

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

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

### Part – A

AQAR for the year

2015-16

#### I. Details of the Institution

1.1 Name of the Institution

St Philomena College, Puttur

1.2 Address Line 1

Philonagar

Address Line 2

Darbe

City/Town

Puttur

State

Karnataka

Pin Code

574202

Institution e-mail address

info@spcputtur.org

Contact Nos.

08251-230340

Name of the Head of the Institution:

Leo Noronha

Tel. No. with STD Code:

08251-236460

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

**OR**

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

1.5 Website address:

Web-link of the AQAR:

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

#### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	-	2004	2004-2009
2	2 <sup>nd</sup> Cycle	A	3.19	2010	2010-2015
3	3 <sup>rd</sup> Cycle	A	3.19	2016	2016-2021
4	4 <sup>th</sup> Cycle	-	-	-	-

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

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

i. AQAR 2015-16 submitted to NAAC on 14-09-2016

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

Grant-in-aid + Self Financing  Totally Self-financing

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

Computer Science  
Social Work

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

Mangalore University

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

Autonomy by State/Central Govt. / University	<input type="text" value="-"/>		
University with Potential for Excellence	<input type="text" value="-"/>	UGC-CPE	<input type="text" value="-"/>
DST Star Scheme	<input type="text" value="-"/>	UGC-CE	<input type="text" value="-"/>
UGC-Special Assistance Programme	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
UGC-Innovative PG programmes	<input type="text" value="-"/>	Any other ( <i>Specify</i> )	<input type="text" value="-"/>
UGC-COP Programmes	<input type="text" value="-"/>		

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

2.1 No. of Teachers	<input type="text" value="10"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="03"/>
2.3 No. of students	<input type="text" value="03"/>
2.4 No. of Management representatives	<input type="text" value="02"/>
2.5 No. of Alumni	<input type="text" value="02"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="-"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="22"/>
2.10 No. of IQAC meetings held	<input type="text" value="25"/>

2.11 No. of meetings with various stakeholders: No.  Faculty   
 Non-Teaching Staff  Students  Alumni  Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

Two days national workshop on Quantum Mechanics and Applications  
 Two days workshop on Social Work Research Statistics using SPSS software  
 A national level seminar on Challenges of Administration of Higher Education Institutes in the Changing Global Scenario  
 A workshop on Social work media, radio programme, documentary and creative writings  
 One day national level seminar on Sustainable Development and Corporate Social Responsibility – Issues and Challenges  
 One day national level seminar on Social Values in Bishma Saahani's Writings  
 One day national level seminar on Emerging Technologies in Computer Science and Information Technology  
 One day workshop on Basic Computer Apps  
 Two days workshop on Free and Open Source Software (FOSS)  
 One day workshop on Cigarette & other Tobacco Products Prohibition Act COTPA-2003  
 One day national level seminar on 'Corporate Social Responsibilities and Corporate Governance'

## 2.14 Significant Activities and contributions made by IQAC

- Effectively involved in the NAAC 3<sup>rd</sup> cycle assessment.
- Academic audit and benchmarking of all the departments are made through internal evaluation.
- Green audit has been done.
- Infrastructure planning is made.
- Systematic record of activities has been done.
- Orientation to conduct various activities through different associations is given.
- More interaction among the staff and within the departments is encouraged.
- Through feedback from students, Alumni, parents and Management, development in various spheres is sought.
- Improvement in the academic performance of the students is given the prime importance.
- Proper guidelines for the research activities of the faculty members were made.
- Initiation to start various P.G courses was taken.
- Two P.G Courses in Hindi and History are planned and possibilities were studied by the internal committee of IQAC.
- Qualitative study of certificate courses is conducted.
- Instrumental in establishing large scale vermin composting unit by the department of Zoology
- Commerce lab is upgraded.
- A new computer centre in PG centre is established.
- “Fr Patrao Memorial Museum” a history museum is established.

## 2.15 Plan of Action by IQAC/Outcome

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

<b>Plan of Action</b>	<b>Achievements</b>
<ul style="list-style-type: none"> <li>• <b>Academic plan</b> <ol style="list-style-type: none"> <li>1. <b>Introduction of new UG Courses</b></li>   <li>2. <b>Introduction of new Post Graduate Courses</b></li>   <li>3. <b>Introduction of more Certificate Courses to enhance learning</b></li>   <li>4. <b>Academic audit</b></li> <li>5. <b>Environmental Audit</b></li> <li>6. <b>Organizing Conferences/ Seminars/Workshops at various levels.</b></li> </ol> </li>   <li>• <b>Development of Infrastructure</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Academic plan</b> <ol style="list-style-type: none"> <li>1. <b>New UG Courses</b> Nil</li>   <li>2. <b>New Post Graduate Courses</b> MA - Hindi</li>   <li>3. <b>Certificate Courses as per current year</b> <ul style="list-style-type: none"> <li>▪ Latex Typesetting Software - P.G Physics</li> <li>▪ Consumer Education</li> <li>▪ Journalism</li> <li>▪ Basic Electronics</li> <li>▪ Communicative English through Digital English Language Lab</li> <li>▪ Life Skill Education</li> <li>▪ E-Accounting using Tally</li> <li>▪ Amara-Bhasha – Subodhini</li> <li>▪ Basic Mathematics</li> <li>▪ Applied aspects of Plant Sciences</li> <li>▪ Women empowerment</li> <li>▪ Basic Accounting</li> <li>▪ Vermiculture</li> <li>▪ Stock Market</li> <li>▪ Practical Banking</li> <li>▪ Travel and Tourism</li> <li>▪ Prayogic Hindi</li> <li>▪ Food Chemistry</li> </ul> </li>   <li>4. <b>Academic audit is done</b></li> <li>5. <b>Environmental Audit is done</b></li> <li>6. <b>Conferences/ Seminars/Workshops at various levels</b> 6 National level seminars/workshops/conferences, departmental workshops and large number of guest lectures are conducted by different Departments.</li> </ol> </li>   <li>• <b>Infrastructure</b> <ul style="list-style-type: none"> <li>▪ New class rooms are added to PG building</li> <li>▪ New Seminar Hall with food court</li> <li>▪ Commerce Laboratory</li> </ul> </li> </ul>

<ul style="list-style-type: none"> <li>• <b>Student welfare programmes initiatives</b></li>   <li>• <b>Staff development programmes</b></li>   <li>• <b>Other Major plans</b> <ul style="list-style-type: none"> <li>▪ Regular Publication of research journal PEARL.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Computer Laboratory in PG</li> <li>▪ Newly built entrance gate to the campus</li> <li>▪ Tarred road with divider from entrance gate</li> <li>▪ Parking area is furnished with interlocks</li> <li>▪ Refurbished NCC Office</li> <li>▪ Extension of PG office</li> <li>▪ Digital Library established in PG section</li> <li>▪ Folks Museum</li> <li>▪ Beautification of campus</li> <li>▪ Smart classes for effective teaching</li> <li>▪ New desks and benches(Furniture)</li> </ul> <ul style="list-style-type: none"> <li>• <b>Student welfare programmes</b> <ul style="list-style-type: none"> <li>• High profiled competitions and fests are organized</li> <li>• Promoting students to actively participate in cultural programmes, Scout and Guides, NSS, NCC, Trekking.</li> <li>• Exhibition and Science Forum activities.</li> <li>• Yaksha Kala Kendra – A Cultural Centre</li> <li>• Commerce laboratory</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>• <b>Staff development programmes</b> <ul style="list-style-type: none"> <li>▪ Regular Staff interaction and meetings.</li> <li>▪ Yearly orientation for the lecturers to enhance their skills and knowledge.</li> <li>▪ Promoting Research Culture</li> <li>▪ Encouraged to attend seminars, conferences and workshops</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>• <b>Other Major plans</b> <ul style="list-style-type: none"> <li>▪ Publication of a research journal PEARL is done biannually during the academic year.</li> </ul> </li> </ul>
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*\* Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body

Provide the details of the action taken

- Decision had been taken to add more courses in UG and PG programmes and the same decision was implemented.
- Systematization of activities in line with NAAC core values were planned and implemented.
- Decided to equip the class rooms with more ICT facilities and the plan was being implemented.
- As the college lagging behind in research, it is decided to encourage faculties to take up more research activities.



## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	06	01	07	-
UG	06	-	03	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	18	-	-	-
Others	-	-	-	-
<b>Total</b>	30	01	10	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes	
	UG	PG
Semester	06	07
Trimester	-	-
Annual	-	-

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
*(On all aspects)*

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

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

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

Yes. It is regulated by the University

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

Post graduate department of Hindi

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
96	78	18	-	07

2.2 No. of permanent faculty with Ph.D.

08

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
18	-	-	-	-	-	03	-	21	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

02

03

Nil

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	73	12
Presented papers	-	-	-
Resource Persons	-	-	-

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

- Students have the opportunity to learn multidisciplinary subjects under the credit based semester system of Mangalore University.
- Bridge courses and remedial coaching.
- Offer add-on courses-certificate courses in Communicative English, Computer Application, Journalism, Tours and Travels, Consumer Awareness etc.
- ICT-based Teaching- Learning methods are in practice.
- Reformation of the scheme of Internal Assessment marks.
- Appraisal of students' performance to parents during parent-teacher interaction in each semester.
- Academic orientation for the students.
- Regular monitoring of the student performance by the class advisor.
- Regular assignments/Project/Field visits/Seminars/Study tour/Industry Visits/Group Discussions/Subject Quiz etc. are arranged.
- Knowledge sharing by means of senior students teaching junior students.
- Feed back on curriculum and teachers' performance is collected periodically.

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

181

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

All the examination processes are regulated by University.

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

BOS	CURRICULUM DEVELOPMENT PROGRAMME	BOE	EXTERNAL
09	05	03	02

2.10 Average percentage of attendance of students

83%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass
BA	74	9.46%	24.32%	31.08%	2.70%	67.54%
BSC	86	69.77%	20.93%	1.16%	0	90.70%
B.COM	91	63.74%	19.78%	5.50%	1.10%	90.11%
BSW	46	21.74%	26.09%	19.57%	2.17%	69.57%
BBM	79	6.33%	18.99%	39.24%	1.27%	65.82%
BCA	58	41.38%	34.48%	1.72%	-	77.59%
MSW	25	72%	28%	-	-	100%
M.Com	60	78.33%	22.67%	-	-	100%
M.Sc. Physics	30	46.66%	40%	6.66%	-	93%
M.Sc Mathematics	23	26.08%	39.13%	0.086%	-	73.9%

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

- The IQAC in association with Academic Council prepares the Academic plan.
- It prepares the Time-Table for offering the curriculum.
- It prepares the schedule for the co-curricular & extra-curricular activities.

It supervises the routine activities and addresses the issues obstructing in smooth flow of activities.

- It prepares the schedule for tests, examinations etc. emphasising continual evaluation involving the examination committee.
- It monitors the activities so as to ensure full compliance with the planned activities for a specified period.
- It sets the standards & procedure for evaluation and initiates the reforms in the area.
- It interacts with the management with objective specific meetings to enhance & sustain quality education.
- English coaching classes and certificate courses are designed to cater the needs of the students

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefited</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	2
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others (seminars , Workshops and conferences)	63

### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	26	-	-	-
Technical Staff	01	-	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

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

Research Committee has been established consisting of prominent researchers of the institution.

Faculties are encouraged to apply for minor and major research projects.

For those faculties who are doing research projects without financial aid, IQAC recommended management to help them financially.

IQAC took strong action on student research projects and number of student research projects increased in the year significantly.

Develops system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

IQAC generates good practices, ideas, planning, implementing and measuring the outcome of academic and administrative performance of the institution.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	01	-	02
Outlay in Rs. Lakhs	-	11,71,675	-	

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	05		31
Outlay in Rs. Lakhs	-	4,72,500		-

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	3	4	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	7	-

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

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	BRNS	14,56,000	3,12,400
Minor Projects	03	UGC KBB	5,25,000	3,10,000
Interdisciplinary Projects	-	-	-	--
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	04	UGC KBB	19,81,000	6,22,400

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences  
organized by the Institution

Level	International	National	State	University	College
Number	-	06	-	-	-
Sponsoring agencies	-	UGC BRNS KSCST KSTA	-	-	-

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency	Rs 6,12,400	From Management of University/College	Rs 1,35,500
Total	Rs 7,47,900		

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

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

Total	International	National	State	University	Dist	College
Nil	Nil	Nil	Nil	Nil	Nil	Nil

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

-
-

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

-
---

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

JRF 

01
----

 SRF 

-
---

 Project Fellows 

-
---

 Any other 

-
---

3.21 No. of students Participated in NSS events:

University level 

5
---

 State level 

--

  
National level 

--

 International level 

--

3.22 No. of students participated in NCC events:

University level 

4
---

 State level 

6
---

  
National level 

-
---

 International level 

-
---

3.23 No. of Awards won in NSS:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="2"/>
National level	<input type="text" value="1"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="58"/>		
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="08"/>	Any other	<input type="text" value="-"/>

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

- PAN Card Mela
- Passport Mela
- Blood Grouping and Donation camps
- Science Model Exhibition
- Computer Literacy Drive
- Regional Folk Games Competitions



## Criterion – IV

### 4. Infrastructure and Learning Resources

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

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	25.35acres		Mgt	25.35 acres
Class rooms	43	11	Mgt	55
Laboratories	13	1	Mgt	14
Seminar Halls	3	1	Mgt	4
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

#### 4.2 Computerization of administration and library

Administration- Partially computerised

Library -Fully computerised

#### 4.3 Library services:

##### UG Library

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	25649	23,74,404.23	577	1,28,068.50	26226	25,02,472.73
Reference Books	2836	2,68,460.96	75	13,340.55	2911	2,81,801.51
e-Books	*	*	*	*	*	*
Journals	102	63,487.00	100	64,660	-	-
e-Journals	**	**	**	**	**	**
Digital Database	-	-	-	-	-	-
CD & Video	162	28,837.00	-	-	162	28,837.00
Literature & personality development (HRD) Books	11949	4,57,691.53	211	39,403.95	12160	4,97,095.48
Bound Volumes of Journals	682	-	-	-	682	

PG Library

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	3433	15,72,901	1794	7,29,600	5227	23,02,501
Reference Books	965	6,38,722	280	1,73,550	1245	8,12,272
e-Books	*	*	4430	*	4430	*
Journals	18	16,590	2	3200	20	19,790
e-Journals	**	**	**	**	**	**
Digital Database	**	**	**	**	**	**
CD & Video	196	7003	-	-	196	7003

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	180	4	4mbps	1	1	2	22	-
Added	14	1	8mbps	1	1	-	1	-
Total	194	5	8mbps	2	2	2	23	-

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

Tally ERP 9
Computer Basics
Language Lab
Latex Type Setting Software
Free and Open Source Software

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs 1,85,485
ii) Campus Infrastructure and facilities	Rs 11,49,555
iii) Equipments	Rs 12,59,845
iv) Others	Rs 13,85,225
<b>Total :</b>	<b>Rs 39,80,110</b>

## Criterion – V

### 5. Student Support and Progression

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

- IQAC is instrumental in introducing student support services like placement, grievance redressal and counselling cells.
- To provide scope for the development of SC/ST and minority students, the special programme has been initiated. A separate cell is created and the responsibility is entrusted to a faculty to co-ordinate the programme. The special book bank facility is established for this purpose. Books are lent to the needy students from the book bank.
- Guest lectures on Women Empowerment are conducted in association with Ladies Forums, NSS and Rovers Rangers.
- Encouraged to participate in co-curricular & extra-curricular activities.
- In the College Notice Board the information about the freeships and scholarships available for students are well displayed.
- Orientation programmes have been conducted to freshers so as to make themselves acquainted with facilities available in the college.
- Apart from the books in the library, students are informed about the e-journals, specifically about Inflibnet facility.
- Freshers are briefed on library facilities. Teams for various sports and games are made.
- Study tours and field visits are organised by Departments to enhance the learning skills and to face the challenges of life.
- Students are provided with the College Calendar. The calendar enumerates all facilities available in the college, the learning opportunities in the college, availability of the scholarships, the opportunities available in Sports and Games, Associations and their activities.

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

- Student's progress has been monitored regularly and closely.
- Two one hour tests are conducted by the Examination Committee, apart from the class tests given by the concerned teacher.
- Assignments are given and student seminars are encouraged.
- Students who are lagging behind are given special attention. Remedial classes are conducted.
- There is a mentoring system where a teacher helps a group of students to improve academically and emotionally - thrust has been given for both academic and emotional quotient of the student.
- Class Teachers assess the students' performance in examinations, involvement and achievement in co curricular activities.
- Periodic Parent-Teachers' meetings are arranged to enlighten the parents about the progress of their children.
- Meetings are arranged with Alumni Association where issues regarding the progress of the students are discussed.
- Academic Council has been constituted to see the progression of students in right direction.
- To obtain the results, the feedback from parents, alumni and students are taken. The suggestions are evaluated and the feasible one's are implemented.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1566	354	-	-

(b) No. of students outside the state

29

(c) No. of international students

-

No	%
844	43.96

Men

Women

No	%
1076	56.04

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
211	34	65	1350	02	1559	113	48	48	1357	-	1566

Demand ratio 1.42:1

Dropout 0.7%

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

Students are given training for various competitive examinations like IAS, KAS, GATE, CAT, SET, NET etc

No. of students beneficiaries

65

5.5 No. of students qualified in these examinations

NET Nil SET/SLET Nil GATE Nil CAT Nil  
IAS/IPS etc Nil State PSC Nil UPSC Nil Others Nil

5.6 Details of student counselling and career guidance

Career Guidance programmes are conducted for outgoing students in both UG and PG.  
Psychological counselling was conducted by Fr Prince for needed students.

No. of students benefitted

265

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
03	238	23	169

5.8 Details of gender sensitization programmes

1. A guest lecture was organised by women empowerment cell on 20-08-2015 on 'first Aid' Mr Partha Varanasi was participated as resource person
2. A guest lecture was conducted on 'Self Esteem' by women empowerment cell on 29-02-2016. Ms Nancy Lavina Pinto gave a lecture on it
3. International womens day was celebrated by women empowerment cell on 08-03-2016. Ms Shobitha Sathish lecturer ,Vivekanda B.Ed College participated as a guest to the programme.
4. Women empowerment cell organised a guest lecture on 'Women in Politics' for all women students of the college on 26-08-2015. Ms Shailaja Bhat , Former president of D.K Zilla Panchayath was the resource person of the programme

## 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	45	3,52,000 Rs
Financial support from government	332	12,46,692 Rs
Financial support from other sources	65	97,580 Rs
Fee concession (PG)	48	4,38,585 Rs

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

### 5.13 Major grievances of students (if any) redressed:

The minor student grievances/complaints are addressed by the subject teachers/class advisor/HOD. There is a Student Grievance Redressal Cell with Principal, Vice Principal, Student Welfare Officers and Office Bearers of Students' Council to discuss and deliberate on major grievances. The cell has arranged for placing complaints/suggestions boxes at places such as college building, PG centre, library, hostel for

men and women. The suggestions/complaints deposited in the boxes are collected and analysed by the cell every fortnight and action is immediately taken.

Some minor student grievances redressed

- Proper drinking water facility
- Free internet facility in college as well as in hostels
- Accommodation facility for sport students
- Student rest room
- Additional sports equipments

## Criterion – VI

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

#### 6.1 State the Vision and Mission of the institution

Vision – Be a premier Institution for Higher Education, constantly in service for the welfare of the Society.

Mission – To facilitate the holistic development of the youngsters through education and training thereby contribute to the socio-economic development of the society.

#### 6.2 Does the Institution has a management Information System

1. Student admission through MIS – collection of fees – remittance of fees to the bank accounts.
2. Student admission details – category/caste wise/ course wise/ combination wise/ subject wise.
3. Students records – transfer, migration and eligibility certificates and marks cards are stored.
4. Examination system computerized – attendance, internal marks are recorded.

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

##### 6.3.1 Curriculum Development

College is affiliated to Mangalore University and strictly follows the syllabus prescribed by the University. The college provides ample opportunity to the students for their all- round development through curricular and co-curricular activities like NCC, NSS, Performing Arts, Clubs and Associations.



### 6.3.2 Teaching and Learning

- Encouraging the teachers to attend orientation courses or such other training programmes to make them aware of the innovations in teaching and learning methods and techniques.
- Faculty evaluation by students is an important component that has helped in quality improvement in teaching learning and in modification of the syllabi.
- Faculty empowerment programmes have given to enhance teaching, research and training.
- Identifying both the advanced and slow learners and providing them with proper guidance for the overall academic growth of the college.
- Utilizing innovations in the field of information and communication technology in teaching and learning.
- Encouraging the habit of independent learning.
- Creative Commons Committee has been formed to formulate the innovative ideas in overall development of the institute. A Seven Step programme has been recommended by the Creative Commons which include
  1. Institutional Partnership
  2. Social Responsibility Initiatives
  3. Student Welfare Initiatives
  4. Faculty Development Programmes
  5. Infrastructure Development
  6. Research and Development
  7. Knowledge, Attitude and Skill
- In addition to six PG Programmes, one more PG programme in Hindi has been approved.

### 6.3.3 Examination and Evaluation

- There will be two compulsory internal assessment tests in each semester and the semester examination is conducted by the University at the end of each semester.
- Advanced learners are provided with reference books and slow learners are provided with remedial classes.
- Results of internals are informed to the parents.
- In order to execute complete examination process, the examination committee has been formed. The Examination Committee shall facilitate three major aspects with regard to examinations: setting examinations, Co-ordination of the exam process, Maintenance of appropriate examination related records.
- With regard to the internal assessment tests, the Heads of the Departments are entrusted with all the responsibility to conduct these tests pertaining to their programme with the help of the office staff which include scheduling the examination dates, communicating it to the students, procuring question papers, allotment of invigilation duty, seating arrangement etc.
- The examination committee circulates the appropriate and complete guidelines to the Heads of the Department for the conduction of internal examinations. Examination Committee ensures that the examinations are conducted according to the stipulated time and underlying procedures are followed and addresses the issues/ lacunae related to the examination as and when they arise.
- As per University examination at the end of each semester is concerned, it is conducted according to the University time schedule and guidelines. Committee plans out and procures the needed materials such as answer scripts, question papers, time schedule, assigning invigilation and allied duties, seating arrangements etc. With the assistance of the office staff it executes all processes connected therewith such as properly managing the unsealed question papers and written answer scripts and finally submitting to the concerned for valuation.

#### 6.3.4 Research and Development

- Providing research facilities in all departments. Encouraging the teachers and PG students to undertake research activities.
- Students are mainstreamed into research right from the graduation. They carry out small scale research activities under the supervision of the faculty.
- Training students to do project works strictly in accordance with the principles of research methodology.
- Motivating teachers for doctoral studies and to take up minor and major research projects.
- Encouraging faculty to apply for major research funding like DST, UGC, BRNS etc.
- Providing space to setup labs and giving necessary facilities like electricity, water supply, broadband connection, furniture etc.
- In order to focus on research activities, the faculty involved in active research will be given with minimum administrative duties/responsibilities.
- Providing seed money to support their research activity and providing conveyance, TA/DA towards participating/presenting papers/displaying posters in conferences, seminars and workshops.
- Providing study leave to complete their research work if necessary.
- Provide incentives to encourage researchers on publishing articles in reputed journals.
- Library facility having books/magazines/journals and e-materials related to research methodologies and respective research fields.
- In order to promote and publish research work carried by students and faculty, the institution has initiated a peer reviewed research journal with name PEARL.
- Organizing research methodology workshops for faculty members.

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

- Two separate libraries for the post -graduate courses as well as under-graduate courses.
- Libraries automated with standardized Library Management Software “Easylib” and “E-Lib” with OPAC facility.
- Circulation of books with the help of Barcode Technology
- Free broad band internet facility in both the libraries
- CCTV facility
- Books added –

	UG	PG
Text Books	577	1794
Reference Books	75	1245
Journals and Newspapers	6	5
CD/DVD's	12	196
E-books	-	4430

#### **Library Furniture and Instrumentation**

Sl.No	Items	UG	PG
1	Computers	2	11
2	Printer	-	1
3	Zebra Barcode Printer	-	1
4	Scanner	-	1
5	Barcode Scanner	-	1
6	Xerox Machine	-	1
7	Book racks	2	7
8	Reading tables	2	-
9	Notice Board	-	1

### **Physical Infrastructure and Instrumentation**

- New building for Post Graduate Studies is extended and new rooms have been constructed .
- A commerce lab is established.
- A new seminar hall is established.
- New entrance has been extended and two way roads have been constructed.
- The Post Graduate office has been renovated.
- Five new projectors are installed in class rooms.

#### 6.3.6 Human Resource Management

The human resources of the institute has been managed effectively:

- Faculty members are provided opportunity for their individual growth in line with the institutional quality enhancement policies.
- Staff recruitment is done based on workload need and statutory requirements.
- The faculty members are encouraged to pursue higher studies by providing them the facilities such as leave and other facilities.
- Staff is also encouraged to apply for minor research projects, take up research activities.
- The college encourages staff members as well as students to attend/present research papers in conferences, seminars, workshops by providing them sponsorships etc. They are also encouraged to participate in the Refreshers' Course, Orientation Programme/subject workshops.
- Committees are formed to manage the various activities of the college in which the in-charge faculty members execute the activities with the help of the students. This provides opportunity for teachers in training the students for leadership skills, creative thinking skills, communication skills, decision making skills etc.
- Apart from students' participation in off campus events, the college organizes variety of events in the campus where the students get opportunity to excel themselves by meticulously involving in it such as taking up responsibilities, participating in competitions, involving in the process of planning, event management etc. College annual celebration, talents day, celebration of days of national importance, seminars, workshops, fest etc. are few of such mega events wherein students and staff involve actively.
- The student council of the college holds many student centric activities which provide opportunity to the student fraternity to plan the activities, execute them and learn by doing.
- The achievements of the staff members and students are recognized with appreciation and by honouring them time to time in annual events. This, in turn, encourages them to perform better in the field of their interest.

Staff members are continuously motivated and reinforced through developmental programmes, workshops, skill enhancement trainings.

### 6.3.7 Faculty and Staff recruitment

#### Procedures followed in the faculty and staff Recruitment

1. Advertisement in newspapers regarding the vacancy in the college
2. Receiving applications from the applicants
3. Screening and selection
4. Selected applicants are called for interview
5. Interview is conducted by the committee comprising of subject experts
6. Eligible applicants are recruited

### 6.3.8 Industry Interaction / Collaboration

- Organizing industrial visits or study tours by the respective departments
- The UG as well as PG departments of social work are organizing study tour to various industries and also con-current field work practice in various industries.
- MSW Department has entered into Memorandum of Understanding (MOU) with Ashoka Innovators for Public – South Asia.
- The college has a placement cell which gives necessary information about the job opportunities in various industries.

### 6.3.9 Admission of Students

#### Procedure for admitting the students

1. Advertisement in newspapers, FM radio, local announcement in churches and displaying it on the notice boards.
2. Applications are issued and collected from the applicants
3. ‘ Roster system’ is followed in the admission procedure
4. ST/SC and minority students are given preference by the college

### 6.4 Welfare schemes for

Teaching	Health Insurance Scheme with a minimum contribution from the staff. ESIC and EPF as applicable
Non teaching	Health Insurance Scheme with a minimum contribution from the staff. ESIC and EPF as applicable
Students	<ul style="list-style-type: none"><li>• Ill students during the college timings are given with medical facilities and are paid by the College</li><li>• Fee concession is provided to the economically backward students</li><li>• College provides for the promotional activities of sports persons and also gives financial assistance to attend Fests, Seminars and Conferences.</li></ul>

### 6.5 Total corpus fund generated

Rs 3,54,94,722

6.6 Whether annual financial audit has been done    Yes     No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	Academic Council
Administrative	No	-	Yes	Management

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

For UG Programmes    Yes     No

For PG Programmes    Yes     No

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

- NA-

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

The college gives more emphasis on co-curricular and extra-curricular activities. Though there is no much role of the college in designing the syllabus for regular courses, those teaching staff who are in the Board of Studies in the University play effective role. However apart from this the college conducts a numerous need based Certificate Courses for which the syllabus is drawn by the teaching staff, adopted and implemented. The students are trained in Performing Arts, Yakshagana and various other co-curricular activities.

### 6.11 Activities and support from the Parent – Teacher Association

- The Association in collaboration with IQAC of the college organized **Parent-Student-Teacher interaction programme** on 25-08-2015. Students and Parents interacted with the Teachers class-wise. Student academic progression, class attendance, participation in college activities and discipline matters were discussed.
- Financial Assistance to :
  - University Level Inter Collegiate
    - Management Fest– '**FACULA 15**' organized by Department of Commerce & Management.
    - IT Fest '**Pinnacle 16**' organized by Department of Computer Science.
    - Science Fest '**AAVISHKAR**' organized by Science Forum.
    - Art Fest '**TULU JANAPADA KREEDOSTAVA**' organized by Humanities Association
  - National Seminars
    - '**Sustainable Development and Corporate Social Responsibility Issues and Challenges**' organized by Department of Commerce.
    - '**Emerging Technologies in Computer Science and Information Technology**' organized by Department of Commerce.
  - **Golden Jubilee Memorial Scholarship** : Rs. 500/- each given to the following students:
    - Martha Reema Fernandes, III B.A.
    - Fiona Joyline Mascarenhas, III B.Sc
    - Blossom Pearl D'Souza, III B.Com
    - Asha H.D., III BSW
    - Ashwi Uttappa. K., III BSW
    - Prathima P.S., III BBM
    - Shreyas Kumar, III BCA
- **Mid Day Meal Scheme**

The college has launched a Mid-Day Meal Programme with the participation of the well-meaning benefactors, Parent-Teacher Association in particular, who helped the college to create a corpus fund, the interest accrued there on, caters to the Mid-Day Meal requirement of 100 needy and deserving students. In the academic year 2015-16 **forty four** students from different classes & streams are provided with the benefits of the Mid-Day Meal scheme. We intend to strengthen the scheme bringing more students under the umbrella in ten years ahead.



#### 6.12 Activities and support from the Alumni Association

The Association extended financial support for various activities:

- ‘Pinnacle’ IT Fest organized by Dept. of Computer Science.
- ‘Philo Sem’ National level Seminar organized by Dept. of M.S.W
- N.S.S Annual Special Camp held at Biliyooru.
- Aavishkar fest organized by the Science Department
- Tulu Janapada Kreedotsava organized by Humanities Department.
- Pheonix Fest organized by the P.G. Department of Physics
- It has actively participated in NAAC reaccreditation process.

#### 6.13 Development programmes for support staff

Encouraged to attend seminars and to apply for seminars

Computer literacy programme

Training on MIS

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

- Herbal Garden
- Rain water harvesting in the campus
- Green audit
- Vanamahotsava programme
- Plastic Free Campus
- Waste Management
- Environmental Rally and Street Play
- Flower gardens

## Criterion – VII

### 7. Innovations and Best Practices

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

PG Dept of Computer Science has conducted two week free Computer Science Training Camp for the benefit of rural people of Puttur.

Humanities association organized an intercollegiate Folk Games Festival on the college play ground.

Commerce Laboratory has been established in PG Centre.

Dept of Zoology established a Large Scale Vermicomposting Unit at the Zoology block.

Suraksha Consumer Forum of the college organized an awareness programme on PAN.

Suraksha Consumer Forum of the college organized an awareness programme on Misleading Advertisements and Labelling.

Suraksha Consumer Forum of the college organized an awareness programme on Right to Information Act 2005.

Suraksha Consumer Forum of the college organized a training programme on project preparation.

MOU is signed between St Philomena College, Puttur and Ashoka Innovators for the Public – South Asia.

Training to the Consumer Club coordinating teachers

Environmental Audit Report is prepared

Commerce Laboratory is established to give a practical feel of concepts taught in the class.

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

Sl.No.	Plan of Action	Action Taken
1	MA in Hindi	Affiliation Granted and course introduced
2	Regional Folk Games Competition	Conducted
3	Folk Museum	Established
4	Commerce Laboratory	Established
5	Digital Library	Established
6	Nutrition Laboratory	Established
7	Computer Literacy Drive	Conducted
8	Workshop on Research Methodology	Conducted
9	National Workshop by department of Physics	Conducted on 'Quantum Mechanics and Applications'
10	PhD Affiliation to Physics Department	University formed the committee for the affiliation
11	Intercollegiate Economics fest	Conducted
12	Inter High School Quiz competition conducted by Department of History	Conducted
13	Intercollegiate Physics fest	Phoenix

14	Intercollegiate Management fest	Facula-2015
15	Intercollegiate IT fest	Pinnacle-2015
16	National Conference by department of MSW	Philoferece-2015
17	National Seminar by department of Computer Science	Conducted on 'Emerging Technologies in Computer Science and Information Technology'
18	National Seminar by department of Hindi	Conducted on 'Social Values in Bhishma Sahaani's writings'
19	National Seminar by Department of Commerce	Conducted on 'Corporate Social Responsibilities and Corporate Governance'
20	National Seminar by College Office	Conducted on Challenges of Administration of Higher Education Institutes in the Changing Global Scenario

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

<p>1. Learner meets the other Learner</p> <p>2. Do more, Learn More</p>
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***\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

<p>Energy Conservation techniques adopted</p> <p>Awareness programmes on the need for and the methods of conservation of energy are organized by the eco club. Leading environmentalist and experts from the NGOs are invited to interact with the students.</p> <p>Solar Water Heating (SWH) system has been installed in the hostels for men and women to make hot water available to the inmates.</p> <p>Rain water harvesting is undertaken on the campus. Rain water falling on a roof of 10,000 sq.ft. is collected and stored in a facility with a capacity of 20,000 litres.</p> <p>Environmental Audit Report prepared</p> <p>Solid waste management adopted</p> <p>Carbon neutrality and carbon offsetting measures initiated</p> <p>Plastic-free zone campaign and cleanliness drives realised</p>
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7.5 Whether environmental audit was conducted?    Yes     No

7.6 Any other relevant information the institution wishes to add.

The Executive Committee of the National Assessment and Accreditation Council on the recommendation of the duly appointed Peer Team is declared the college with CGPA of 3.19 on four point scale at A grade with validation up to May 24, 2021.

## **SWOC Analysis**

### **Strength**

- A wide range of UG and PG programmes
- Ability to offer need based courses
- Steady and higher enrollment of students
- Low dropout rate
- A good reserve of teaching-learning resources
- Efficient, experienced and permanent faculty
- Ideal geographical location of the College
- Sprawling campus with spaces to operate
- Solid physical infrastructure
- Excellent IT infrastructure
- Accommodation to about 400 students on the campus
- Impressive student activities and achievements at various levels
- Exceptional track record in academic and sports fields
- Sound financial status
- Forward looking and caring top management – The CBE
- Concerned and supportive Alumni and PTA
- Availability of government grants and UGC funds
- Provision for high school, PU , UG and PG education on the campus
- Excellent social accreditation

### **Weakness**

- Average skill and less employability among the students
- Lack of adequate campus placement
- Inadequate linkages and collaborations
- Lack of academic autonomy
- Failure to get major UGC grants

### **Opportunities**

- To raise employability of the students
- To provide coaching facilities for central / state services
- To brace up campus recruitment
- To undertake more research projects
- To avail major UGC grants under different schemes
- To attain autonomous status
- To establish linkages and collaborations with reputed institutions

### **Challenges**

- Managing the self financed courses
- Continuing with the traditional courses and market oriented courses
- Skill formation and raising employability of the students
- Retaining efficient and experienced faculty

## 8. Plans of institution for next year

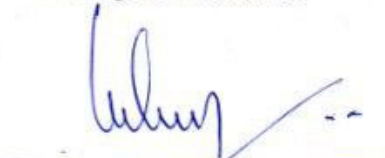
- Establishing women study centre.
- Staff enhancement programmes
- Strengthening the consultancy and collaborative efforts with industries and academic institutes
- Encourage faculty members to complete their PhD and apply for research grants
- Strive for attaining the status for potential excellence
- Strive for achieving an autonomous status
- Strengthening the campus recruitments
- Introducing more applied and interdisciplinary programmes
- External academic audit
- MOU's need to be signed with other academic institutions.

Name: Dr A P Radhakrishna



Signature of the Coordinator, IQAC

Name: Prof Leo Noronha



PRINCIPAL  
Signature of the Chairperson, IQAC  
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