaries of the National icons. Celebration of various National and International days. Tree plantation to keep campus areas green and to make the students aware about various environment related issues, blood donation camp and various other social activities to be conducted by NSS at the college and NSS adopted village.

Stakeholders: The stakeholders are awared of the Continuous Internal Evaluation of every department in the college.

The "Pradhan Mantri Pareeksha Ki Charcha" an initiative of HRD of India, held Live Shows of the motivational Speech by our Honorable Prime Minister since 2018 -19.These Speeches were screened by the IQAC in the Auditorium for all stream Students of our College.

University Level

The College has the Exam Center status and it facilitates assistance to the further Post Exam related Student grievances regarding, Errors in Marks or corrections in Marks Card and issues relating to Revaluation, Recounting and Photocopy of the Answer Sheet that a student may encounter. The Convocation Forms, Notification, Processing and submission was earlier carried by the College. Presently, the Students are infusing it through their Online Student Portal but still the Notification is given to the Students through the Social Media platforms wherein the Students are connected to the Department and the College. The Institution right from the Admission of the new Entrant to the Convocation administers and calculates minutely the progress of the Student and department constantly keep track of their Students' progression in their further future prospects.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	http://basck.in/IQAC/Academic%20calender/Calender20-21.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the	**B. Any 3 of the above**

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

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

1.2 - Academic Flexibility

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

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

5

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

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

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

3

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

93

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

93

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The cross –cutting issues like Gender, Environmental sustainability, Human Values and Professional Ethics etc., find an ample space when it comes to applying them positively into the curriculum. We believe in maintaining healthy environment for all its students. The curriculum is designed by the university itself does include many of these aspects such as the subjects namely Human Resource Development and Constitution of India in the I Year and Environmental Studies in II Year. The common course "Sociology" and Psychology are basic part of curriculum of third year. Students will be able to understand the importance of ethics and values in their personal, social & professional life after studying these courses.

These subjects provide free environment for inculcating values and developing ethical competence among the students. It is in response to a long- felt and urgent need to integrate value education with decision making skills in their personal, social and professional

life. College celebrates days of National and International importance as Republic day, Women's day, Independence Day, Teacher`s day, Human Right Day, International Yoga Day etc. These celebrations nurture the moral, ethical and social values in the students. There are various committees which take care of the students such as:

Women Grievances Committee:

The college has Women Grievance Cell and Grievance Redressal Cell to provide counseling to students, promote gender equity among students and also deal with related issues of safety and security of female students, staff and faculty It is formed only by female faculty members consisting of one coordinator and eight members and also student representative from each department. We are proud to state that in our college the incidents of sexual harassment of women students are nil due to the discipline in the campus. Yet this cell interacts with women students at regular intervals to identify any sort of issues existing. The women cell is capable of dealing the cases very confidently with its team.

The college campus is secured with CCTV and high level security.

There are separate Girls hostel/ games room (In-campus) for providing the safe environment to all students.

The prose, poetry and other chapters in certain courses addressed issues related to gender sensitivity and equity. Additionally, our institute organized special programs on gender equality and sensitization and a series of invited talks.

• Beti Bhachvu and Beti Padau

• Women Safety Programme

• Guidance lecture for female students

• Programme on Women Empowerment

• Self-Defense training for girls students

Environment & Ecology The course "Environment & Ecology" related to ecosystem, its balance & sustainability is an integral part of the curriculum of the second year. University prescribed this course for creating awareness and developing importance of environment among students. Awareness about Environment is necessary for the protection of the environment and survival of human life. The basic

aim of this subject is to make the students aware about the importance of ecosystem to human life. The College has an integrated rain water harvesting System. The waste water is reused for gardening in the college campus. There is an extensive ongoing tree plantation program. College celebrates the day of National importance as Earth day, Environment day.

Keeping in view the environmental aspect, college has already set up a Alternate & Renewable Energy source solar cell for Power production. The college organizes workshop/ seminars on Environment & Ecology to make students aware about efficient use of natural resources.

Anti- Ragging Committee: As per the guidelines of UGC and the University, an Anti- Ragging Committee has been constituted to handle the issues pertaining to ragging. The names of the committee members along with their mobile numbers are displayed at different places in the institution. Any student can lodge a complaint without disclosing his/her identity in case of any in convenient incident

Human Rights: The college conducts various programmes on Human Rights to provide awareness among students. • Voter's Day Programme • Blood Donation Programmes • Swachh Bharath • Health Awareness Programmes • Plantation.

Human values

 Beside the syllabus, the institution organized programmes to inculcate human values in students and staffs.

• Blood Donation Camp is regularly organized.

 • Red Cross/NCC/NSS volunteers are sent for Disaster management so that the students get familiar with their social responsibility.

 • NSS unit is very active and regularly arranged social and cultural activities in the college and adopted village.

Discipline Committee: This committee formed by Principal, Student welfare officer and H.O.D. from each department. This committee plays a vibrant role in the maintenance of discipline of the complete campus. In day to day functioning of the college as well as any special occasion or any programmes, this committee's presence and control is mandatory.

Professional Ethics

Ethical practices such as truthful information, facts, and unprejudiced approach are taught in content of syllabus and certificate courses.

Career Guidance and Placement Cell organized placement activities including training, development of students, aptitude test etc. on a regular basis as per the requirements of industry

File Description	Documents
Any additional information	[View File](#)
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	[View File](#)

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

2

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

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

36

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	C. Any 2 of the above

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

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://basck.in/IQAC/feedback/Feedback%2020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1209

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

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

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

748

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

The institution assesses the learning levels of the students in two ways at the time of the commencement of the programme. Students enrolled in various disciplines are identified as slow and advanced learners based on their PUC marks and the entry level test conducted by each department. This helps to identify the slow learners and to design special coaching sessions or tutorial sessions to bridge the gap between the slow learners and the advanced learners. The mentors of the respective classes of UG extend valid support in classifying the students with reports based on observation and class tests.

Identification of Advanced and Slow learners:

To identify advanced and slow learners, we conduct "student induction" programme i.e, Principal's Address. Through this event students are introduced with teaching-learning and evaluation program, college discipline, various academic and other schemes along with development and achievements of the college, students? support services. As early as possible, we identify slow and advanced learners amongst the students through class-room discussion, question and answer method, by considering their subject knowledge and previous year's performance, from second year onwards; we consider their performance in the classroom and the university

examinations. The academic performance of the students helps in identifying the slow and advanced learners.

· The institution organizes Orientation programmes/Induction programmes for freshers both at the college level and at the department level. The facilities in the college and the scope of the subjects being learnt are introduced in these sessions. Apart from this, sessions are also included to inculcate positive attitude and competitive spirit. This process helps as a base for monitoring the future progress of the students.

· Bridge Courses are conducted at the departmental level to lift the students to the level of higher education. The Departments of Commerce and Computer Science organize bridge courses at the beginning of the academic year for the non-subject students enabling them to cope with the programme to which they are enrolled.

Slow learner:

Special care is taken of the academic weak students. To enhance their performance the college conducted remedial coaching. Extra coaching is provided in respective subjects.

Class tests are conducted based on previous year question papers. Problem solving sessions and additional tutorials are conducted for Mathematics, Physics, English, Accounting, Costing and Taxation in Under Graduate.

The students are also given extra books from the departmental library.

To improve the confidence level of the students, confidence building lectures are arranged.

Some faculty members guide the students personally as well as they are encouraged to discuss their problems.

Extra time is allotted to slow learners to complete tasks such as reading, problem solving, and analysis of the experiment.

· Remedial Classes are conducted with an aim to improve the academic performance of the slow learners, absentees and students who participate in sports and other activities. This practice helps the struggling learners to improve subject knowledge and helps them catch up into their peers.

• Academic and personal counseling are given to the slow learners by the tutor, mentor and the counseling cell.

• Bilingual explanation and discussions are imparted to the slow learners after the class hours for better understanding.

More attention is given towards slow learners for their academic improvement. It has been successful outcome as the targeted group of slow learners showed improvement in the academic activities and university examination. The major objective of this program is to make them competent and self-confident to face the exams and reduces the drop out ratio

Advanced Learner:

• Provision of simple and standard lecture notes/course materials Strategies for the advanced learners.

• Special Coaching classes for the first 5 class toppers of every class after the internal test are conducted regularly to secure University Ranks.

• Group Study System is also encouraged with the help of the advanced learners

• Professional coaching classes – Foundation Course in CA are conducted

• Coaching is also given in Skill Development Programme like Communicative English, Aptitude and Placement.

• Advanced learners are encouraged to enroll in MOOC Courses – Swayam, EdX

• Provision of additional learning and reference material

 • Assignment and Student Seminars on contemporary topics to enable them for placement

• Research Scholars are encouraged to conduct Seminars to the Final year Students

 • Advanced Learners are provided coaching classes for competitive exams.

• Students are encouraged to participate and present papers in

various Seminars/ Conferences/ Workshops/ Inter-Collegiate Competitions organized by other colleges. Students representing the college in various inter-collegiate meets are provided with the benefit of retest.

· Participation by the students in the in-house competitions such as Debate, Group Discussion, Problem Solving – Decision Making Exercises and Quiz Programmes are also encouraged.

· Talented students are motivated to participate in extra-curricular activities, exhibitions and cultural competitions.

· The academic achievements of the students are extremely motivated and highly praised by the College by celebrating College Day every year. Students, who secured Ranks in the University Examination, are honored with Medals in the College Day.

Advanced learners from Science stream are given special guidance about INSPIRE fellowship

File Description	Documents
Link for additional Information	https://sharabhaloka.blogspot.com/
Upload any additional information	View File

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

Number of Students	Number of Teachers
2433	94

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

In addition to traditional teaching-learning methods, the institute is highly interested in providing innovative methods for enriching the learning experience. The methodologies include illustration and special lectures, field study, case-studies, project-based-methods, experimental methods. The facilities arranged by the institute are

listed below.

Lecture method: This conventional method is commonly adopted by all the teachers. This method facilitates the teacher to interpret, explain and revise the content of a text only for better understanding of the subject by the learners. At the end of instruction of each unit, the students are given with specific assignment which enriches their learning.

Interactive method: The faculty members make learning interactive with students by motivating student participation in group discussion, role-play, subject quiz, news analysis, educational games, discussion and questions and answers on current affairs.

Information and Communication Technology (ICT) Enabled Teaching: ICT enabled teaching methods have been made available in the institute. The Teaching Learning Process is supported with Regular Practical Sessions, access of Digital Library, Online Courses (SWAYAM, NPTEL etc.), online journals, Conducting Online tests, Use of LCD projectors for seminars and workshops, productive use of educational videos, Accessibility of non-print material for students of Computer studies. Communication skills training facility make the students to acquire proficiency in listening, speaking, and reading and writing. Communication skills training is provided to students during Language lab sessions. Software is effectively used to train students to acquire proficiency in listening, speaking, reading and writing.

Online reference, lecture talks, motivational talks, educational videos and web reference support the teaching-learning process. The institution has installed RDS system on the campus to support the educational activities of the inmates. All the departments provide instructional materials to the students for easy follow-up / understanding the concepts

Case Study Analysis and Discussion: The case study method is a participatory, discussion based way of learning where students gain skills in critical thinking, communication, and group dynamics. Appropriate integration of case studies in chosen subjects is arranged by all departments.

Project-based Learning: Project work is mandatory for all the courses offered at the institute. The period of implementation spans from one to two semesters. The effective phases of survey, case study, implementation, testing and report writing ensure the required project-based learning among the students. Some subjects

are augmented with learning through implementation of mini-projects.

Experiential Learning: The faculty members foster learning environment by engaging in rich experiential content of teaching through experimentation, demonstration, visual aids, periodical industrial visits, organizing exhibitions as well as presenting papers. Student Seminar: The Student seminars are mandatory in all programs offered at the institute. Usually, students present seminar on contemporary topics as well as state-of-the-art technologies.

Group Learning Method: Group Learning allows the slow learners to develop problem solving, interpersonal, presentational and communication skills to confirm quality in learning with Peer Group. Under group learning, heterogeneous group of students comprising Fast, Average and Slow learners are divided into groups of 5 to 10 members.

File Description	Documents
Upload any additional information	View File
Link for additional information	http://basck.in/IQACWeblinks.html

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

Today, it is essential for the students to learn and master the latest technologies in order to be corporate ready. As a consequence, teachers are combining technology with traditional mode of instruction to engage students in long term learning. College uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education. The following tools are used by the Institute

ICT Tools:

1. Projectors- 15 projectors are available in different classrooms/labs

2. Desktop and Laptops- Arranged at Computer Lab and departments all over the campus.

3. Printers- They are installed at computer Labs, library, and college office.

4. Photocopier machines - Multifunction printers are available at all prominent places in the institute.

5. Scanners- Multifunction printers are available at all prominent places.

6. Seminar Rooms- Three seminar halls are equipped with all digital facilities.

7. Smart Board- One smart board is installed in the campus.

 8. Auditorium- It is digitally equipped with mike, projector, cameras and computer system.

9. Online Classes through Zoom, Microsoft Team,

10. MOOC Platform (NPTEL, Coursera, SAP, Udemy, Edx etc)

11. Digital Library resources.

Use of ICT by Faculty

PowerPoint presentations- Faculties are encouraged to use power-point presentations in their teaching by using LCD's and projectors. They are also equipped by digital library, online search engines and websites to prepare effective presentations.

Sufficient number of books, Journals, e-journals and e-books are available in the library. The research journals are available online and facility for accessing these journals is provided through proxy server in the campus.

Industry Connect- Seminar and Conference room are digitally equipped where guest

Lectures, expert talks and various competitions are regularly organized for students. Seminar hall is equipped with multimedia facilities using ICT tools. Invited talks and webinars are conducted in seminar hall using ICT facilities

Online tests are conducted and e-assignments are given through OFFICE 365.

Video Conferencing- Students are counseled with the help of office 365 meet applications.

Video lecture- Recording of video lectures is made available to students for long term learning and future referencing.

Online competitions- Various technical events and management events such as Poster making, Ad-mad show, Project presentations, Business quiz, Debates, paper presentations etc. are being organized with the help of various Information Communication Tools.

Workshops- Teachers use various ICT tools for conducting workshops on latest methods such as Office 365, Programming languages, simulations etc.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://basck.in/IQACWeblinks.html

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

2.3.3.1 - Number of mentors

94

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

94

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

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

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

2

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

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

2.4.3.1 - Total experience of full-time teachers

94

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The college has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in

internal assessment, the system of internal assessment is communicated with the students well in time.

The Principal holds meetings of the faculties and directs them to ensure effective implementation of the evaluation process.

At the entry level, admissions are given purely on merit basis and the lists of merit students are displayed on Notice board. Students who are admitted for the concerned course are assessed continuously through various evaluation processes at college and University level.

The university norms relating to course-wise examination pattern are communicated to the students through the college prospectus. The university circulars in this regard are circulated to the faculty members and administrative staff time to time and are also displayed on the notice boards for students

Continuous evaluation is made through Group Discussion, Unit Tests, Assignments Submission, Field Visit / Field Work and Seminars Presentation.

Unit tests are conducted regularly as per the schedule given in academic calendar. Unit tests are conducted by all teachers at the end of each unit of syllabus. The teachers make sure that the pattern of the questions is varying for different units. The internal examinations are also conducted for practical courses.

The weightage for the unit tests varies as per the concerned faculty.

The performance of the students is displayed on the Notice board and communicated to the students.

Personal guidance is given to the poor performing the students after their assessment.

For transparent and robust for internal assessment, the following mechanisms are conducted

· Internal Examination Committee.

An examination committee is constituted every year to coordinate the internal and external examination activities and communicate to the students, teachers and administrative staff regarding examinations

Schedule of Class Assessment Test & Sessional Examination and assignment is given in Academic calendar which is displayed well in advance before commencement of session. Evaluation method comprises of internal examinations held progressively during the semester and is designed to check and report the periodic performance of the student.

· Question Paper Setting.

The teachers make sure that the pattern of the questions is varying for different units. The internal examinations are also conducted for practical courses.

For effective understanding of the evaluation process, the faculty members give class wise/ course-wise instructions about unique features of internal/external evaluation of that course.

· Conduct of Examination.

Class Assessment Test: After Valuation, marks are displayed on dates mentioned in the academic calendar by faculty members. Assessment copies are shown to the students. Some questions have specific remarks of the valuer for awarding less marks.

Evaluation is done with transparency based on different parameters like Teachers Assessment, Practical Records, Performance and Viva-Voce.

Assignments questions are discussed with students. The students submit two assignments

· Interaction with students regarding their internal assessments. All the records and data bank of attendance in internal Examinations, Question papers, valued answer sheets/copies, summary of marks sheets, are properly maintained by the teachers for academic monitoring/academic audit.

The method of internal assessment helps the teachers to evaluate the students more appropriately. Due to internal assessment, the interest of the student towards learning and attending the classes has been also increased. It has created the interest among the students to take active participation in various co-curricular and extra-curricular activities for their overall personality development. The seminar presentation improves the communication skills of the students which is very essential to face the interviews. In this way mechanism of internal assessment is

transparent and robust

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

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

There is complete transparency in the internal assessment. The criterion adopted is as directed by the university.

At the beginning of the semester, faculty members inform the students about the various components in the assessment process during the semester.

The internal assessment test schedules are prepared as per the university and communicated to the students well in advance.

To ensure proper conduct of formative tests, two invigilators are assigned to each hall. Evaluation is done by the course handling faculty members within three days from the date of examination.

The corrected answer scripts at random are verified by HOD to ensure the standard evaluation process.

The corrected answer papers of the students are distributed to them for the verification by the students and any grievance is redressed immediately. The marks obtained by the students in internal assessment tests are displayed on the department notice board.

The marks obtained by the students in internal assessment tests are uploaded periodically on the university web portal along with their attendance.

Noting the values in observation and validating the theoretical aspects student must submit lab record regularly.

Day to day performance of the students is assessed for every experiment which includes regularity, performance, viva and the promptness in submitting the record.

For lab courses, the marks/grade scored by the student for each experiment is indicated in the observation/record. The independent

learning, practical approach to the real-time applications is tested by viva voce for laboratory courses.

For the quality of the projects, the evaluation is done by Project Review Committee along with the project guides.

To ensure the transparency and curb the mall practices the university has introduced flying squad system.

The end examination for the laboratory and projects shall be conducted with internal and external examiner appointed from the other colleges as decided by the University.

Redressal of grievances at institute level:

Departmental Level: The continuous evaluation of students is carried out by faculty regarding theory lectures, labs, assignments, unit tests. The midterm marks are allotted based on defined strategies and displayed on notice board. Query if any is discussed with faculty and HOD.

College Level: The Institute appoints a Senior Supervisor for smooth conduction of examinations. If students are facing any problems, they are solved by the institution Chief Examination Officer appointed by the university. The grievances during the conduction of online/theory examinations are considered and discussed in consultation with the Principal and if necessary forwarded to the university by examination section.

Redressal of grievances at University level: The queries related to results, corrections in mark sheets, other certificates issued by university are handled at college examination section after forwarding such quires through the college examination section. Students are allowed to apply for revaluation, recounting and challenged evaluation by paying necessary processing fee to university if they are not satisfied with the university evaluation through college.

As per the university norms, following are the methods of grievance redressal regarding university assessment:

Right to apply for verification of answer books.

Right to apply for verification with photocopy of answer books.

Right to challenge the evaluation of answer books.

The candidate who appeared to university examination can apply to the university within a period of 21 days from the date of declaration of the concerned examination result in the prescribed form for verification of marks of his answer-books. The result of the verification of marks is communicated to the candidate concerned, within a period of 30 days from the last date of receipt of application by the university.

The student has the option to apply for the photocopy and verification of marks of the preceding examination(s) for a maximum of two answer books. The photocopy is supplied on the payment of non-refundable fees as prescribed by the university from time to time. However, the photocopies of answer books of practical examinations marks, viva-voce, are not supplied to the examinee(s).

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

2.6 - Student Performance and Learning Outcomes

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

The curriculum of the programmes is designed by the university, the college teachers have to define the programme outcomes for each programme offered by the college. The curriculum of self-financed certificate courses and their programme outcomes are designed by the teacher.

Program Outcomes (POs): It represent the knowledge, skills and attitudes the students should have at the end of a course completion of their respective engineering program.

Course Outcomes (COs): It gives the resultant knowledge and skills the student acquires at the end of each course. It defines the cognitive processes a course provides.

Program Specific Outcomes (PSOs): These are statements that defines outcomes of a program which make students realize the fact that the knowledge and techniques learnt in this course has direct implication for the betterment of society and its sustainability.

Mechanism of Communication:

The College adopts Outcome based education rather than input oriented bell shaped curve of learning. The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students.

Graduate attributes are described to the first year students at the commencement of the programme.

Learning Outcomes of the Programs and Courses are observed and measured periodically.

Soft Copy of Curriculum and Learning Outcomes of Programmes and Courses are uploaded on the Institution website for reference.

The importance of the learning outcomes has been communicated to the teachers in every IQAC Meeting and Staff Meeting.

The students are also communicated about the Programme outcomes, Programme Specific Outcomes and Course outcomes through Tutorial Meetings.

Demonstrate of thorough conceptual understanding in the core areas of all the subjects with the support of mathematics.

Identify the most relevant concepts that arise in everyday life, and devise a strategy in order to arrive at the solutions in the respective subjects and are made to understand the connection between key concepts and applications.

Use software tools and coding at a level necessary to perform mathematical operations, statistical analysis and simulations in solving complex problems.

Use basic laboratory equipment correctly and effectively in order to conduct measurements, and analyse and interpret the results, including a quantitative understanding of uncertainties.

Locate existing scientific research relevant to a given topic, and evaluate its accuracy.

Communicate the results of scientific work effectively, making use of clear and well organized writing and presentation skills, and employ equations and visualization tools as needed.

Skill development: The students develop skills such as communication, Language, Knowledge, Self-esteem, Leadership, Group

dynamism, Social skills, Mind skills, Public speaking, Problem solving, etc. in the subjects opted by them. Progression to higher studies: In Science and Humanities combinations all the three subjects offered are core subjects and the students can opt for any one of them for their higher studies. They are also eligible for higher studies in the languages they opted at the UG level. In addition, they are eligible to pursue MBA and B.Ed. programmes. Commerce and Management graduates are eligible to pursue PG courses in their respective streams of study which provides diverse subject specializations such as taxation, marketing, finance, human resource development, etc. They have also an option to qualify as Chartered Accountants, Company Secretaries, etc. The students from BCA stream are eligible to pursue PG course in Computer Science or Computer Applications. Improved potential for employability: The courses opted by the institution improve the potential for employability of the students. The subject combinations of Humanities help the students to improve their potential in the areas of administration, journalism, social service, counselling, teaching, politics etc. for employability. The subject combinations of Physical Science help the students to improve their potential in the areas of electricity, electronics, technology, space, logical as well as analytical thinking, polymers, chemical industry, etc. for employability. The study of Natural Science combinations helps the students to improve their potential in the areas of Anatomy, Physiology, Plantations, Vermiculture, Horticulture, Medicine, etc. for employability. The physical as well as natural science combinations also help the students to improve their potential in pursuing studies in medicine, dentistry, pharmacy, nursing, physiotherapy, bio-medical technology, etc. for employability. The commerce and management subjects improve the potential of the students in the areas of business, marketing, industry, management, human resource management, taxation, accounting, entrepreneurship, etc. for employability.

Students opting for BCA course will find ample of job opportunities in the IT sector

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	http://basck.in/IQACLink5.html
Upload COs for all courses (exemplars from Glossary)	View File

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

Our Institute is affiliated to Mangalore University. We offered Under Graduate, courses under the Faculty of Arts, Commerce and Science. For these programs and courses, the institute followed the curriculum designed by our affiliated university. The Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution and the same are communicated to the students in the formal way of the discussion in the classroom and departmental notice board.

After measuring attainment of POs, PSOs and COs, it has been observed that the strength of the students as well as passing percentage of the students is increasing progressively. Besides, students' progression to the higher studies that is from Under Graduate to Post Graduate seems to be increasing consistently and rapidly in the last three years. In a similar way, the ratio of students' placement is also increasing. We took utmost care of measuring the level of attainment of POs, PSOs and COs and followed formal as well as informal mechanism for the measurement of attainment of the outcomes. Even we took feedback from all the stakeholders in this respect and try to take necessary steps accordingly.

Subsequently, the College took care of the attainment to measure the POs, PSOs and COs and implemented the mechanism as follows:-

The institute followed the Academic Calendar of our affiliated university.

All the subject teachers maintained Academic Diary in every academic year.

All the subject teachers prepared Semester-Wise evaluation Reports.

Internal examination committee analyzed evaluation reports of results.

Institute considered Feedback from the Stakeholders for the attainment of PO, PSO and CO.

Placement committee took the review of the Students' Progression to Higher Studies and their Placement.

Evaluation and the level of attainment:

Knowledge and skill that students acquire in their subject and also their capacity for critical thinking, are evaluated through Continuous Internal Evaluation, End Semester Examinations and personal interaction. Attainment of these outcomes is excellent, with high pass percentage in the last years. Dropout rate is low.

Direct Assessment methods

Internal Test, Group discussion, Laboratory performance (Term work), Student projects, Assignments, Semester Test, and End term Theory Result. The score of this assessment is taken into account for evaluation COs

Indirect Assessment Methods

Feedbacks, Alumni survey, Co-curricular activities, extracurricular activities.

The Institution also tries to attain the course outcomes and program outcomes by conducting the activities such as cultural activities, N.S.S, Red Cross, Career Counseling, Personality Development Program, and Communication Skills, organizations of Scholarly Lectures Health Awareness Programs etc.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://basck.in/IQACWeblinks.html

2.6.3 - Pass percentage of Students during the year

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

751

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	http://basck.in/IQACWeblinks.html

2.7 - Student Satisfaction Survey

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

http://basck.in/IQACLink6.html

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0.10

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

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

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	http://basck.in/index.html

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

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

12

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

24

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

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

3

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college organizes a number of extension activities to promote institute-neighborhood community to sensitize the students towards community needs. The students of our college actively participate in social service activities leading to their overall development. The college runs effectively National Service Scheme and National Cadet Corps Units, Youth Red Cross, Rangers and Rovers. Through these units, the college undertakes various extension activities in the neighbourhood community.

NSS organizes a residential seven day camp in nearby adopted village and several activities were carried out by NSS volunteers addressing social issues which include cleanliness , tree plantation ,water conservation through construction of Bandhu,road construction, Shramdan,Social interaction, Group discussion Eradication of superstition, Beti Bacho Beti Padhao, Environmental awareness, Women empowerment, National Integrity, Aids awareness, Blood donation camp, Health checkup camp, Veterinary guidance ,Farmers meet, Awareness about farmer's suicide etc. Celebration of: Independence Day, Republic Day, Constitution Day, Women's Day, Yoga Day. Cashless activities / digital India.

The National Cadet Corps (NCC) unit of the college comes under 21 battalion and 6 Karnaval units. It aims at developing qualities of leadership, patriotism, maintaining discipline, character building, spirit of adventure and the ideal of self service.

The NCC unit of the college organizes various extension activities as tree plantation, Road safety awareness,Ekta daud for health, Save fuel save country programme,Swachhta Abhiyan ,National equality awareness.

Youth Red Cross along with Ranger and Rovers and other departments

the college is conscious about its responsibilities for shaping students into responsible citizens of the country by making students aware of social issues through various programmes like Environmental Awareness, Personal Health and Hygiene, Diet awareness, Road Safety, Tree Plantation, Soil and Water Testing, Plastic eradication, Disaster Management,Programme on female foeticide,organizing visit to Orphanages and Anganwadi,Voters awareness, Blood group detection ,Health check -up camps, Blood donation camps, AIDS awareness etc.

Impact & Sensitization:

Exposure to extension and outreach activities sensitize the students towards social issues. The activities conducted lead imbibing the values of social responsibility such as:

To help people in need and distress

To understand and share the need of under privileged children

To promote cleanliness in all span of life and common places.

To acquire social values and a deep interest in environmental related issues.

Learning outcomes of the activity:

Enlarge the knowledge of societal issues and problems and to search solution by getting involved with their lives.

Build up relation and tie up with organizations/NGO to carry forward humanitarian work in future. Develop a passion and brotherhood towards community, affected people/animals and destitute. Develop skill and aptitude for problem solving.

The skills developed include social skills communication skills, management skills, leadership skills, analytic skills, perceptual skills etc

All these extension activities have given the participants exposure to cases of unjust deprivation and have created strong motivation for alleviation of this injustice. Apart from this the significance of clean surrounding, hygiene, sanitation in the neighborhood, garbage disposal, and sensitizing the community at large to these vital issues. All these initiatives have gone a long way in holistic development personality of the participants of these Programs

All these mentioned activities have positive impact on the students and it developed student community relationship, leadership skill and self-confidence of students. It also helped in cultivating hidden personality of students and created awareness among students.

File Description	Documents
Paste link for additional information	http://basck.in/IQACWeblinks.html
Upload any additional information	**No File Uploaded**

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

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

2

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	**No File Uploaded**

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

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

2

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

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

2

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

0

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	**No File Uploaded**

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The infrastructural policy of our college is formulated to achieve the mission of teaching and learning in an effective way. The college Management decides the creation and enhancement of infrastructure from time to time keeping in view the infrastructural requirements of the existing courses and new courses envisaged, according to the needs of students and in tune with changing trends.

The institution has a definite mechanism for creation and enhancement of infrastructural facilities. Accordingly, the Governing Council, IQAC, and Staff Council present necessary proposals for infrastructural development to the Management. The Management allocates funds for the creation and enhancement of infrastructure on priority basis and ensures the creation of these facilities in time.

The infrastructure facilities and learning resources are categorized as under: (a) Learning Resources include resources and infrastructure required for library, laboratories, computer centre, class room teaching, events, meetings and conferences. (b) Support facilities include hostels, non-resident students' centres, canteens, convocation hall, seminar halls,committee rooms,biodiversity park, sports grounds,Gyms, Yoga centre. (c) Utilities include safe drinking water, restrooms and power generators

The management has made the following organizational set up for the creation and maintenance of the infrastructural facilities: · Building committee · Estate manager/Supervisor · IT department – Technical staff · Electrician/Plumber

Physical Facilities The institution has adequate infrastructure facilities to meet the demands of courses that it offers and to provide the necessary teaching-learning resources.

A number of infrastructural facilities have been created and enhanced in the last two years with a total expenditure of ?802 lakhs. 38 furnished class rooms including 27 ICT-enabled rooms

Well-equipped laboratories, a science research laboratory, a multi-media language laboratory, Natural history museum, History museum, computer hardware museum, botanical garden, central library, eight audio-visual halls, five auditoria/seminar halls, two open-air theatres, an indoor sports complex and a spacious playground cater the curricular, co-curricular and extracurricular needs of the institution.

Canteen, common rooms for boys and girls, separate office spaces for various student-centric activities, student service centre are additional facilities available in the institution. Library as a Learning Resource A spacious library (3500 Sq. Mts.) with 94918volumes, about 166 journals/periodicals, about 303 CDs, and an internet café caters the learning requirements of the faculty and students. In addition to physical learning resources available, virtual library facilities are also provided. IT Infrastructure A centralized server system, connecting the entire campus, has enabled smooth and speedy administration. The IT infrastructural facilities include desktop computers, laptop computers, two servers, thin client RDS desktops which provide 1:8 computer-student ratio. Well established LAN facility links all the departments. Licensed software is being used in the servers and systems.

To ensure regular and reliable power supply, DEI has invested in multiple solar plants at various locations with a total capacity of approximately 100kW

Maintenance of Campus Facilities Campus facilities are being well maintained through the appointment of full time supervisor, regular electrician, plumber, carpenter, masons, IT admin and technicians. UPS and generator facilities help to provide continuous power and drinking water supply

The institution chalks up a plan for optimum utilization of infrastructure in the commencement of the academic year for its various academic and other activities.

Optimum utilization of the infrastructure is ensured by the

institution by allocating infrastructural space to every curricular, co-curricular, and extra-curricular activity of the College and these activities form a part of the regular time table.

The Management regularly analyses the needs of infrastructural requirements in line with its academic growth. The institution augments infrastructural facilities to keep pace with demands of the new courses offered, increase in student strength and the requirements of the student community.

Provides space to conduct various Government Examinations and University examinations for students from neighbouring institutions also.

The institution permits the use of both physical and intellectual resources of the computer science department to hold classes, training programmes, workshops to students, teachers, and non-teaching staff of different nearby institutions also.

Special coaching and training sessions are held during vacations to train students in different sports.

The institution permits the various social and service organizations, agencies and educational institutions to conduct activities such as Blood donation camps, medical camps, eye camps, etc. on weekends, holidays and during vacations.

The facilities of the Ranga Adhyayana Kendra are made available to other cultural organizations for holding their performances providing an opportunity to the students and the public to witness.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://basck.in/IQACWeblinks.html

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

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

The Institution with its compulsory Core Courses and the continuous evaluation scheme, integrates sports and extra-curricular activities

as essential components. This is done not only for participation but also for assessment of students.

Our institution has provided well-equipped assembly halls for organizing annual functions and cultural events. Major cultural events are organized in the Auditorium and also at the Open air Theatre.

Sports and Games:

Facilities for outdoor and indoor sports and games that include badminton, volleyball, basketball, carom, table tennis and chess, gymnasium and cultural activities also provided in the Girls Hostels.

Intra-faculty and inter-faculty games and sports competitions are organized every year for students. Students are specially trained for participation in Zonal and Inter-university tournaments.

The college playground is a part of college campus since its inception has an approximate area of 9.35 acres with 200m oval shaped track and on an average 100-150 students are utilizing its facilities daily.

The institution has two well equipped indoor pavilion one exclusively for girl students with sports room and store room.

The players are provided Track suit, T- shirts. Separate uniforms for players of various sports and games.

There is provision for providing TA/DA to players for participation in State and National events. There is a provision for providing Refreshment and Lunch to participants and officials who accompany the sports persons on various events.

Dias, Mike arrangements, Podium, Banner for felicitation during annual meet are arranged by the institution.

Institution provides its playground for organizing events of inter university sports events..

Cultural activities:

For encouraging students in cultural activities, the institution organizes many competitions like dance, song (group and solo), writing, debate, rangoli, flower decoration, poster making, and

painting etc every year in connection with annual day celebration. The winners at the college level competition in various cultural fields are deputed to represent the college in the inter- collegiate competition besides felicitating them in the function of annual day celebration.

Students are motivated to participate and exhibit their talents on special occasions like Republic Day, Independence Day, Gandhi Jayanti, and Swami Vivekananda Jayanti etc

Budgetary allocation of approximately Rs 1 lakh per annum for annual gathering, youth festival and other cultural events. Musical instruments and service of the musician and choreographer are provided by the institution to the participants.

Those students who are selected to represent college at university level, state and national level competitions are financially supported by the college by providing them TA/ DA.

Separate Green room facilities are provided to the boys and girls separately for the preparation of cultural events.

Refreshment and Lunch is provided to all the participants, students and supporting staffs for various events.

Faculty are given in-charges responsibility for conducting and coordinating various events.

The college has a two large platform (Indoor and Outdoor) which are well equipped with all requisite facilities for conducting annual function and various cultural activities.

The institution also has two auditoriums having audio system and fixed LCD with the seating capacity of approximately 200 students simultaneously in each auditorium which are also used for conducting various cultural programs. The auditoriums are approximately 2000 sq. fts each in area.

Yoga Center- There is separate yoga/ prayer hall in the institution. Both students and faculty do meditate avail this facility for meditation and performing Yoga. International yoga day is also celebrated to create awareness about healthy life style.

There is separate Gymnasium center in the institution.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://basck.in/IQACWeblinks.html

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

28

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

28

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://basck.in/IQACWeblinks.html
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

106.87537

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

- Name of ILMS software: Koha Automation Software
- Nature of automation (fully or partially) FULLY
- Version: 5.030000
- Year of Automation:2020

File Description:

- Upload any additional information

Paste link for Additional Information Koha Staff user interface

http://192.168.1.28:8080/cgi-bin/koha/about.pl

Koha OPAC

http://192.168.1.28/cgi-bin/koha/opac-main.pl

-

Koha version:

20.05.04.000

OS version ('uname -a'):

Linux bckit-ThinkCentre-M93p 5.4.0-53-generic #59-Ubuntu SMP Wed Oct 21 09:38:44 UTC 2020 x86_64

Perl interpreter:

/usr/bin/perl

Perl version:

5.030000

Perl @INC:

/usr/share/koha/lib /etc/perl /usr/local/lib/x86_64-linux-gnu/perl/5.30.0 /usr/local/share/perl/5.30.0 /usr/lib/x86_64-linux-gnu/perl5/5.30 /usr/share/perl5 /usr/lib/x86_64-linux-gnu/perl/5.30 /usr/share/perl/5.30 /usr/local/lib/site_perl /usr/lib/x86_64-linux-gnu/perl-base /var/lib/koha/library/plugins

```
MySQL version:

mysql Ver 15.1 Distrib 10.3.25-MariaDB, for debian-linux-gnu
(x86_64) using readline 5.2

Apache version:

Server version: Apache/2.4.41 (Ubuntu)

Memcached:

Servers: 127.0.0.1:11211 | Namespace: koha_library |
Status: running. | Config read from: koha-conf.xml

Zebra version:

Zebra 2.1.4 (C) 1994-2017, Index Data Zebra is free software,
covered by the GNU General Public License, and you are welcome to
change it and/or distribute copies of it under certain conditions.
SHA1 ID: 45c729bb18ecdd3e0455f47765700b1c9754b1ce Using ICU

Date and time:

10/12/2021 15:00

Time zone:

Used: Asia/Kolkata | Config: Undefined | Environment (TZ): Undefined
```

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	Nil

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

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

1.89405

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

3

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The plans for infrastructural development are given top priority as the College realizes the correlation between adequate infrastructure and effective teaching – learning. The strategies adopted for ensuring adequate infrastructure are as follows:

At the beginning of the academic year need - assessment for replacement / up gradation / addition of the existing infrastructure is carried out based on the suggestions from BOS members, Heads of the departments, lab technicians and system administrator after reviewing course requirements, computer – student ratio, budget constraints , working condition of the existing equipment and also students grievances.

Optimal deployment of infrastructure is ensured through conducting workshops/awareness programs/training programs for faculty on the use of new technology. Effective utilization of infrastructure is ensured through appointment of adequate and well qualified lab technicians/system administrator.

Renewal of AMC is done at the beginning of the academic year for the deployed Software applications, UPS and Generators. The institute has always been reviewing the current needs and accordingly the internet bandwidth is upgraded from time to time.

Number of system with configuration- 308. Most of the computers have internet facility.

The institute has software installed in English Language Lab Computer Lab, and Library (KOHA) and in department of Mathematics (MATHEMATICA)

The institute has 2 smart classrooms for better teaching learning process. Most of the departments have LCD for Power Point presentation of students. Every department has computers, most of which have Internet facility via Wi-Fi for preparation of power point presentation as teaching learning materials. At UG the teachers use Internet for providing notes to the students wherever required and necessary

The computers and printers of Administrative block and Computer Lab are connected to LAN.

Internet connectivity is available in class rooms. Video conferencing facility is available at E-learning resource lab. Most of the labs are equipped with LCD's for online demonstration to students.

IT Policy of the College: The IT Policy of the college covers relevant ethical aspects of internet use on the campus and instructs all stakeholders on how the network facilities of the college may be used in accordance with the existing laws and regulations of the

nation. Users of network facilities on the campus are required to agree not to use the same for illegal or unethical activities. They are also required to refrain from any activities resulting in compromising the data security and integrity of the cyber infrastructure of the institution. The policy is regularly revised and the latest version is available on the college website. Any monetary or other damage arising from not following the rules stipulated in the policy will be deemed as the liability of the user responsible for the same.

Rules for IT facility usage: The IT infrastructure of the institution is primarily intended to enable the free and fair access to information for students and staff. In addition the infrastructure is also a crucial part of the administrative and examination framework of the institution. The various sections of the IT Policy covers possible use-case scenarios and sets down regulations for safe and effective use of both online and offline information technologies. It is expressly designed to prevent local and remote data breaches or attacks. The policy also makes provisions for the use of the college website, other subdomains of the college and its social media accounts.

Website – Secure Hosting: The College has procured a secure domain for itself. All the academic departments and independent cells under the college are provided with subdomains connected to the main domain. All the domains rely on secure communication protocols for information exchange. In addition, domains requiring additional security have been provided with dedicated login pages where users can enter their credentials to access information. The domain of the college features data security features such as Software Security, Regular Backups, Malware Scanning, etc.

Maintenance of Server Logs and Provision for Backup Automatic: Backup has been enabled on all servers. At regular intervals backups are made onto separate storage media that are kept in a secure location outside the server room. This ensures data redundancy and security in the event of an unexpected server failure or some such mishap. Detailed logs of all server network traffic is maintained for monitoring and archival purposes. Server traffic is regularly inspected for signs of unusual traffic. IP addresses from which malicious activity is detected will be blacklisted and blocked.

Licensed Software and Policy to Promote Free and Open Source Software: In case proprietary software such as operating systems and office suites are required, the college has purchased adequate numbers of licenses for the same. However, it is the policy of the

college to promote the use of open source software in all possible scenarios. Pursuant to this, the college has deployed open source OSs including Microsoft windows server 2012 and Ubuntu on the test servers. Additionally, the college KOHA terminals and terminals in the library browsing center run on open source operating systems. Several cutting edge research projects undertaken in the institution such as drug delivery modelling and design are also made possible through the use of open source software.

Round the Clock CCTV monitoring of the Server Room: Our Server room is secured with 24 X 7 CCTV surveillance. Physical access to the server room is also limited and the facility is kept under lock and key. Only authorised persons are granted entry into the server room. All other measures (including fire and electrical protection systems) are provided to protect servers installed within the server room.

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

4.3.2 - Number of Computers

308

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

87.61486

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The college has maintenance committee that oversees the maintenance of buildings, classrooms and laboratories. The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeepment of various facilities by holding regular meetings of various committees constituted for this purpose and using the grants received from the college as per the requirements in the interest of students.

The maintenance committee is headed by the Head of the institution who in turn monitors the work of the Supervisor at the next level. The Supervisor is accountable to the Head of the institution and functions as a coordinator who efficiently organizes the workforce, maintaining duty files containing details about their individual floor - wise responsibilities, timings, leaves etc. The maintenance officer conducts periodic checks to ensure the efficiency / working condition of the infrastructure.

Laboratories (All Labs & Computer center): Each laboratory has one teacher as lab in charge, a Lab Assistant and attendant. Lab in-charge is responsible to maintain and upgrade the laboratory with necessary equipment's from time to time to cope up with change in the syllabus brought about from time to time by the University. Every department maintains a stock register for the available equipment. Proper inspection is done and verification of stock takes place at the end of every year. Dead stock verification (Physical

Verification) is carried out to verify working/nonworking/missing equipment's etc. Preventive maintenance and performance monitoring is carried out. Every laboratory assistant keeps the record of utilization of equipment's, computers and other required material for experiments. Lab assistants under the supervision of the System administrator maintain the efficiency of the college computers and accessories. The campus maintenance is monitored through surveillance Cameras.

Periodic reporting on requirements of repairs and maintenance are submitted by the HODs to the Head of the institution. The requirements are collectively processed in every semester break so as to keep things ready for the new semester

Sport complex/ground/equipment: Physical Director of the institute looks after the sports facilities and the activities. The sports equipment's are issued to the students as per the schedule of the events. If any equipment's get faulty sport director submits proposal for maintenance. Preventive maintenance measures are taken in time. Physical director is responsible for keeping the record of utilization of sport Facilities, activities held, and awards for the students etc.

Library: Librarian with supporting staff has been appointed to maintain central library. They focus on the availability and utilization of instructional material in teaching and learning process. At the end of the Academic year stock verification is done. Librarian will prepare the report on the same and utilization of books by the students and staff. Procurement of books as per the requirement is initiated through library committee by inviting the requirement of books from various departments this is then processed following the procurement procedure. Pest control of library books and records is done every year by the maintenance department.

IT facilities: All departments in the institute are having PCs, essential software and peripherals the laboratory technicians and s system administrator maintain the IT facilities in the institute. In case of major issues of maintenance vendors are hired for maintenance of the IT facilities.

The civil and electrical work is adequately monitored and maintained by the Estate officer. Estate office manager and his team are involved in the maintenance of infrastructure facilities. This team looks after the regular maintenance of civil works such as furniture repairs, masonry and plaster works, painting, carpentry, plumbing and house- keeping. The non-teaching staff is also trained for the

maintenance of science and computer equipment.

Optimum working condition of all properties/ equipment on the campus is ensured through annual maintenance contracts (AMC). The AMC purview includes maintenance of Generator, Air Conditioners, CCTV cameras and Water Purifiers. Apart from contract workers, the college has trained in - house electricians and plumbers.

Adequate in - house staff is employed to meticulously maintain hygiene, cleanliness and infrastructure on the campus so as to provide a congenial learning environment. Classrooms, Staffrooms, Seminar halls and Laboratories, etc. are cleaned and maintained regularly by Non - teaching staff assigned for each floor. Wash rooms and rest rooms are well maintained. Dustbins are placed in every floor. The Green Cover of the campus is well maintained by the institution.

Electrical, Drinking water/ coolers, Lift etc.: Institute has employed technicians (electrician and plumber) for up keeping and maintenance of electrical and water drinking facility.The Estate office workers look after the maintenance of rest rooms, approach roads and neatness of the entire premises. Housekeeping services are regularly executed and monitored.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	http://basck.in/IQAC/Procedures%20and%20policies%20for%20maintaining%20facilities/Procedures%20and%20policies%20for%20maintaining%20facilities.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

154

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

329

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**C. 2 of the above**

File Description	Documents
Link to institutional website	https://bhandarkarscollegenews.blogspot.com/
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

01-02-2022 03:23:28

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

52

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

52

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

50

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

435

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

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

2

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

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

2

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

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

Students have active representation on academic and administrative bodies and committees of the Institute.

Our Institution provides an environment for students to improve their leadership and interpersonal skills and also help them increasing their self-confidence. Involvement in activities helps students mature socially by providing a setting for student interaction understanding and discussions. College creates a platform for the active participation of the students in various administrative and academic bodies including Sports committee, Cultural Committee, Magazine Committee, Library Committee, Career Counselling Cell, Editorial Board and Students Welfare Committee. Students are invited to express their viewpoints. They share their problems and also give suggestions regarding the betterment of facilities in the college.

Objectives of the Students' Union according to Statutes:

To promote, discipline and decorum in the institution, mutual contact, democratic outlook, and spirit of oneness among students of the institution; social harmony among all students and to work towards their cultural and academic development; close and cordial relations between students and teachers of the University; leadership quality among students and a consciousness of the university; to equip them for becoming responsible citizens ;self-reliance, service to the people and duty towards development of the nation

To meet, discuss and make representation to the Central, State and University authorities on matters concerning the common interest of the students

Class Committees

All programmes have class committees for each course that comprise of student members representing meritorious as well as weak students, along with faculty members nominated by the Head of the Department, other than the course teacher. The Class Committees provide feedback on all aspects of the programme and respective course. Class Committee Meetings are held regularly, at least twice in each semester.

Several clubs such as music dramatics, literary, robotics also work along with SC. The SC along with professional chapters and NSS plan & organize all the extracurricular events and prepare an event calendar. All the events are organized as per the standard procedure set by the institute

Alongside organizing the college festivals and a plethora of workshops and skill development sessions across the academic calendar, the members also play a vital role in various institute level committees like the college women development cell, anti-ragging committee, and IQAC committee.

Cultural and Sports Committees

Students have strong representations in all cultural and sports and games committees and help in organization and management of events.

Hostel Administration

Students provide strong support in the administration and management of hostel affairs. Each hostel has a Captain, Vice-Captain, Mess Committee, Cultural Committee, Sports Committee and Cleanliness Committee. Students manage the entire functioning of the cooperative mess and organize extra-curricular events and competitions throughout the year.

Organization of Special Events

Students organize, and celebrate the National Teachers Day, on Sept. 5, every year by honoring retired teachers and presenting cultural programme, the Inter-University cultural and sports competitions, Founder's Day celebrations on December 5 and other National

celebrations that include, Independence Day, Republic Day, Engineers Day, Science Day and various NSS and social service activities.

Involving the students in various administrative bodies has made them more responsible and strengthened their bonding with the institute and this has resulted in many of them coming back to contribute to their alma mater

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

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

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

1

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

5.4 - Alumni Engagement

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

The College has registered Alumni Association. While rejuvenating the memories of the college, a network of old students was achieved.

Today, it is the backbone of the institution. The institution rests on the rich history of the student's success and glory. Association regularly meets and interacts with the management. It is the flag bearer of the developments in the institution.

The Alumni organizes lectures on personality development. Over the years it has been helping in holding interactive sessions to motivate students regarding social adjustments and career seeking. The alumni also help the institution by influencing industries and other agencies in getting placements fests for the institution. The alumni has expanded and strengthened it with new enrolments.

The alumni appear for various activities and their suggestions are taken into account. Alumni day is celebrated and their achievements are recognized. The Institution has a social networking page and a separate link in the website where the Alumni can register and connect to share their ideas.

Alumni Objectives:

1. To bring together students of institution youth in every area to act as their representative and coordinate, synchronize and promote their interest in all matters.

2. To utilize the experience, wisdom, zeal, ability and spare time of past students of the institution the society for the benefit of the weaker section of the society.

3. To take up public interest matters relating to the past students of institution this area with State and Central Government and Semi Government or private organizations or public co-operations.

4. To promote and provide for education, educational scholarships and medical relief useful to poor and the needy students of institution.

5. To promote sports education, culture & knowledge by arranging seminars of past students of institution.

6. To make the students career oriented and attain international standard and by sheer professionalism. 7. To arrange seminars and to develop activities for healthy environment, and to avoid pollution developed the habit of tree plantation; cultivate horticulture gardens and agriculture plants in selected areas.

8. To bring about better living condition, mutual co-operation amongst the past students of institution by implementing recreational facilities. To develop the library and other necessary activities for past students of institution.

9. To help and assist financially or otherwise, old age homes,

rescue homes, health care units, family welfare centers, seminars etc.

10. To arrange, conduct and hold seminars, conferences, discussions, symposia etc for past students.

11. To assist past students who are preparing for, entering upon or, engaged in any profession, trade, occupation or services by outright gifts or payments for instruction. Payment of traveling expenses or such other means for the advancement and education in life or for enabling them to take education in life or for enabling them to take education to earn their own living.

12. To establish, acquire, construct, maintain or support library for general education and advancement thereof for past students.

13. To promote, social, educational, cultural activities for general education for past students.

14. To promotion, encouragement, and advancement of any training and/or physical efficiency of the past students includes that of sports and games in all their branches.

15. To print and publish books, periodicals, references, information broachers, to develop computer software and to circulate the same and conduct magazine

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

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

File Description	Documents
Upload any additional information	[View File](#)

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

institution

Vision: "To make higher education available to all sections of the community emphasizing inculcation of moral and human values"
Mission: "To provide adequate infrastructure with student centric, research-oriented learning environment and ample scope for value-based, skill-oriented co-curricular and extracurricular activities in tune with the technological development in teaching and learning"
The mission statement defines the discrete features of the institution in providing higher education to the youth and also creating awareness about the need for quality education. The mission statement reflects the institutional desire to address the regions' educational needs.

The college provides holistic quality education to transform young men and women into empowered youth of the future by providing best infrastructural facilities.

Every student activity in the campus aims at building core values among the students such a sense of duty, discipline and service.

It envisions the future by empowering teaching, learning processes through ICT by sustaining transparency in institutional governance and by focusing on continuous improvement through comprehensive feedback and by enhancing growth opportunities for employability.

File Description	Documents
Paste link for additional information	http://basck.in/Management.html
Upload any additional information	No File Uploaded

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

The College promotes participative management. Ideas pertaining to academic goals, organizational progression and better campus life are collected from all stakeholders to promote efficient functioning of the College. The staff and other stakeholders help in infusing a positive attitude that leads to increased efficiency, improved communication, heightened morale, motivation and job satisfaction. Believing in decentralization, the Management takes policy decisions, finance, infrastructure etc. with the help of members of the Governing Council. Governing Council discusses matters related to teaching and administrative staff and decisions are taken at these levels are implemented.

Objectives:

• To bring together contributions from all traditional and non-traditional fields of humanities, social science, commerce, science and technology.

• To advance human self-understanding and communication.

• To Forster multicultural and international conversation concerning the human issues.

Decentralization

Institute has a mechanism for delegating authority and providing operational autonomy to all the various functionaries to work towards decentralized governance system.

Society level - The management of the institute is directed by Governing Body, whose members, are appointed in accordance with the guidelines provided by the Karnataka state government.

Principal Level

- The Governing Body delegates all the academic and operational decisions based on policy to the Staff Council headed by the Principal in order to fulfil the vision and mission of the institute.
- College council formulates common working procedures and entrusts the implementation with the faculty members.
- All the main decisions related to the institute are taken by the Principal in consultations with the Head of departments. Principal is the academic and administrative head of the Institute and the Member of the Governing Body. Some financial power is given to principal for the development of the institution.

Department level

- The Department Heads are responsible for to look day-to-day administration of the department and report to the Principal.
- In addition, any institute staff member can give suggestions and idea for improvement.
- Students also participate through different formal and informal feedback mechanisms.
- Management and Trustees are approachable and accept all suggestions

Faculty Level

- Faculty members are given representation in various committees and allowed to conduct various programs to showcase their abilities.
- They are encouraged to develop leadership skills by being in-charge of various academic, co-curricular, and extracurricular activities.
- They are given authority to conduct industrial tours and to have tie up with industry experts and appointed as coordinator and convener for organizing seminars/workshops/conferences/FDPs.
- Other units of the institute like sports, library, etc. have operational autonomy under the guidance of the various committees/cells.
- For effective implementation and improvement of the institute following committees are formed.

Student Level

Students are empowered to play an active role as a coordinator of co-curricular and extracurricular activities, social service group coordinator.

Participative management

- The institute promotes a culture of participative management by involving the staff and students in various activities.
- All decisions of the institution are governed by management of facts, information and objectives.
- Both students and faculties allowed to express themselves of any suggestions to improve the excellence in any aspect of the Institute.

Strategic Level

- The principal, academic co-coordinator and staff members are involved in defining the policies and procedures, framing guidelines and rules & regulations pertaining to admission, placement, discipline, grievance, counselling, training & development, and library services etc., and effectively implementing the same to ensure smooth and systematic functioning of the institute.
- For the various programs to be conducted by the institute all

the staff members will meet, discuss, share their opinion and plan for the event and form various committees involving students and coordinate with others.
*   Staff members are also involved in deciding academic activities and examinations to be conducted by the college.

Functional Level

*   At functional level the faculty members participate in sharing the knowledge by discussing on the latest trends in technology during faculty meeting.
*   Faculty members also write joint research papers and share their knowledge.
*   Operational level

*   The principal of the institution is a member secretary of the Governing Council. The Governing Council gives suggestions and monitors the procurement, introduction of new programs and welfare activities.
*   The Principal of the institution is responsible for academic, non-academic and administrative activities of the institution.
*   On behalf of the institution, he interacts and corresponds with Govt. of Karnataka, UGC, Affiliating University, etc.,
*   The budget is earmarked for staff members and students to participate in various programmes organized by the institute. All the staff members actively participate in implementing the policies, procedures, and framework designed by the management in order to maintain and achieve the quality standards.

    Office staff are involved in executing day to day support services for both students and faculties.

File Description	Documents
Paste link for additional information	http://basck.in/staffcouncil.html
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Objectives of Perspective Plan

To ensure top quality standards in higher education

- Contributing to National Development
- Developing requisite competencies amongst students of the college
- Inculcating a Value System among the Students
- ICT-based teaching and learning.

Core Values of our Institution

- Efficient Teaching erudition procedure
- Effective Leadership and Participative management
- Constant Internal Quality Assurance System
- Ensuring effective governance
- Student's Overall Development through Participation
- Employees Advancement & Welfare
- Escalating Placements 8. Proper Discipline
- Women/Student/Faculty Grievance
- Financial Planning & Management
- Institute – Industry Interaction
- Encouragement of Budding Entrepreneurs
- Constant Growth in Research and Development
- Boosting Internal Revenue Generation
- Alumni Interaction and Outreach activities
- Mounting Physical Infrastructure.

Perspective Plan:

To maintain continuously good academic performance

To develop and execute effective teaching- learning process

To encourage research culture in faculty and students

To develop a comprehensive system of student mentoring and student support and ensure transparency in evaluation process of students

To empower faculty about emerging trends in their profession for academic advancement

To facilitate a friendly, efficient and flawless administrative set up ensuring a smooth day to day functioning.

Focus of Strategic Plan

To make students more employable

● **Providing various courses which will help in increasing their practical knowledge**

● **Periodic interaction with the distinguished guests who have excelled in their field.**

● **Industrial visits to various business premises**

● **Conducting basic computer courses like Python, Tally etc. through Skill India Scheme so that there is seamless transformation from academic to professional life**

● **Conducting soft skills and lectures on etiquettes**

To maintain continuously good academic performance

● **Increasing students' engagement in learning**

● **Increasing students' responsibility towards learning**

● **Motivating students by periodic interaction with distinguished guests**

 To develop and execute effective teaching- learning process

● **ICT-based teaching**

 ● **Organize Study tours for students**

● **Provide state of art library facilities**

● **Encourage teachers to participate in Seminars and Conferences**

● **Encouraging the teachers to participate in Orientation Programme, Refresher Courses, Short Term Courses, etc.**

● **Encourage students to participate in Seminars, Conferences and workshops.**

To encourage research culture among faculty and students

● **Encourage teachers to present research papers in seminars and**

research conferences.

- Promoting faculties to undertake minor and major research project.

- Develop university-recognized research centres in college.

- Organize Seminars and Conferences to promote research culture.

To develop a comprehensive system of student mentoring and student support and ensure transparency in evaluation process of students'

- Provide mentor Teacher for every class

- Provide Remedial Coaching to Slow Learners

- Identification of Fast Learners and help them to achieve their potential

- Continuous tracking of Attendance of the students

- Establishment of Women Development Cell

- Honour the University Act of prohibiting Faculty members from conducting private tuitions

- Publish evaluation process in the prospectus of various courses and explain to the students

- Establishment of Centralized Assessment System

To empower faculty about emerging trend in their profession for academic advancement

- Encouraging the teachers to participate in Orientation Programme, Refresher Courses, Short Term Courses, etc.

- Encourage teachers to participate in Seminars and Conferences

- Provide Internet Facility and Laptops to Faculty Members

- Upgrade Books in Library every year by making provision in Departmental Budget

To facilitate a friendly, efficient and flawless administrative set up ensuring a smooth day to day functioning

● Delegate authorities and responsibilities to Principal, Vice-Principal, Faculty Members and Administrative Staff.

● Conduct periodic and need-based meetings

● Promote team-spirit and healthy relations amongst staff members of the institution.

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

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

LEVELS OF PARTICIPATIVE MANAGEMENT

Teaching Staff   Governing Council

Local

managing committee   IQAC

Grievances

Redressal Cell

Women

Grievance redressal cell

Anti-ragging

Committee

Examination committee

Extra-curricular

& Co curricular activities

Training, Placements & Field Visits

Programme organising committee.

R&D cell

Alumni

Committee

Website

Committee

Non - Teaching

Staff

Local

managing committee

Admission committee

Anti-ragging Committee

Students

Grievances Redressal Cell

Anti-

ragging Committee

Students

Editorial

Board

External Representation:

Grievances

Redressal Cell

Anti-ragging Committee

IQAC

Parents Representation:

Anti-

ragging Committee

IQAC

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	http://basck.in/IQACWeblinks.html
Upload any additional information	[View File](#)

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	View File
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

- **Residential quarters. Staff quarters with no maintenance cost are available at affordable cost**
- **Provision of accommodation in ladies hostel on request for lady staff members.**
- **Canteen facilities.**
- **Medicare facilities at Kasturba Hospital, Manipal.**
- **Provident fund.**
- **Gratuity scheme.**
- **Medical Leave & Maternity leave for eligible staff members**
- **Employee gets fees concession for their ward.**
- **Sponsorships to attend and present papers in conferences.**
- **Internet facilities are also available in campus for staff.**
- **Teaching and Non-Teaching Staff Club organizes tour, and sports activities for the staff.**
- **Faculty development programs (FDP) for faculty members on regular basis.**
- **Skill development courses are organized for non- teaching staff to enhance their skills in work environment.**
- **Elevator facility is enabled in all the blocks in the institution.**
- **Worker Engagement is a key perspective which helps to comprehend and portray, both subjectively and quantitatively, the nature of the connection between an association and its representatives.**
- **Women Empowerment Cell is established for creating venues for women members to flourish and gain momentum.**
- **Study leaves for Ph D, higher education and training programmes.**
- **Centralized reprography facility (Xerox) for Teaching & Non-Teaching staff.**

- **As per the provisions of provident fund act, institute contributes to Provident Fund.**

Salary advance facility for teaching and non-teaching staff in case of urgency.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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

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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

1

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

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

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

23

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

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

A good performance management system works towards the improvement of the overall organizational performance of teams and individuals for ensuring the achievements of the overall organizational mission and vision. An effective performance management system plays a crucial role in managing the organization in an efficient manner.

In line with this, the Institute is following the appraisal scheme suggested by UGC viz. Performance Based Appraisal System (PBAS). In this scheme, the performance s are classified into three categories (i) Teaching, Learning and Evaluation related activities (ii) Co-Curricular, Extension and Professional Development related activities (iii) Research Publications and Academic Contributions.

These are called Academic Performance Indices (API). At the end of each academic year, the data pertaining to the above categories are collected from each faculty member in the proforma suggested by UGC. Based on the data collected, API scores are calculated for each of the three categories. The Principal in consultation with IQAC fix certain minimum API scores to be achieved by the faculty members in the three categories.

Further, at the end of each semester, feedback forms are issued to the students for each of the courses attended by them. The feedback forms in the form of questionnaire collect information about the teacher and different aspects pertaining to the teaching process.

The faculty appraisal is undertaken with following objectives:

- To assist teachers in their professional development and career planning.
- To assist teachers to reflect about their potential and to carry out their duties more effectively
- To provide judgment to support promotions, demotions, transfers, confirmation or termination.
- To provide feedback to staff about their behavior, attitudes, skills or subject expertise
- To recognize the achievements of teachers and help them to identify ways of improving their knowledge, skills, attitudes and ultimately performance.
- To improve the quality of education for students In short, it would be utilized as a tool to facilitate growth, development, efficiency and effectiveness of the teaching-learning process in the institution.

The process of appraisal comprises of three parts:

- Self-appraisal format to be filled by every faculty
- Appraisal by Principal: This would also involve a review of the self-appraisal documents submitted by the faculty.
- Student Appraisal of teachers.

To make the process of appraisal more objective, detailed grade

descriptors have been provided for every item under each section. The faculty are given the same along with the self-appraisal format to be filled.

General guidelines for faculty when undertaking the responsibility of self-appraisal:

- Faculty are expected to highlight their accomplishments and recollect milestones in their professional development across the academic year
- Being honest, realistic and objective about oneself is important.
- Faculty need to be reflective and critical without being self-deprecating in their assessment.
- Faculty are expected to be professional when writing self-assessments.
- In case of any confusions, faculty are expected to utilize the grade descriptors provided.
- Faculty have to undertake the responsibility of self-appraisal seriously. They are expected to work individually and not be influenced by any colleague or peers during the process.
- The Principal would assure the confidentiality of the process.

Process:

- Feedback from students are taken from all sections at the end of every semester.
- It is ensured that every teacher has received feedback on at least two subjects taught by him/her. It is ensured that the two sets of feedback are not from the same class.

To maximize objectivity and reduce biases, the following protocols are followed:

- Students are advised to give their feedback freely and judiciously.
- Students are advised not to discuss with their peers when they are filling the forms.
- Students are assured of confidentiality.
- The teacher whose feedback is being provided will not be involved in the class during the session.
- The feedback forms are collected immediately and will be in the custody of the Principal.

COMMUNICATING THE ANALYSIS OF APPRAISAL/STUDENT FEEDBACK

- After a consolidation of the appraisal and student feedback across academic year has been undertaken, the faculty would be invited for an individualized meeting to discuss the same.
- The Principal is expected to acknowledge and appreciate achievements, encourage and motivate the faculty to further improve or convey the implications of poor performances as the case may be.

The possible course of actions both positive and negative have to be conveyed clearly to the faculty. Both the Principal and the Faculty are expected to maintain professional etiquettes and behaviors.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The Institution has established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance. Internal audit is conducted half yearly by the internal financial committee of the institution. The committee thoroughly verifies the income and expenditure details and the compliance report of internal audit is submitted to the management of the institution through principal. External audit is conducted once in every year by an external agency.

The mechanisms used to monitor effective and efficient use of financial resources are as below:

- Before the commencement of every financial year, principal submits a proposal on budget allocation, by considering the recommendations made by the heads of all the departments, to the management.
- College budget includes recurring expenses such as salary, electricity, internet charges, maintenance cost, stationery, other consumable charges etc., and non - recurring expenses like lab equipment purchases, furniture and other development expenses.
- The expenses will be monitored by the accounts department as

per the budget allocated by the management.
- The depreciation costs of various things purchased in the preceding years are also worked out.

Process of the internal audit:

All vouchers are audited by an internal financial committee on half yearly basis. The expenses incurred under different heads are thoroughly checked by verifying the bills and vouchers. If any discrepancy is found, the same is brought to the notice of the principal. The same process is being followed for the previous years.

1. Internal Audit

Local auditor is appointed by the management verifies finance and accounts every year. The auditor conducts audit through following ways,

- Verifying receipts, vouchers and bills
- Affirmed scrutinizing the government grants and college grants.
- Student's strength, scholarships, equipment's, fixed assets, U.G.C (assets) will be examined.
- Statements prepared by the institutions like income and expenditure, bank reconciliation, joint account and balance sheet.
- The minutes of meeting of the board of governing body for decision on purchase and investment.

Process of the external audit: The accounts of the college are audited by chartered accountant regularly as per the government rules. The auditor ensures that all payments are duly authorized after the audit, the report is sent to the management for review. Any queries, in the process of audit would be attended immediately along with the supporting documents within the prescribed time limits. The institution did not come across with any major audit objection during the preceding years. All these mechanisms exhibit the transparency being maintained in financial matters and adherence to financial discipline to avoid defalcation of funds or properties of the institution at all levels. The audited statement is duly signed by the authorities of the management and chartered accountant.

1. External Audit

Auditor will be sent by Joint Director's Office, Mangalore (Department of Collegiate Education, Government of Karnataka) every year and auditor from Auditor Generals' Office once in three years. They visit our institution to examine the following documents and infrastructure.

- Salary statements and arrears of salary.
- Scholarship, tuition and laboratory statements.
- Service register of staff.
- Infrastructures (fixed assets).
- Joint account and balance sheets.

File Description	Documents
Paste link for additional information	http://basck.in/IQACWeblinks.html
Upload any additional information	View File

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

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

1.62800

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

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

Institute maintains & follows a well-planned process for the mobilization of funds and resource. Resource Mobilization Policy and Procedure.

Before the financial year begins, Principal and Heads of Departments prepare the college budget.

The institutional budget includes recurring expenses such as salary, electricity and internet charges, stationary & other maintenance costs. It includes planned expenses such as lab equipment purchases, furniture, and other development Expenses.

The budget is scrutinized and approved by the top management and Governing Council.

Accounts department and Purchase department monitor whether expenses are exceeding budget provision.

- Mobilization of Funds, the student Tuition fee is the major source of income for the institute.
- The management provides need-based loans to individual colleges.
- Various government and non-government agencies sponsor events like seminars and workshops.
- Alumni contribute to the institute by raising funds to purchase items.
- Sponsorships are sought from individuals and corporate for cultural events and fests.
- The Alumni, who also provide financial and non-financial support for various activities in the institution.
- The institution also mobilizes its resources from funds generated from self-financing and add-on and certificate courses run by the institution.
- Funds received from State government are spent on payment of salary of teaching and non-teaching staff of the institution and other activities.
- Funds are also generated as a result of interest on corpus fund, funding from alumni donors. Fund generated from these resources are principally used for maintenance and development of the institution.
- Statutory auditors are also appointed who certify the financial statements in every financial year.
- The grants received by the college are also audited by certified auditors.

Optimum utilization of funds is ensured through:

The institution utilizes its funds in a transparent manner. Grants received from UGC are earmarked for various activities including academic development and infrastructure growth. Concerned departments/offices of the institution usually take care of utilization of UGC grants which are spent on different plan periods under fixed schedule, target and time.

UGC grants are spent as per the guidelines of Grant and/or University purchase rules. All the expenditures of contingent nature are done following due procedure of approval from competent authority.

- Adequate funds are allocated for effective teaching-learning practices that include induction and orientation Programs, workshops, inter-disciplinary activities, training programs, Refresher Courses, Faculty Development Programs, Conferences, Industry Academia interactions that ensure quality education.
- Adequate funds are utilized for development and maintenance of infrastructure of the institution: The requirements of the various departments are submitted to the central purchase committee after getting approval from the competent authority. The central purchase committee examines its relevance, usefulness of the requirement and ensures the optimal utilization of funds before approval. For the purpose of purchase, competitive bidding and tendering process is followed to ensure optimum use of funds. Budget is utilized to meet day to day operational and administrative expenses and maintenance of fixed assets.

- Enhancement of library facilities needs to augment learning practices and accordingly requisite funds are utilized every year.
- State of Art improvement through up-gradation of lab facilities in various departments: Common laboratory to promote research facilities in the institution.
- Some funds are allocated for social service activities as part of social responsibilities through NSS and NCC.
- Renovation of classrooms, Labs and faculty rooms.
- Sharing of various facilities: For optimal utilization of various equipment's in the labs, the institution promotes inter-department sharing of resources.

Optimal utilization of resources

- **The optimal utilization is ensured through encouraging innovative teaching-learning practices.**
- **The available physical infrastructure is optimally utilized beyond regular college hours, to conduct remedial classes, co-curricular activities/extra-curricular activities, and parent teacher meetings.**
- **The college infrastructure is utilized as an examination center for Government examinations/University Examinations.**
- **Library functions beyond the college hours for the benefit of students, faculty, and alumni.**
- **Effective utilization of infrastructure is ensured through the appointment of adequate and well-qualified lab technicians & system administrators.**

File Description	Documents
Paste link for additional information	http://basck.in/index.html
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

Institute attempts to chisel out the total quality person through a persistent focus on imparting quality education, through its innovative, comprehensive and flexible education policy. Its Internal Quality Assurance Cell (IQAC) carries out activities that encompass all aspects of the Institute's functioning.

 The IQAC at Institute was constituted on 25/06/2005. Since then, it has been performing the following tasks on a regular basis:

1. Improvement in quality of teaching and research by regular inputs to all concerned based on feedback from students.

2. Providing inputs for best practices in administration for efficient resource utilization and better services to students and staff.

3. Providing inputs for Academic and Administrative Audit and analysis of results for improvement in areas found weak. Students and staff give their feedback and suggestions on teaching and administrative performance.

The IQAC has immensely contributed in the implementation of quality assurance strategies and processes at all levels.

The Institute IQAC regularly meets every three months.

The Institute IQAC prepares, evaluates and recommends the following for approval by the relevant Institute and Govt. statutory authorities:

(a) Annual Quality Assurance Report (AQAR)

(b) Self-Study Reports of various accreditation bodies (NAAC, NIRF,)

(c) Performance Based Appraisal System (PBAS) for Career Advancement Scheme (CAS)

(d) Stakeholder's feedback

(e) Process Performance & Conformity

(f) Action Taken Reports

(g) New Programmes as per National Missions and Govt. Policies.

IQAC led the efforts to acquire the NIRF Certifications in the 2018-19.

(a) The Institute IQAC planned, organized and executed the necessary steps that included the preparation of detailed quality manuals, identification of key performance indicators and mapping the various processes across the entire functioning of the Institute, which finally led to the successful award NIRF 2018-19.

(b) Use and enrichment of ICT infrastructure: The IQAC led efforts to the successful implementation of modern technology in the Institute's administrative functioning through ICT and alternative sources of energy, especially enhancement of solar power by 100 kW in the last three years. Automation of admission, financial and examination processes, upgradation of LAN facilities, have significantly contributed to an enhanced quality of teaching-learning experience. The use of ICT tools has become an integral part in teaching -learning process. IQAC always encouraged teachers to utilize these tools in classroom teaching and laboratories. IQAC prepares the plan to include the use and enrichment of ICT infrastructure expecting from each departments. The IQAC has advised the administration to enrich ICT infrastructure by purchasing

advanced ICT tools, broadband internet facility. Periodically IQAC has trained teachers and non- teaching staff to use ICT by arranging different workshop i.e. Office 365, Video conference, use of e-mail, handling ICT instrument etc. The educational use of social media has also been utilized to establish communication with the students and peers. In teaching and learning, the feedback system is implemented to take the review of reliability and uses of ICT facilities.

(c) Academic Audit through IQAC: The College takes academic audit of each department and various committees every year through IQAC to increase and maintain the quality of education. Academic Audit Committee is set up for this purpose. At the beginning of academic session, the committee collects academic plan including publication, extension activity, collaboration, innovative and best practices, assignment, ICT based activity, students competition, seminar and workshop supposed to organize for better performance. The Committee evaluated plan submitted by the departments and committees, twice in an academic session as per the academic plan and reviewed their academic progress. The report of the committee was submitted to the IQAC and the same is put in the College Governing Council for discussion, suggestion and approval. Due to implementation of such academic audit, it is found out that all departments and committees have been constantly improving their curricular, co-curricular and extra-curricular performances

File Description	Documents
Paste link for additional information	http://basck.in/IQACWeblinks.html
Upload any additional information	No File Uploaded

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

IQAC being the central body within the college monitors and review the teaching-learning process regularly. Based on feedback various innovative activities and reforms were introduced. The improvements based on feedback implemented are:

A)   IQAC periodically reviews the teaching-learning process, structures & methodologies of operations, and learning outcomes:

The standard methods of teaching, learning, and evaluation which are proven over the years are being followed.

Academic Calendar: Based on the University Academic Calendar the Institute schedules the academic calendar well in advance at the start of the year with ample time frame for not only the regular teaching-learning process but also to accommodate the various events like seminar/ guest lecture/co-curricular and extracurricular activities.

Preparation of lesson plan for each Semester: The lesson plan is prepared by the faculty members for all the subjects they teach in that particular semester. Enriching the curriculum with guest lectures, industrial visits, and Internships

Daily lecture Record: Everyday faculty prepare and submit details of the lecture along with the topic covered on an online portal.

Evaluation of teachers by students: The institution has a feedback system to evaluate the teachers by students. The regular evaluation of the teachers by the students, feedback on teaching methodologies, course delivery, attitude, strengths and weaknesses, difficulties faced in the subject give a clear idea about the problems faced by the students. Director and management also monitor the feedback system and takes appropriate corrective actions.

Student learning outcomes: The institute monitors the performance of the students regularly. It has specified procedure to collect and analyze data on student learning outcomes; the following points are adopted by the institute in this context:

· Regular class tests and interactions

· Midterm and continuous evaluation comprising of internal tests, assignments, group discussions, and seminar presentations.

· Semester system of examination for all courses.

· Providing Question bank of various subjects to the students. v Providing Lecture notes through an online portal

· Timely Redressal of students' grievances.

· At least 75% Attendance is compulsory in each semester.

· Extra classes for weak students to solve their problems.

Effective internal examination and evaluation systems: Institute maintains an effective internal examination and evaluation system.

Students' result analysis: Institute has the provision of analysis of students' performance after the announcement of their semester results. If the result of the students, in a subject, is not found up to the mark, necessary steps are taken to find out the reasons and the concerned faculty members are counselled and motivated to work towards improvement.

B)   Student Mentorship Scheme introduced & implemented in the even semester of Academic session:

The student Mentorship Scheme is an initiative of the institute inculcated for the overall development of the students in light of holistic improvement of knowledge enhancement and personality advancement.

Process of Program:

The mentor-mentee program includes three key members: the mentor an experienced faculty member, students, and a senior student member. The mentor roles are categorized clearly into two functions:

1) The career-related function incorporating advice to enhance the mentee's professional performance and development and

 2) The psychosocial function establishes the mentor as a role model and mental support system for the mentee.

In light of the effectiveness of a mentorship program, the institute management has set guidelines to include only 30 students as a mentee under the guidance of a single mentor. The students are assigned with a single mentor for clear communication between the student body and the mentor for effective development. One senior student member is also appointed based on the academic and extra-curricular performance in the past years of enrolment to provide advice and suggestions for further improvement of the student performance, thereby the performance of the institute as a whole.

Mentor-Mentee ratio introduced &implemented students were motivated and encouraged to seek guidance from the mentor. Students participated in various activities throughout the academic session. The program is conducted on a semester basis and evaluation of the performance of students is done in a two-fold manner. The performance before the engagement in the mentor-mentee program is

noted in terms of communication skills, teamwork, innovative behavior, and personal engagement. The performance evaluation on the same set of indicators is done after the successful completion of the program in 6 months (semester end). After the completion of the program students have been identified to engage in classroom participation, enhanced focus, higher well-being, and reduced absenteeism. Hence, all the teaching staff students involved in successfully conducting the various academic and cultural event practicing decentralization and participative management.

Regular parent-teacher meeting is conducted once in a semester to enable discussion, obtaining parent feedback and taking improvement measure.

File Description	Documents
Paste link for additional information	http://basck.in/IQACWeblinks.html
Upload any additional information	No File Uploaded

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://basck.in/IQAC/NACC%20certificates/NACC%20Certificates%202017.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Institution shows gender sensitivity through various initiatives and actions for creating safe, secure and healthy atmosphere in the campus. Sensitization of the students is done through special lectures and functions. Specific initiatives with respect to key areas are as follows:

· Safety and security

Hi-Tech Surveillance system: E- Surveillance with high resolution cameras through day and night facility of distributed recording in control room has been set up in the campus, entry of unwanted element is monitored through these cameras. This system ensures that all female staff, students can move freely in the campus and feel assure that they are secure at all the time in the campus.

·Hostels: There is a separate hostel for girl students exist on the campus. Behavior of students is monitored under set of well-defined rule under the guidance of wardens. All student and staff compulsory wear their ID cards at all times on the campus thus ensuring non - entry of outsiders also unauthorized persons.

·Security personnel: The College has strong security personnel deployed all around the campus to create secure enrolment.

·Medical Facilities: Specialists are invited to visit the campus as and when necessary, nursing and other staff is available 24 hours with emergency medicine.

· Counseling: Institution has a system of mentoring in each department for inculcating social, moral and ethical values .Women Cell also create gender awareness through different program. All senior officials are available both for boys and girls for solving their problem any time without any appointment.

· Common Rest Room: Institution provides separate washroom facilities for girls.24 hours water is available with proper ventilation in the washroom. Separate girl's common room is created with facilities like dressing table, drinking water, first- aid box and newspapers.

· Indoor stadium facility: The institution provides separate games facility on the campus.

Celebrations of International Women's Day.

Security Programme: Karate training for self-defense.

Demo and Provision of sanitary napkin vending machine.

Discussion on Vishaka Guidelines against Sexual Harassment at Workplace.

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

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	**No File Uploaded**

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

1. Solid waste management

Municipality takes it. Waste is processed and treated.

2. Liquid waste management

Sewer systems are designed to reach the coconut trees and other plants in the campus

3. E-waste management

Sent to local authorized recyclers in order to avoid risks.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**Nil**
Any other relevant information	**No File Uploaded**

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<u>View File</u>
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	<u>View File</u>
Any other relevant documents	**No File Uploaded**

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

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	[View File](#)
Any other relevant information	No File Uploaded

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

diversities (within 200 words).

Our Logo signifies our commitment towards the development of society with continuous traditional values.

To build a nation of youth who are noble in their attitude and morally responsible, the college organizes and conducted several activities to build and promote an environment for ethical, cultural, and spiritual values among the students and staff. To develop the emotional and religious feelings among the students and the faculty, commemorative days are celebrated on the campus with the initiative and support of the Management for not only recreation and amusement but also to generate the feeling of oneness and social harmony.

The Institution along with faculty jointly celebrate the cultural and regional festivals, like New-Year's Day, Teachers' Day, Orientation and Farewell Program, Induction Program, Rally, Oath, Plantation, Youth Day, Women's Day, Yoga Day, local festival, festivals etc. Institution is undertaking various initiatives in the form of celebration of days of eminent personalities National Festivals, NSS, YRC and other such activities to provide for an inclusive environment by bringing students and teachers with diverse background on single platform for creating inclusive environment. These functions help in developing tolerance, harmony towards culture, region and linguistics and also communal, social, economic and other diversities.

Motivational lectures of eminent persons of the field are arranged for all-round development of the students for their personality development and to make them responsible citizens following the national values of social and communal harmony and national integration.

The subject 'Constitution of India' and 'Professional Ethics' is made mandatory to all students across disciplines. Annual Day is conducted every year, where the annual day address is delivered to inspire and motivate the students for future journey. Two important national festivals, Republic Day and Independence Day are celebrated every year.

Besides academic and cultural activities, we have built up many strong infrastructures for a variety of sports activities for the physical development of the students.

In this way the institute's efforts/initiatives in providing an

inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic, and other diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

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

India, as a country, includes individuals with different backgrounds viz., cultural, social, economic, linguistic, and ethnic diversities governed and guided by the Constitution irrespective of caste, religion, race and sex.

The Institution sensitizes the students and the employees of the institution to the constitutional obligations about values, rights, duties, and responsibilities of citizens which enables them to conduct as a responsible citizen.

To equip students with the knowledge, skill, and values that are necessary for sustaining one's balance between a livelihood and life by providing an effective, supportive, safe, accessible, and affordable learning environment, these elements are inculcated in the value system of the college community.

The students are inspired by participating in various programs on culture, traditions, values, duties, and responsibilities by inviting prominent people. The institute conducted awareness programs on the ban on plastics, cleanliness, Swachh Bharat, etc. involving students.

The college establishes policies that reflect core values. Code of conduct is prepared for students and staff and everyone should obey the conduct rules.

The affiliating University curriculum is framed with mandatory courses like Professional ethics and human values, Constitution of India, Essence of Indian Traditional Knowledge, as a small step to inculcate constitutional obligations among the students.

Vigilance Awareness Week: 'Integrity - A way of Life 'To spread awareness regarding sanitation, living standards of life, and knowing one's personality.

A separate NSS unit is started exclusively to encourage the students and the unit is successfully conducting activities to serve the society.

Beti Bachao, Beti Padhao Awareness Programme.

Humanitarian Project Blood donation to needy through YOUTH RED CROSS, Karnataka Flood donation

Guest Lectures and Workshops are arranged by eminent personalities to deliver lectures on ethics, values, duties, and responsibilities and on saving the environment. Ethical values, rights, duties, and responsibilities of citizens are some of the topics that are enlisted in Elocution, debates, and Class presentation. Constitution day. Road Safety Rally. Cleanliness/Plantation drive. Covid-19 awareness.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

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

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

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

Institution is committed to promote ethics and values amongst students and faculty. To encourage the same, University organizes National festivals as well as Anniversaries for the great Indian Personalities. This includes:

1. Teachers' Day (5th Sept) as birthday of great teacher Dr. Sarvapalli Radhakrishna.

3. International Women's day (8thMarch)

4. International Yoga day (21stJune)

5. Independence Day (15thAugust)

6. Republic day (26thJan)

7. World environment day (5th June)

8. Karnataka Rajotsava day (1stNov)

9. NSS day (24thSept)

Birth and Death of anniversary of great personalities:

1. Mahatma Gandhi (2nd Oct)

2. Dr. B. R. Ambedkar (14th April)

3. Founder's Day. (5th Dec.)

4. Kanakadas Jayanti (3rd Dec)

5. Maharshi Valmiki Jayanti (24th Oct)

6. Sadbhavana Diwas (20thAugust)

Our students are on a mission towards better India by breaking the boundaries of religion and caste. Thoughts of great Indian personalities is sowed into the young minds through the exhibitions and programs conducted on these days. The institution practices pluralist approach towards all religion functions and encourages the students and faculty to showcase the same. Every year our institute organizes the national festivals and birth / death anniversaries of the great Indian personalities. Staff and students get to know the importance of national integrity in the country in general and their role in it in particular.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	View File

7.2 - Best Practices

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

1.Title of the Practice:

Midday Meal Programme

2.Goal:

Encourage the students from underprivileged classes and economically backward class students to pursue higher education

- **Promote students attendance**
- **To address hunger**

- To increase the enrolment in the college

3. The Context:

It was felt that Mid-Day Meal Scheme would encourage students belonging to disadvantaged sections to attend to the college more regularly and help them concentrate on classroom objectives.

Attendance to classes by certain category of students was less and these students used to underperform and drop out from second year onwards. During the counseling process the cause was identified as the economic constraints of the family. These students used to take up jobs in part time and other retail shops to earn livelihood and get distracted from studies. To plug this problem, the teachers of the college initiated the mid – day meal scheme for the benefit of such students

4. Practices:

Students from families belonging to below poverty lines were identified either by the class teachers or heads of the departments. Some of them were identified by the attendant staff of the college. Such of those students identified as having economic problems to pursue higher education were counseled by the Principal, and the head of the department. In the initial years only certain teachers were involved in managing the financial burden of these students including their fee component. A separate account has been created for the purpose

The students eat a common dish at a common place and thereby establish cordial relationship and emotional unity among students.The quality has to be taken care .Therefore lecturers are involved in various duties.

5. Evidence of Success:

The enrolment stastics have improved.We assess the satisfaction of students and parents about the implementation and impact of the mid-day Meal Scheme.

6. Problems Encounterd & Resources Required:

- Scarcity in the flow of funds .
- The quality has to be taken care.
- Proper monitering is essential.

RDS SYSTEM

Improving Teaching-Learning Process

Goal · To ensure the completion of syllabus according to the academic planner of each department · To encourage teachers to adapt to technological advancements including ICT adoption in class room teaching · To improve pass percentage and enhance the number of ranks bagged by the college at the university level examinations.

The context · The syllabus coverage in some cases is being hurried and towards the end of the semester where information are being crammed at once. This sluggish coverage initially and hurried coverage later should be avoided giving enough time to student in comprehending the topics and assimilating the facts. · The teachers find it difficult to keep pace with the techno – savvy student learners. It has become essential for some of the teachers to adopt to the latest pedagogic styles and include ICT in class room teaching. The mismatch between the student learner and the teacher in the use and comfort of handling varieties of tools available for teaching – learning needs to bridge.

The practice · Academic planner along with the calendar of events is uploaded on the website for information to students. · The teaching – learning committee along with the heads of different departments monitor the pace of coverage of the syllabus.

· Informal feedback is obtained from students regarding the content delivery by different teachers. The teaching – learning committee members and the class teachers hold frequent informal meetings and cull out the information needed. · Frequent assignments, tests and evaluation are conducted to improve performance in the semester – end examinations · Seven class rooms are made ICT ready and many departments have the necessary tools for handling the class room teaching with the help of ICT. · Computer science department staff and programmers train the teachers in the use of Power Point Presentations, browsing the internet for useful resources, uploading content on the college website, use of google docs for information sharing, etc. 5. Evidence of Success · Some of the teachers have adopted modern pedagogic styles and ICT in their classes. · Some of the notes are uploaded on the college website. · Appropriately paced and timely completion of syllabus · Increased attendance in the class. · Improvement in results. 6. Problems encountered and Resources required. · Development of animation based power point

presentations in teaching, particularly in science subjects, has been hindered due to the want of in – house technical expertise. · The demand for ICT resources is increasing and paucity of funds has been the biggest impediment which may dampen the spirit of technology adoption by teachers.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

The College has provided tremendous thrust and priority to its Program of Diversity Inclusion and Integration – an area distinctive to the Vision of the College. The Vision of the College is to educate, enable and empower young students. To acclimatize the rural students and bridge the knowledge and language gap, communication classes are organized by the College for them through various departments. The College emphasizes the need to mainstream the marginalized and weaker sections of students to ensure justice and equity in society. The Mission is to steer the education it offers not only towards the pragmatic goal of employability, but also to build a life of the mind and sensitize and orient its students to the service of the community, in the quest for a better life for society and the world that we inhabit.

The College follows a proactive financial aid policy and organizes courses in the teaching-learning of English Language and ICT skills for Economically Weaker Sections, skill training courses, computer literacy and mobility training program for fast learner. Pursuing its vision of Diversity Inclusion and Integration in the last year, the College provided financial assistance to several students with partial fee waivers including hostel fee waivers and also full fee waivers. This assistance was in addition to the support received by reserved category students from state and other agencies. The College also facilitated students in need, to obtain financial aid from other agencies, trusts and NGOs. The College has a financially sustainable Need-Blind Admission Policy that enables all students to enrol for its courses at the time of admission itself. It continues to support students with Registration Fees to make their academic

presentations in professionally recognized conferences within the country.

Under its Diversity Inclusion and Integration Program, the College during Covid-19 pandemic in 2020, provided a vital support structure to conduct Online Teaching-Learning for students. The main purpose of the application is to make the audio recordings of lectures available to these students for their reference. This application is specifically designed to reduce the load of downloading the audio lectures on phones as it follows proper indexing, and the user does not find it difficult to recover them.

The College Administration took a special initiative to deposit scholarship cheques in student bank accounts for students with visual disabilities to facilitate them to have access to financial resources during lockdown due to Covid-19.

Enhancing skill development, the college intends to continue its endeavours to achieve the aim of the National Skill Development. Its focus will be to facilitate vocational skills. In this direction the proposed plan is as follows:- Starting the skill oriented value added courses.

Strengthening Research and Innovation:- In the field of research and innovation we intend to enhance our Research Quotient by upgrading research related infrastructure. Provide incentives and facilities to the teaching faculty to undertake research.

As a special thrust, societal development is also instilled on a large scale into the students through the active NSS/NCC/Red Cross/Ranger-Rovers unit which undertakes various services to inculcate social values. Throughout the year, the NSS unit undertakes a plethora of events ranging from street plays, cleanliness drives, tree plantation drives, donation drives, waste management drives, gender equity, field visits and many more. Students have also developed an app portal to spread awareness about COVID 19. Keeping in mind the concerns regarding mental health during the lockdown, the portal also served as a platform to showcase initiatives and experiences of students during the lockdown.

The institute has been following a reduced paper drive since the last five years. All communications are only done using Office 365. The students also contribute to this initiative, and all our event registrations are paper free and done only through web portal.

"Those who have the ability to act, have the responsibility to act."
Abiding by this principle, the institute has committed itself and
taken on priority the task of an inclusive social up-liftment as the
institute's social responsibility

Inclusive Education as an institution rooted in Indian traditional
educational values, we believe that the entire world is our family
and therefore it is our moral obligation to impart education to all
diverse sections of the society. With this faith embedded in our
ideology, we shall strive to do the following: - Encourage our
visionary patrons to strengthen and reinforce the scholarship
schemes for needy students. Moral facilities and concessions will be
offered to the differently abled students and procure more resources
for them to ensure their participation in the cause of Nation
building.

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

7.3.2 - Plan of action for the next academic year

1. **Implementation of New Education Policy**
2. **Initiation to start new vocational course B.Com (computer Application)**
3. **Establishment of new computer lab for B.Com (computer Application) vocational students**
4. **Skill based certificate course (online mode)**
5. **Training for comparative exam (UPSC/KPSC/Banking)**
6. **Alteration of class rooms into Audio/Visual Rooms**