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***Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) by Accredited Institutions
(For Affiliated/Constituent Colleges)***

(Revised as per Revised Accreditation Framework in November, 2017)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, **Bengaluru - 560 072** India

NAAC

VISION

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

MISSION

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

Value Framework

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

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

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

Introduction

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

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives.

Its success depends upon the sense of belongingness and participation in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies by IQAC to remove deficiencies and enhance quality like the "Quality Circles" in industries.

IQAC – Vision

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

Objective

The primary aim of IQAC is

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

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) Relevant and quality academic/ research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of assessment and evaluation process;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

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

Benefits

IQAC will facilitate / contribute to

- a) Ensure clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

- c) Provide a sound basis for decision-making to improve institutional functioning;
- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

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

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

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

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

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

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.

- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of the Coordinator

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

Operational Features of the IQAC

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

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

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

The Annual Quality Assurance Report (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Governing Council/

Executive Council/Board of Management) for the follow up action for necessary quality enhancement measures.

The IQACs may create its exclusive window tab on its institutional website for keeping the records/files of NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation Outcomes and regularly upload/ report on its activities, as well as for hosting the AQAR.

Revised Accreditation Framework

NAAC has launched Revised Accreditation Framework since July, 2017 and hence AQAR format also modified, in cognizance with the new methodology. The tools and parameters are designed in the new AQAR format are in such a way that the preparation of AQAR would facilitate the HEI's for upcoming cycles of Accreditation. Data collected/prepared infuses quality enhancement measures undertaken during the years. Further, it also adds quality enhancement and quality sustenance measures undertaken in teaching, learning, research, extension and support activities of the Institution. It is hoped that new AQAR would facilitate Educational Institutions for creating a good database at Institutional level for enhancing the quality culture.

As per the Revised Accreditation Framework (RAF), the NAAC Accredited institutions need to submit the AQAR online. NAAC is in the process of ICT integration in Assessment and Accreditation. The login id for the online submission for AQAR submission will be the e-mail id used for the IIQA. The AQAR submission is part of the post accreditation module, in due course of time. NAAC portal will have the facility to submit the AQAR online and Institutions will receive automated response. AQAR of the preceding year be submitted to the NAAC within six months i.e. the institutions should submit the AQAR before 31st December of every year.

The Higher Education Institutions need not submit the printed/hard copy of AQAR to NAAC.

Mandatory Submission of AQAR by IQAC

The Executive Committee of NAAC has decided that **regular submission of AQARs is mandatory for 2nd and subsequent cycles of accreditation with effect from 16th September 2016:**

The following are the pre-requisites for submission of IIQA for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A:

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders.

Note: The terms and abbreviation used in AQAR are in accordance with respective manuals for assessment of NAAC. Please refer institutional manual for glossary and abbreviations terms used in AQAR.

The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

Part – A

Data of the Institution

(data may be captured from IIQA)

1. Name of the Institution : SMAT's SHIVANAND COLLEGE

Name of the Head of the institution : Dr. G.G. Karalatti

- Designation : I/C Principal
- Does the institution function from own campus: Yes
- Phone no./Alternate phone no. : 08339264653
- Mobile no. : 09739410610
- Registered e-mail: shivanandcollegekagwad@gmail.com
- Alternate e-mail : sangamdev_kgd@rediffmail.com
- Address : Kagwad
- City/Town : Kagwad
- State/UT : Karnataka
- Pin Code : 591223

2. Institutional status:

- Affiliated / Constituent : **Affiliated**
- Type of Institution: Co-education/Men/Women : **Co-education**
- Location : Rural/Semi-urban/Urban: **Rural**
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing(please specify) : **Grants-in aid/ UGC 2f and 12 (B)**

- Name of the Affiliating University: **RANI CHANNAMMA UNIVERSITY, BELAGAVI.**
- Name of the IQAC Co-ordinator : Prof. V.S. Tugashetti
- Phone No. : 08338273800
Alternate phone No. 08339 -264653
- Mobile: 9448854672
- IQAC e-mail address: majortugashetti@gmail.com
- Alternate Email address: shivanandcollegekagwad@gmail.com

3. Website address: www.smatrustshivanandcollegekagwad.co.in

Web-link of the AQAR: (Previous Academic Year)

http://www.smatrustshivanandcollegekagwad.co.in/aqar/KACOGN1225-Shivanand_College_Kagwad%204275_2016-17.pdf

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

4. Whether Academic Calendar prepared during the year? Yes/No : **Yes.**

If yes, whether it is uploaded in the Institutional website: **Yes**

Weblink:

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	B ⁺⁺	84	FEB. 2005	from:Feb-2005 to: Feb-2010
2 nd	B	2.34	Dec. 2014	from:Dec-2014 to: Dec-2019
3 rd	-	-	-	from: to:
4 th	-	-	-	from: to:
5 th	-	-	-	from: to:

6. Date of Establishment of IQAC: DD/MM/YYYY: **05-08-2005**

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture			
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries	
a) AAA	17th July, 2017 for 4 Hours	41	
b) IQAC Meetings (4)	30th Aug. 2017 for 1 Hour	13	
	7 th Nov.2017 for 1Hour	13	
	27 th Dec. 2017 for 1 Hour	13	
	27 th Feb. 2018 for 1 Hour	13	
c) IQAR Submission	10 th Oct. 2017	--	
d) Feedback from stakeholders			
	Students	22 nd April, 2018 for 1 Hour	100
	Teachers	1 st July, 2018 for 1 Hour	16
Alumni	13 th August, 2017 for 1 Hour	10	

Note: Some Quality Assurance initiatives of the institution are:**(Indicative list)**

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action
- Participation in NIRF
- ISO Certification
- NBA etc.
- Any other Quality Audit

8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
a) IQAC	Establishment of IQAC (Plan)	UGC	2017-18	60,000/-
b) Ladies' Association	Women Empowerment and Legal Awareness	NWC	2017-18	28,500/-

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes

*upload latest notification of formation of IQAC : **Formed and Uploading now.**

10. No. of IQAC meetings held during the year : **04**

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website..... Yes/No : **Yes**

(Please upload minutes of meetings and action taken report)

<http://www.smatrustshivanandcollegekagwad.co.in/ticker/IAQC%204%20meetings%20scanned.docx>

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes / No : **Yes**

If yes, mention the amount: **Rs. 60,000** Year: **2017-18**

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

- *Conducting University Sponsored selection trials and competitions in Kho-Kho and Volley-Ball.
- * Promotion of Research among teachers.
- *Participation of Students in Social service activities (Swachh Bharat Abhiyan Program)
- *Encouraged students to participate in competitive examination and interview organised by other institutions.
- *Adopted and implemented the academic schedules.

13. 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
1. To organise university sponsored Inter-collegiate Tournaments.	Conducted RCUB Zonal and inter-collegiate Kho-Kho for Women on 13 and 14 th Sept. 2017 and Volley-Ball for Men on 13 and 14 th Dec, 2017. Five students became university blues.
2. To encourage students to participate in management fests organised by other Institutions.	Students of B.A, B.Com. and BBA took part in various competitions and Management Fests organised by other institutions and won the prizes.
3. To conduct Blood Donation Camps, National Festivals, Cultural Activities, National Days' Celebrations.	Conducted Blood Donation Camps by N.C.C. on 10/12/2017 & 17/1/2018 by N.S.S, Celebrated National Days' & Festivals in a befitting manner and organised cultural activities.
4. To conduct community camps in adapted villages by NSS and Red-Cross.	Conducted community camp at Shedbal on 18 to 24 Jan, 2018.
5. To encourage the students to participate in CATC/National level camps by NCC.	NCC cadets attended CATC/TSC/RDC camps at Belagavi and other places.

14. Whether the AQAR was placed before statutory body? Yes /No: Yes

Name of the Statutory Body: Management Date of meeting(s): **4/9/2018**

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

Yes/No: Yes (AAA) Date: 17th October, 2017

16. Whether institutional data submitted to AISHE: Yes/No: Yes

Year: 2017-18 Date of Submission: 20.02.2018

17. Does the Institution have Management Information System?**Yes / No: Yes**

If yes, give a brief description and a list of modules currently operational.

(Maximum 500 words)

Yes, our institution has its own management information system (MIS). The reciprocal exchange and sharing of information among the management, principal and staff is regularly desired in order to ensure smooth working of the institution. The principal-being the link between management and staff, is going to convene the staff meetings to pass on the instructions to the members on behalf of management and also places in the meetings of the management all the matters discussed among the staff. The annual increments, college functions initiated by various committees, the long period leave applications, organisation of major events, analysis of the results, admissions etc. are brought to the knowledge of the management by the principal and gets sanctions wherever necessary. There is a separate advisory committee which considers approves the salary disbursement of management staff and regular as well as extra- ordinary expenditures of every month. Many a time, the members of management also visit the principal and also staff members to have information directly in their informal discussions. The audited accounts of college are also placed in the meetings and the audit observations are discussed.

Part-B

CRITERION I – CURRICULAR ASPECTS					
1.1 Curriculum Planning and Implementation					
1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words					
<p>The College has been strictly adopting the curriculum pattern, subject combinations with given options, the syllabi prescribed by the authorities of Rani Channamma University. Generally, the syllabi of all the disciplines are revised at least once in five years.</p> <p>All the teachers are made available in time the copies of the concerned syllabus to enable them to prepare their teaching plans. They prepare their teaching plans for every subject with the approval of the principal. The faculty members discuss their subject contents and plans with their head of the department. The time-table committee ensures the availability of requisite number of teaching hours for all subjects which is notified well in advance for the information of the staff as well as students.</p> <p>A few of our staff members viz. Dr. S. O. Halasagi, Department of Commerce, is member of board of studies in Commerce and Shri. B. A. Patil, Department of Education is also member of board of studies in Education. These two senior faculty members contributed lot in designing the curriculum for U.G. Students.</p> <p>A few more teachers, though not the members of board of studies, have been providing good input to their departments in syllabi framing work- eg. History, Economics, Kannada etc. All the faculty both permanent and temporary members maintain the attendance registers, documents relating to the internal assignments, daily diaries, seminars and tests conducted for students, the action plans, work-done reports etc. There is a systematic documentation method established in the College.</p>					
1.1.2 Certificate/ Diploma Courses introduced during the Academic year					
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development	
		-----Nil-----			
1.2 Academic Flexibility					
1.2.1 New programmes/courses introduced during the Academic year					
Programme with Code	Date of Introduction	Course with Code	Date of Introduction		
B.Sc. III	July-2017	S	July-2017		
1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.					
Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
		-	Elective Course System	UG	-
Already adopted (mention the year) : 2000-01 on wards					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
	Certificate	Diploma Courses			
No of Students	-Nil-	-			
1.3 Curriculum Enrichment					
1.3.1 Value-added courses imparting transferable and life skills offered during the year					
Value added courses	Date of introduction	Number of students enrolled			
--Nil---	-	-			

1.3.2 Field Projects / Internships under taken during the year	
Project/Programme Title	No. of students enrolled for Field Projects / Internships
a) Socio - Economic Study of Gram Panchayat Members (Pol. Sci.)	24
b) Study of Psychology of Prisoners (Sociology)	15
c) Protection and Preservation of Ancient Monuments (History)	30
d) Emerging Entrepreneurship in Small and Medium Industry (Commerce)	71
e) Ratio Analysis of Financial Institutions (Commerce)	30

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes/ No : Yes	Yes/ No : Yes	Yes/ No : No	Yes/ No : Yes	Yes/ No : Yes

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

There is a well devised feedback system adopted by the College. The feedback from the Students, Alumni, Parents and self-appraisal by the teachers are obtained by the committee of Students' Guidance at least once in a year. The feedback so obtained from the student is discussed confidentially by the Principal with the senior staff and the lacunae are personally informed to the concerned teacher for improvement.

The feedback from alumni and parents generally insists on further provision of infrastructure to the future students. A few alumni members offer every support to the plans the college makes for ensuring quality performance on its campus. The Students Welfare Officer in his meetings every month with the Students' representatives in the presence of the Principal gets good feedback from the current year students regarding regular conduct of the classes and the progress of syllabi. The principal in the staff meetings indirectly highlights the opinions expressed by the students and informs the teachers to be concerned about their departments.

Besides this, the appreciation of the teachers by the stakeholders is also passed on by the principal who will boost the confidence of the teachers in further enhancing dedicated services.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1.1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B.A.-I	300	47	47
B.Com.-I	120	112	112
B.Sc.-I	60	25	25

2.2 Catering to Student Diversity					
2.2.1. Student - Full time teacher ratio (current year data)					
Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017-2018	574	-	16+14=30 includes full time temporary teachers		-
2.3 Teaching - Learning Process					
2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)					
Number of teachers on roll	Number of teachers using ICT (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
30	16	Download, CD, Pen drive.	07	01	CD, Pendrive
2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)					
<p>Teachers of our institution have much concern over the students of their departments. As far as possible, they take personal care and guide them in their studies and career. Every teacher provides information about the examination system, evaluation procedure, revaluation etc. to their students. They are helped by way of providing reference books, guidance on preparing the seminar papers, the PPTs for competitions both within and outside the college.</p> <p>Every year, the experts from the institutions of management courses visit our college and encourage our students to take up management courses, if necessary information on coaching classes is provided to the students. The reference is made to our alumni practising Chartered Accountants to enlighten our students who are willing to take up professional courses. The brochures and information details are put up on the notice boards and oral instructions are also given at the common prayer in the morning.</p> <p>The Shivanand Career Academy conducts regularly the coaching to its members and prepares them for competitive examinations, campus drives etc. It has also organised a workshop on interview skills and mock interviews. Our alumni occupying the good positions are invited and asked to hint on making career plans.</p> <p>The students are also well informed about break-up of the 20 marks of internal activities, tests, attendance etc and warned of keeping up the minimum attendance, participation in personality building units like NSS, NCC, YRC etc. The Physical education teacher and gymkhana committee guide students to participate in sports activities and coach them to complete with other college students. The College union conducts various competitions where as the quiz committee prepares students for quiz competitions both within and outside the college.</p>					
Number of students enrolled in the institution		Number of fulltime teachers		Mentor: Mentee Ratio	
574		30		1:19	

2.4 Teacher Profile and Quality				
2.4.1 Number of full time teachers appointed during the year				
No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D.
19	15	04	Process of filling 3 posts is in progress	07
2.4.2 Honours and recognitions received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)				
Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies	
	---Nil---			
2.5 Evaluation Process and Reforms				
2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year				
Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
B.A.		Odd and Even Semester	5/6/2018	05& 13 - July -2018
B.Com.		“	5/6/2018	05 & 12 July 2018
B.B.A		“	3/6/2018	04 July 2018
B.Sc		“	7/6/2018	04 & 06 July 2018
2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)				
<p>In B.Sc section the teachers in Mathematics, Chemistry, Physics and Computer Science Departments conduct the tests after completing the each unit of their syllabus. Such tests are assessed and evaluated marks are discussed with the students for their improvement and additional guidance. As this is a new section and the teachers are keen on improving and successfully establishing this in our College, they take much care in continuous evaluation of Students through various tests.</p> <p>Similarly, the teacher in department of education also conducts Unit-wise tests and the students are frequently advised to improve. There are many students securing 100% marks in this subject.</p> <p>All other teachers provide chances to students in their subjects to participate in Seminars conducted on several units which will make them prepare themselves and develop the ability of referring various books. In addition, the two prescribed internal tests are also conducted to evaluate their level of understanding.</p> <p>Certainly these have helped good number of students to pass with distinction marks.</p>				
2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)				
<p>Every year, at the beginning of the academic year, the academic calendar is prepared and is put on the notice board for the information of the staff members. This calendar provides information about the</p>				

opening and closing of the terms fixed by the university and also dates on which the national festivals being observed in the college.

The two internal tests prescribed by the University are conducted as per the fixed interval. The examination committee prepares separately the time-table for these tests well in advance and informed to the students. The College provides the Tests booklets to all the students, the attendance sheets, marks statements etc are kept systematically by the concerned teachers.

The University examinations are conducted in the true spirit and the sanctity is upheld. The principal convenes a meeting specially for allocation of examination duty among the staff and instructs about conducting examinations in the true spirit.

This calendar also makes mention of the selection of Cadets for NCC, Volunteers for NSS, Sports persons for various events to be trained for participation in inter-Collegiate sports competitions. In addition, the probable dates of arranging orientation for fresher's, observation of Yoga Day, Voters' Day, Science Day, Sankranti- New year Yuva – Saptah Pulse Polio, Special lectures, Quiz and Cultural competitions, Gymkhana Day, Annual Fest etc are also notified. Much flexibility is provided in fixing the days for special lectures, work shop etc to the faculty members.

2.6 Student Performance and Learning Outcomes

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

<http://www.smatrustshivanandcollegekagwad.co.in/courses.html>

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
A	B.A Final	76	70	92.10%
C	B.Com.	82	71	86.58%
S	B.Sc.	17	12	70.05%
B	BBA	12	10	83.33%

2.7 Student Satisfaction Survey

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

[http://www.smatrustshivanandcollegekagwad.co.in/ticker/SSS-Questinnaire_Students%20\(1\).docx](http://www.smatrustshivanandcollegekagwad.co.in/ticker/SSS-Questinnaire_Students%20(1).docx)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored Projects	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students Research Projects (other than compulsory	-	-	-	-

<i>by the College)</i>				
International Projects	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-
3.2 Innovation Ecosystem				
3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year				
Title of Workshop/Seminar	Name of the Dept.		Date(s)	
Higher Education- Students' Expectations	IQAC		28/3/2018	
3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year				
Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
-Nil---				
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year				
Incubation Centre	Name		Sponsored by	
-Nil--				
Name of the Start-up	Nature of Start-up		Date of commencement	
3.3 Research Publications and Awards				
3.3.1 Incentive to the teachers who receive recognition/awards				
State	National		International	
1) Dr. G. G. Karalatti(Chairperson) 2) Dr. S. O. Halasagi (Treasurer of RCUCMCT Assn. and Publication of Book) 3) Prof. B.A. Patil(Member of Executive RCUTA) 4) Prof. V. S. Tugashetti(Secretary of RCU Pol.Sci. Teacher Association) 5) Dr. Smt. D.D. Nagarkar (Publication of Book) 6) Dr. S. P. Talawar (Executive member of RCU Pol.-Sci. Teachers' Association)	1)Dr. G. G. Karalatti (Chairperson) 2)Dr. S. O. Halasagi, (Resource Person)		1) Dr. S. O. Halasagi & Prof. V. B. Bhurli(Jointly) (Paper Presentation) 2) Dr. S.P. Talawar (Paper Presentation)	
3.3.2 Ph. Ds awarded during the year (<i>applicable for PG College, Research Center</i>)				
Name of the Department		No. of Ph. Ds Awarded		
-Nil--				
3.3.3 Research Publications in the Journals notified on UGC website during the year				
	Department	No. of Publication	Average Impact Factor, if any	
National				
International	-Nil--			

3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year						
Department			No. of publication			
Department of Commerce			Book-01(With ISBN) +Conference Abstracts 02			
Department of Kannada			Book-01(With ISBN)			
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
		-Nil--				
3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
		-Nil--				
3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :						
No. of Faculty	International level	National level	State level	Local level		
Attended Seminars/ Workshops	06	32	09	42		
Presented papers	06	04	01	-		
Resource Persons	-	05	03	-		
3.4 Extension Activities						
3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year						
Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities			
Yoga	NCC & College	02	300			
Blood Donation	NCC and Arpana Blood Bank Kolhapur	01	24			
Tree Plantation	NCC	01	50			
Swachha Bharat Abhiyan	NCC & Health Centre Kagwad	01	100			
AIDS/ Polio Awareness Rally	NCC & Health Centre Kagwad	01	100			
Yoga camp & Day Celebration –June-21	NSS , College & Local Organisation	02	150			
NSS special camp held at Shedbal adopted village	RCUB and College units	08	75+25=100			
Tree Plantation in	NSS	04	150			

College, health center, Ashram etc			
Blood Donation	NSS and Ankur Blood Bank Chikodi	03	50
Swachhata Pakwada & Swacha Bharat Abhiyan launched by P.M. Modi in Kagwad , College and adopted village. AIDS/ Pulse Polio / Health awareness Programme like Dengu, HIV & Chiken Guniya etc	NSS, Health Centre(CHC) , Panchyat & Local Youth organisations	04	125+50=175
Health Check Up camp, eye & ortho camps at college and adopted village	NSS and Dr. Lokur , Dr. Sarade Doctor of Miraj – Sangali	08	100+150
Yoga camp & day celebration June 21	RRC/YRC and College	01	50
Blood Donation Camp	RRC/YRC- Ankur	01	15
Aids Awareness Programme	Health Centre Kagwad & YRC/RRC	01	50
Yoga camp & Day celebration	Sports & College	02	350
Inter-collegiate Kho-Kho Zonal Tournament for Women	RCUB & College	02	100
College Annual Meet	College	02	350
Participated Volley ball, Kabaddi, Ball Badminton in other Colleges at Intercollegiate level	RCUB and other colleges	01	50

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/Recognition	Awarding bodies	No. of Students benefited
a)International Women's Day celebration	Manini	AIMS Sankeshwar	02
b)Inter-Collegiate Quiz Competition	Cash Prize (Rs.5500)	National Women's Commission	18
c)Drill, Cultural and Games	Gold, Silver & Bronze	NCC BN Belagavi	70
d) Inter group Competition, Thal Sainik Camp	Gold, Silver	NCC	04
e) Athletics/Games	Participated	University	17

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachha Bharat, Aids Awareness, Gender Issue, etc. during the year				
Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
Swachha Bharat Abhiyan	NCC & Health Center	Campus Cleaning and Awareness rally	01	108
Aids Awareness	NCC , NSS and Red cross	Aids awareness rally	03	300
3.5 Collaborations				
3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year				
Nature of Activity	Participant	Source of financial support	Duration	
Special lecturer on Research Methodology	150	Self financed	2 hours	
Special lecturer on Capital Market	80	Self Financed	2 hours	
Special lecturer on Career in Company Secretary	75	Self Financed	2 hours	
Special lecturer on GST	60	Self Financed	2 hours	
3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year				
Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	Participant
-Nil-	Nil	Nil	Nil	Nil
3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year				
Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs	
Ugar Sugar Factory-Ugar-KH	21 st June, 2017	To learn skilled activities	40+01	
Shirguppi Sugar Factory, Kagwad	20 th June, 2017	To learn skilled activities	50+01	
Hari Priya Hardchrome Industry, Ichalakaranji and Fuel Instruments and Engineers Yadrav(Maharashtra).	24 th June, 2017	To visit the industry and learn the skills.	50+02	

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES			
4.1 Physical Facilities			
4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year			
Budget allocated for infrastructure augmentation		Budget utilized for infrastructure development	
(I) By College			
a)Furniture :	1,20,000	1,03,394	
b)Prospectus Printing	60,000	50,000	
c) Contig & Misc	60,000	53,350	
d) Computer and Others	50,000	40,230	
e) Garden and Washroom maint.	<u>1,10,000</u>	<u>1,66,186</u>	
Total	4,00,000	4,13,160	
(II) By Management			
a)Flouring	1,20,000	1,00,000	
b)Colouring	2,00,000	2,10,000	
c) Parking Shed	50,000	40,000	
d)Sign Board	50,000	40,000	
e) Indoor Sports Hall	1,19,00,000	50,000	
f) Science & Chem. Equipments	<u>1,00,000</u>	<u>93,954</u>	
Total	1,24,20,000	5,33,954	
4.1.2 Details of augmentation in infrastructure facilities during the year			
Facilities	Existing	Newly added	
Campus area	6 acres	-	
Class rooms	14	-	
Laboratories	03	-	
Seminar Halls	01	-	
Classrooms with LCD facilities	07	-	
Classrooms with Wi-Fi/ LAN	01	-	
Seminar halls with ICT facilities	01	-	
Video Centre	-	-	
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	1,03,394	
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	
Others	-	-	
4.2 Library as a Learning Resource			
4.2.1 Library is automated {Integrated Library Management System -ILMS }			
Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Easylib	Partially	4.3.3	2004

4.2.1 Library Services:						
	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	12392	11,30,062.00	350	43978.00	12742	11,74,040.00
Reference Books	4253	10,08,779.00	19	6708.00	4272	10,15,487.00
Literature Books	9113	2,90,525.00	4	497.25	9117	2,90,722.25
e-Books	250	-	20	0.00	270	-
Journals	92	1,81,856.00	0	21545.00	92	2,03,401.00
e-Journals	N-List					
Digital Database	3	--	-	-	3	0
CD & Video	82	17,271.00	-	-	82	17,271.00
Library automation	Semi Automation					
Weeding (Hard & Soft)	Books : 3154		Amount : 95,715			
Others (specify)	-	-	-	-	-	-

4.3 IT Infrastructure									
4.3.1 Technology Upgradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available bandwidth (MGBPS)	Others
Existing	110	01	06	02	01	01	01	2 MBPS	-
Added	-	-	-	-	-	-	-	-	-
Total	110	01	06	02	01	01	01	-	-
4.3.2 Bandwidth available of internet connection in the Institution (Leased line)									
2 MBPS									
4.3.3 Facility for e-content									
Name of the e-content development facility					Provide the link of the videos and media centre and recording facility				
-Nil-									
4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc									
Name of the teacher		Name of the module			Platform on which module is developed		Date of launching e - content		
-Nil-		-			-		-		

4.4 Maintenance of Campus Infrastructure			
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year			
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
a)Prospectus Printing 60,000	50,000	a)Garden and Washroom main. 1,00,000	1,66,186
b) Chemicals and Equip. 1,00,000	93,354	b) Electricity 50,000	42,681
c)Computers 50,000	40,230	c) Telephone 10,000	11,395
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (<i>maximum 500 words</i>) (information to be available in institutional Website, provide link)			
http://www.smatrustshivanandcollegekagwad.co.in/ticker/utilizing%20physical,%20academic%20and%20support%20facilities%20etc.docx			
CRITERION V - STUDENT SUPPORT AND PROGRESSION			
5.1 Student Support			
5.1.1 Scholarships and Financial Support			
	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	Pratibha Purskar Instituted cash prize	16	19,200=00
		56	

	for highest Scorers		12,000=00
	Deputing students for seminars and competitions	87	8,700=00
	Alumini prize for highest scorer in each class	06	600=00
	Shivanand Career Academy	03	300=00
	Ladies Association	04	900=00

Financial support from other sources

a) National	SC/ST Scholarship	70	2,83,721=00
b) International	Fees concession I	136	4,50,520=00
	II	36	1,21600=00

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Yoga and Meditation	15 June to 21 st June 2018	108 (NCC)+ 200 students	NCC

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

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2017-18	Career Guidance Program	30	70	-	05

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

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
20	20	Within 10-15 days

There is a separate committee for prevention and addressing the issues relating to sexual harassment and ragging cases. In our College, no such cases were reported during the year 2017-18.

Similarly, there is Students' Guidance Cell headed by the Students' Welfare Officer who organizes regularly the meetings in the presence of the Principal where the Idea Boy, Ideal Girl and Representatives of all the Classes participate. These representatives are given freedom to express the grievances in general and also particularly of their classes. These grievances are taken note of by the SWO who will take necessary steps for redressal and initiating the improvements in the College.

The Principal also hears the problems of Students who dare to approach him. He will take immediate steps for correction.

In the corridors, two grievances boxes are kept to enable students to put their grievances. During the year, about 20 Grievances were received mostly related to drinking water, cleanliness in sanitary blocks, keeping of dustbins in ladies room and toilets etc. These issues were addressed suitably by repairing the filter water machine, providing dustbins in the ladies room and the dustbins are also kept in front of the library and also at suitable places in the Campus.

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
-	-	-	VSM BBA College Nipani(ICIC bank)	15	10

5.2.2 Student progression to higher education in percentage during the year 2017-18

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2017-18	15	BA	Arts	B.K. Law College, Chikodi	LLB
2017-18	30	B.A, B.Sc	Arts & Science	CLE, RD, Chousan B.Ed College Chikodi KLE B.Ed College Athani	B.Ed
	10	BA	Arts	RCU Belgavi Shivaji University Kholapur KU Dharwad	M.A – English, History, Pol-Sci etc
	15	B.Com	Commerce	RCU Belgavi Shivaji University Kholapur	

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	01	31004938
SET	02	11040145,15030104
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other NCC	08 Joined Army	ARO BGM/Bidar

Activity	Level	Participants
1)Annual Sports Meet	College Level	320
2)Cultural Activities		63
3)Quiz		23
4)Ladies Association		120
5)Science Exhibition		40

5.3 Student Participation and Activities

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

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2017	Gold medal	International	Karate	-	-	Mayuri Umarani
2018	Silver medal	International	Football			Promod Kamble

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The selected students representatives (Ideal boy, Ideal Girl and Class Representatives) are provided an opportunity of taking them on IQAC composition, organizing the students' functions, assisting the functional Committees to conduct various events, share the students' problems etc. The Ideal Boy and Ideal Girl are given a chance of being part of all the functions at the College. The NSS, NCC, YRC, Career Academy functions are organized with full participation of these representatives with the guidance of concerned Committee members.

On the College Gymkhana, one Student is selected as a Sports Secretary who actively takes part in all the Sports activities.

As a regular procedure, every month a joint meeting of principal, SWO and representatives is organized where Students actively participate in the discussion relating to academic and administrative matters.

As Students' representatives are on the IQAC, they are invited for the meetings organized throughout the year and they participate in the discussions relating to College results, organizing of Sports Competitions, facilities at the College etc.

There are Kannada Book Readers' Association, NSS Advisory Committee, Various functional Committees, Workshop-Seminar Committees, Karnataka Archaeological Museum and Heritage Union, Mysore Unit involving Students' participation where Students are included as the members. It is experienced that the Students took active part to make every event a grand success.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

- No-

5.3.2 No. of ~~registered~~ enrolled Alumni:

800

5.3.3 Alumni contribution during the year (in Rupees) :

14,000/-

5.3.4 Meetings/activities organized by Alumni Association : **2 meetings, 2 functions**

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

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

In our institution, the decentralization and participative management practices adopted are-

- (i) Our management, under the leadership of the principal, has formed a building committee for overseeing construction works on the campus and also there is a special functional committee called Campus Development Committee to initiate and implement development works with the prior intimation to management.
- (ii) The principal convenes regular meetings of staff to discuss matters of general interest and separate meetings of Committees and departments to decide on organising functions, inviting guests, involvement of all the staff in the successful execution of plans etc. All the concerned faculty and members actively participate in all the activities of the college. This is succented by the invited guests while impressing their opinions in Vistors' Book.

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

Yes/No/Partial: Yes

6.2 Strategy Development and Deployment

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

❖ Curriculum Development

Curriculum is developed and prescribed by the university as ours is not an autonomous institution. However, the two senior faculty members are the members of the Board of studies of the Rani Channamma University, Belagavi. Dr. S. O. Halasagi is member of board of studies in Commerce who has been contributing to the Syllabi of some subjects of B. Com semester course and his books are included in recommended books of the University. He has also worked as member of Review Committee of P.U.C I and II year Accountancy Book of PUE, Govt. Of Karnataka and Prof. B. A. Patil is member of board of studies in Education and has been

contributing to the syllabus revision for U.G. Courses. Other senior faculty members also share their views on inclusion and exclusion of topics in their respective subjects like Economics, History, Kannada etc being discussed at the annual meetings of their forums. Dr. Smt D. D. Nagarkar of Kannada subject has worked on the editorial board for Kannada text book for B.A Course of RCUB.

❖ **Teaching and Learning**

At the beginning of each term every year, every teacher is provided with the copies of syllabus prescribed by University and to be taught by the concerned teacher. Each teacher is given the liberty of preparing teaching plans for his subjects. Such teaching plans are got signed by the Principal who instructs to adhere to the plan as far as possible. Every teacher plans to conduct the seminars in each subject in order to provide a platform for students to develop the stage courage and ability to convince and share the ideas. There are various functional committees which organise activities for students help develop their personality. Throughout the year, a number of functions are organised with prior intimation to students who can attend such functions and adopt the values of life expressed by the invited guests.

❖ **Examination and Evaluation**

The Students are well informed about the tests to be conducted each semester and the allocation of marks at the beginning only through the prospectus and every concerned teacher. After the conduct of tests, the marks statements are duly submitted to the office for uploading to university. The semester end examinations are scheduled and conducted as per the directions of the university. The faculty also entrust the students with Home Assignments, Class tests after completion of topics to evaluate their progress.

The examination Committee of the College prepares the time table for conduct of Internal Assignment Tests well in advance and notified to students in common prayer and an notice boards. The students' understanding is also evaluated by assigning the seminar topics and their participation, whenever students face difficulties in preparing their seminar papers, they consult the concerned teachers.

❖ **Research and Development**

All the staff members are encouraged to participate and present papers at the International and National Level Seminars organised by various institutions both within and outside the state. A few faculty members not only present their papers but also act as the Chair Person of technical sessions and the resource persons.

There is a Research Cell at the College which invites the research scholars to guide the faculty about research activities. This will help not only the faculty but also the interested students.

❖ **Library, ICT and Physical Infrastructure / Instrumentation**

Our library provides good and adequate space for the students to read peacefully and quite conducive environment. The students are provided with the five books on various subject through PSSSL Scheme, Journals and Magazines for immediate reference against their identity cards. Every year, necessary volumes are added to various subjects as the syllabi changes frequently under the semester scheme. Part of the library work is computerised and is in the process of full computerization. The class rooms have been equipped with the LCD facility which are free for use of teachers and students.. Under the UGC's grants, the College has established a well installed computer laboratory with wi-fi facility. The teachers enjoy teaching with the infrastructure provided with the computers for their office work and record keeping.

❖ **Human Resource Management**

The management, in consultation with the principal, makes arrangement for filling up of the vacant positions in the unaided departments. The students are never deprived of the availability of teachers in their learning process.

In order to ensure disciplined way of discharge of duties by the teachers, there is bio-metric system and also signing the muster twice every day, first at the time of entry and second while ending the duty.

The aided teachers get their salary as and when dispersed by the Department of Collegiate Education while the teachers appointed by the management in unaided section, are paid regularly on 1st of every month by directly crediting to their bank accounts. Their musters are also kept systematically with verification by the principal on daily basis.

❖ **Industry Interaction / Collaboration**

The College has MoU with the surrounding Sugar Factories viz Ugar Sugar Works Ltd. and Shirguppi Sugars Ltd. and also other industries like Hari Priya Hardchrome Industry, Ichalakaranji and Fuel Instruments and Engineers Yadrav (Maharashtra). Our students visit these industries as a part practical awareness and the officers are invited as guests in the N.S.S special camps to share their industry experiences so that our students prepare themselves for the external world.

❖ **Admission of Students**

As per the University schedule, the admissions start in advance of beginning of new academic year. The aspirants are provided with the printed admission forms along with necessary documents. Then, all the process of admission is done through online only. Time to time submission of lists, details of students, late admission etc. are carried on through email to the university. Every year those who apply for admission are provided with admission up to the maximum limit.

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

❖ **Planning and Development**

The Management and Principal together make plans for the development activities in the college. Prior to this, the principal holds meetings of the staff to assess the development needs and invites discussion on such matters. The staff members discuss and share their views so far as changes and developments in the campus are concerned. The annual academic plan is prepared and notified to staff in advance so that the scheduled activities are executed as per plan. The students' views are put through SWO who conducts their meetings every month. Thus, all the stakeholders are involved in the process of planning and developments in the College.

❖ **Administration :**

The Office is well equipped with computer facilities with internet, scanner and wi-fi enabling smooth conduct of administration both within and outside the College. All the staff notices, students' information, admission list, internal assignment attendance, marks statement, annual reports, news items, correspondence with outside agencies etc. are carried out on the computers only. The records are in soft form except for those which are needed to be submitted in hard copy.

For the last four years, the IQAR is also submitted online. Occasionally, the information is shared through Skype with the university authorities.

All the teachers' information to University and Collegiate Department is submitted through online only.

❖ **Finance and Accounts:**

The Cash book, ledger accounts, vouchers etc. are kept in hard copy and maintained manually. But, all the related statements like salary, DA Arrears, Income Tax, T.D.S, Professional tax, F.B. Fund,

MHRD (DCF-2), Online transactions SBI etc. are by means of e-governance.					
❖ Student Admission and Support : Now, the students' admission process is almost completed through online as per the guidelines of the university. All the particulars of students admitted are submitted to the University in the format provided and the same is notified to the students to ensure correctness of the entries. The Students' support services like Scholarship, fee concession etc. are forwarded to the concerned authorities online. All such instructions are given to students well in advance.					
❖ Examination As instructed by the University, the examination related tasks such as filling of examination forms, submission of internal assignment test marks, Students' attendance etc. are done online. The examination hall tickets, results, revaluation, re-totalling, Photo Copy application, DD information are also done online.					
6.3 Faculty Empowerment Strategies					
6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year					
Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support	
	Dr. G. G. Karalatti Dr. S.O. Halasagi Prof.P.M. Dodamani	BET's Global Business School Workshop on New initiative of Accreditation & Methodology by NAAC	Shivanand College, Kagwad	Rs. 3000=00	
6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year					
Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non- teaching staff)
2017-18	Teaching Plan and Methodology for guest faculty	Accounts /Office Management	18th & 19 th July 2017 25th Aug. 2017 17th March, 2018	12	08
6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year					
Title of the professional development programme		Number of teachers who attended		Date and Duration (from – to)	
Nil		Nil		Nil	
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):					
Teaching			Non-teaching		
Permanent		Fulltime	Permanent		Fulltime/temporary
		3 Science staff			01

6.3.5 Welfare schemes for				
Teaching		Employees' Society , Pure Drinking water , Parking, Separate washroom, College canteen etc.		
Non teaching		Pure Drinking water , Parking, separate washroom, College canteen.		
Students		Pure Drinking water , Parking, separate washroom, health check up, Blood group check-up, health center, zerox, online service, College canteen etc.		
6.4 Financial Management and Resource Mobilization				
6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each)				
<p>The institution has been getting the annual audit done regularly by the practising Chartered Accountant and submitting the audit reports to the University and Collegiate Education Department.</p> <p>As a means of internal financial check, three senior staff members are included in the finance committee along with the management representative and principal. These members will verify and consent the monthly salary of unaided staff, all the expenditures of regular nature and maintenance, repairs etc. every month. The building committee will oversee the expenditures in relation to construction works.</p> <p>The principal will finalise the expenditures of the functions organised by various functional Committees. These are carried out as a part of internal audit system.</p>				
6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)				
Name of the non government funding agencies/ individuals		Funds/ Grants received in Rs.		Purpose
Staff contribution		5,16,900		Golden Jubilee celebration
Alumni		4,00,000		Golden Jubilee celebration
6.4.2 Total corpus fund generated		9,16,900		
6.5 Internal Quality Assurance System				
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?				
Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Dr.M.G. Hiremath Retired Principal, Gogte College Belagavi & NAAC Peer Team Member	Yes	Principal , Vice Principal & senior Lecturers
Administrative	Yes	Dr.M.G. Hiremath Retired Principal, Gogte College Belagavi & NAAC Peer Team Member	Yes	Principal , Vice Principal & senior Lecturers
6.5.2 Activities and support from the Parent – Teacher Association (at least three)				
<p>i) Parents of the students studying in various degree classes participate in the meetings arranged by the Association. They express their views regarding the systematic working of the College and also about the discipline.</p> <p>ii) Some have instituted the Cash Prizes and Gold Medals for the meritorious students. These are distributed at the Annual Fest every year.</p>				

- iii) The parents have offered to contribute for Golden Jubilee celebration of the College and have also contributed money as promised by them. They have also contributed for conduct of Inter-Collegiate Zonal Level Sports selections and while conducting Workshops and Seminars.

6.5.3 Development programmes for support staff (at least three)

- i) The College management advances loans to the support staff of the College which is recovered out of their monthly salary in good number of instalments.
- ii) Appointment of eligible dependents on compassionate basis on the death of any of the management temporary staff to support their family and live peacefully.
- iii) 'Siddhagiri Hospital' at Kaneri is run by our Chairman H.H. Shri. Adrushya Kadasiddheshwar Swamiji and where our staff members are treated on concessional and reasonable charges.

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

The College got accredited for the second cycle on 18th to 20th Sept. 2014 with 'B' Grade and 2.34 CGPA valid upto 9th Dec. 2019. After this process, the College has initiated the following

- i) As recommended by the peer team, the College undertaken immediate steps for starting B.Sc. Degree Course to meet the needs of youths in this surroundings and has successfully stepped into 4th year after sending out the first batch in May 2018.
- ii) There was inadequate place for the students who were interested in Indoor Games. Therefore, the proposal was submitted to SWRO-UGC, Bangalore for construction of Indoor Sports Hall on the campus which has been accepted and got sanction nearly 70% of the project cost of Rs. 1.19 crore. Its work is in progress and expected to be completed by March 2019. It measures 1044 sq. mtrs. with wooden flooring.
- iii) As observed by the Peer Team, the improvement in the facility of canteen and Two-Wheeler parking for staff and student was needed. In view of their suggestion, the College has provided spacious area for canteen on Private Partnership basis for about 5 years and the two wheeler shed is constructed with the partial assistance of prize money received from Dept. of Youth Affairs and Sports, GOI, for National Young Leaders Award-for NSS unit.
- iv) Students are provided with easy access of Xerox, online, other stationery facilities by a shop in the College Complex at the entrance of the College.

6.5.5

- a. Submission of Data for AISHE portal : (Yes /No)
- b. Participation in NIRF : (Yes /No)
- c. ISO Certification : (Yes /No) -Nil---
- d. NBA or any other quality audit : (Yes /No)

6.5.6 Number of Quality Initiatives undertaken during the year

Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
a) AAA	17th July, 2017 for 4 Hours	41
b) IQAC Meetings (4)	30th Aug. 2017 for 1 Hour	13
	7 th Nov.2017 for 1Hour	13
	27 th Dec. 2017 for 1 Hour	13
	27 th Feb. 2018 for 1 Hour	13
c) IQAR Submission	10 th Oct. 2017	--
d) Feedback from stakeholders		
Students	22 nd April, 2018 for 1 Hour	100
Teachers	1 st July, 2018 for 1 Hour	16
Alumni	13 th August, 2017 for 1 Hour	10

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 - Institutional Values and Social Responsibilities**

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

Title of the programme	Period (from-to)	Participants	
		Female	Male
Kannada Book Authority (Book Reading)	20th Feb. 2018	09	06
College Union Activities(Cultural)	21 st to 24th Feb. 2018	34	30
Annual Fest	15th April, 2018	75	40
Best Reader Award by Library	April 2018	05	04

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources

Nil

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Nil	Nil
Provision for lift	-	-
Ramp/ Rails	-	-
Braille Software/facilities	-	-
Rest Rooms	-	-
Scribes for examination	-	-
Special skill development for differently abled	-	-

students		
Any other similar facility	-	-

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
1) 2017-18	01	01	28.3.2017 Whole day	National Level Seminar to take advantage of knowledgeable resource persons	Students' participation for additional knowledge	250
2) 2017-18	02	02	15 th Aug. And 26 th Jan.	Good place public function by National Festival Celebration Committee	National Integration and Patriotism	450 plus general public about 500

Note: No disadvantages experienced.

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
Prospectus	June 2017	1) Students give the Oath letter while taking admission 2) At the Fresher's Day function Students are instructed and guided on various discipline rules and regulations of the College and also about the various facilities like library, Computer Lab, Personality building units etc for about 2 to 3 hours by senior faculty members. 3) The discipline committee keep regular watch on the behaviour of students throughout the year

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from----to-----)	Number of participants
1) Guruvandan Program	25/12/2017 to 1/1/2018	500 (student & public)
2) Youth week celebration	6 Jan. 2018 to 12 Jan. 2018	200
3) Celebration of Gandhiji & Shastriji Jayanti	2 nd Oct. 2017	200
4) Yuva Brigade Sister Nivedata	17/7/2017	110
5) Founders Day & Speech by Swamiji	20 June, 2017	300
6) Celebration of Yoga Day and Spiritual	21 June, 2017	350

lecture by Swamiji & Yoga teacher		
7) Special invited guests speech	12/08/2017	150
8) Celebration of various days of National importance	15 Aug. 26 Jan. etc.	200
9) College Union Inauguration guests' speech by Prof. Smt. Maitrayani Gadigeppagoudar	12.08.2017	150
10) Special invited guests' speech for Pratibha Puraskar by Dr. Siddappa O. Halasagi	11/09/2017	250
11) Special Guest Prof. Rangaraj Vanadurg	15/4/2017	180

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

- i) As far as possible, the paper work is reduced by means of e-communication/ correspondence.
- ii) The paving-blocks have been used to cover the ground in front of the Library and passage in between college building and Library.
- iii) There are good number of trees (neem, tamarind, co-conut, teak, Sarace-Indica, nilgiri etc), a separate botanical as well as ayurvedic garden in the campus.
- iv) Strict instructions are notified for the students and all public about ban on use of plastic.
- v) None of the class rooms, labs or even principal's, management's and staff room is provided with Air-Conditioners or Air Coolers.
- vi) Invitation cards of various functions, common information, Sports eligibility cum participation performa etc. are sent online.

7.2 Best Practices

Describe at least two institutional best practices

- i) Our College has long back adopted the selection of Ideal Boy, Ideal Girl and Students' Representatives for all the classes on the basis of merit cum moral abilities. It was suggested by our Sole Trustee Saint then during 1975, abandoning the election system that was followed in many institutions. A special Committee called Moral Panel representing Senior Staff and all Officers of N.C.C, N.S.S., Sports, S.W. O. and others conducts written – Objective type tests, and personality tests(oral interview) and will finalise the list on giving due weight-age to academic marks, awards-prizes in sports, participation in other activities. This panel will monitor the attitude of selected students throughout the year. These are posed as Ideal Models to other Students.
- ii) Every day's duty begins with the Common Prayer of all the Staff and students as a means of mental peace by chanting the Shloka- 'Om Sahanavavatu'' This common assembly is used as a platform for making important announcements and quick honouring of students with distinct achievement in competitions to boost confidence of other students too.
- iii) Another practice is to invite those alumni students as Chief Guest for Annual Gymkhana Day who have attained higher position in their jobs, social service etc.

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

<http://www.smatrustshivanandcollegekagwad.co.in/ticker/best%20practices%20no%201%20and%202.docx>

7.3 Institutional Distinctiveness

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

<http://www.smatrustshivanandcollegekagwad.co.in/ticker/Institutional%20Distinctiveness.docx>

8. Future Plans of action for next academic year (500 words)

- 1) Establishment and Development of Ayurvedic Garden.
- 2) Completion of construction of Indoor Sports Hall.
- 3) Adoption of rain water harvesting system in the Indoor Sports Hall under construction.

Name : Prof. V. S. Tugasheeti

Name *Dr. G. G. Karalatti*



Signature of the Coordinator, IQAC



Signature of the Chairperson, IQAC

Annexure I**Abbreviations:**

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

For Communication with NAAC

The Director

National Assessment and Accreditation Council (NAAC)

(An Autonomous Institution of the University Grants Commission)

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