

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



**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्**

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL** *An Autonomous*  
*Institution of the University Grants Commission*  
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

# 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*

## Contents

	Page Nos.
1. Introduction .....	4
2. Objective .....	4
3. Strategies .....	4
4. Functions .....	5
5. Benefits .....	5
6. <i>Composition of the IQAC</i> .....	5
7. The role of coordinator .....	6
8. Operational Features of the IQAC .....	6
9. Monitoring Mechanism .....	7
10. Mandatory submission of AQAR by NAAC .....	7
11. The Annual Quality Assurance Report (AQAR) of the IQAC .....	8

### Part – A

11. Details of the Institution .....	9
12. IQAC Composition and Activities .....	12

### Part – B

13. Criterion – I: Curricular Aspects .....	14
14. Criterion – II: Teaching, Learning and Evaluation .....	15
15. Criterion – III: Research, Consultancy and Extension .....	17
16. Criterion – IV: Infrastructure and Learning Resources .....	20
17. Criterion – V: Student Support and Progression .....	22
18. Criterion – VI: Governance, Leadership and Management .....	24
19. Criterion – VII: Innovations and Best Practices .....	27
20. Abbreviations .....	29

---

*Document revised by: Dr. Ganesh Hegde, Deputy Adviser and B. S. Ponmudiraj, Deputy Adviser, NAAC*

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

## **Introduction**

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

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

## **Objective**

*The primary aim of IQAC is*

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

## **Strategies**

*IQAC shall evolve mechanisms and procedures for*

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

## **Functions**

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

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

## **Benefits**

*IQAC will facilitate / contribute*

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;

- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

## **Composition of the IQAC**

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

The composition of the IQAC may be as follows:

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

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

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

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

- It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- ▶ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

## **The role of coordinator**

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

## **Operational Features of the IQAC**

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

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

## **Monitoring Mechanism**

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

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

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

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

## **Mandatory Submission of AQAR by IQAC**

So far submission of AQARs was not a Mandatory requirement for Institutions applying to NAAC 2<sup>nd</sup> and subsequent cycles of Assessment and Accreditation (A&A). It has now been decided by the Executive committee of NAAC that **regular submission of AQARs should be made mandatory for 2<sup>nd</sup> and subsequent cycles of accreditation.**

In view of the decision of **Executive Committee of NAAC** the following will be the pre-requisites for submission of LOI for all Higher Education Institutions (HEIs) opting for 2<sup>nd</sup> and subsequent cycles of A& A **with effect from 16<sup>th</sup> September 2016:**

- 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.

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

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

## Part – A

### I. Details of the Institution

1.1 Name of the Institution	S.B.Arts and K.C.P Science College
1.2 Address Line 1	Bangaramma Sajjan Campus
Address Line 2	Solapur Road
City/Town	Vijayapur(Bijapur)
State	Karnataka
Pin Code	586103
Institution e-mail address	bldeasbkcp@gmail.com
Contact Nos.	08352-261766
Name of the Head of the Institution:	Dr. K.G. Pujari
Tel. No. with STD Code:	08352-261766
Mobile:	9448817051

Name of the IQAC Co-ordinator:

Dr. U.S. Pujeri

Mobile:

9448418452

IQAC e-mail address:

iqacsbkcp@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

KAC0GN11192

1.4 NAAC Executive Committee No. & Date:

EC/51/RAR/03 dt 31-12-2009

(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:

www.bldeasbkcp.org

Web-link of the AQAR:

<http://bldeasbkcp.org/sumedha/UP/AQAR17.pdf>

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++	-	3-5-2004	3-5-2009
2	2 <sup>nd</sup> Cycle	B	2.98	31-12-2009	31-12-2014
3	3 <sup>rd</sup> Cycle	A	3.10	19-01-2016	18-01-2021
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

02/01/2004

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

2017-18

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

- i. AQAR \_\_\_\_\_ 17/03/2017 \_\_\_\_\_ (DD/MM/YYYY)  
 ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
 iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
 iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

UG Course - B.C.A  
 PG Courses – M.Sc. Computer Science, Chemistry, Physics.  
 MA in English, 06 COP Courses and Sanskrit Sandya Kendra

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

Rani Channamma University,  
Belagavi

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

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

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

2.1 No. of Teachers	<input type="text" value="11"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="02"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="-"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="-"/>
2.8 No. of other External Experts	<input type="text" value="02"/>
2.9 Total No. of members	<input type="text" value="18"/>

2.10 No. of IQAC meetings held 04

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

2.14 Significant Activities and contributions made by IQAC

- The IQAC monitors the activities of the college through the various committees.
- Periodical meetings were held to collect data pertaining to the various activities like organizing of Lectures, Workshops, Seminars, Sensitization Programmes etc. Further, the IQAC prepared reports regarding the events organized in the college.
- IQAC played a pivotal role in the compilation of SSR III Cycle of NAAC Reaccreditation process.
- IQAC Contributing Significant role in preparing SSR IV Cycle of NAAC Reaccreditation process

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<ul style="list-style-type: none"><li>• The IQAC encouraged the faculty members to apply for Minor and Major Research Projects.</li></ul>	<ul style="list-style-type: none"><li>• 03 faculty members are involved in UGC funded Minor On-going Projects. 01 Faculty has been sanctioned 11,28,000 from DST Major Research Project.</li></ul>
<ul style="list-style-type: none"><li>• IQAC has been instrumental in resource mobilisation for research.</li></ul>	<ul style="list-style-type: none"><li>• The college has spent Rs. 6, 36,079 for research .</li></ul>

<ul style="list-style-type: none"> <li>• IQAC encouraged students to apply for VGST funded Research Projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Accordingly the students have applied.</li> </ul>
<ul style="list-style-type: none"> <li>• IQAC has motivated the staff to present papers in National and International Conferences.</li> </ul>	<ul style="list-style-type: none"> <li>• 31 faculty have presented papers and 30 no. of papers have been published in International Journals.</li> <li>• The faculty members have published 03 chapters in books.</li> </ul>
<ul style="list-style-type: none"> <li>• IQAC has motivated the staff and students to observe National festivals and participate in Rallies.</li> <li>• To Conduct TED TALKS</li> </ul>	<ul style="list-style-type: none"> <li>• Accordingly Independence Day, Gandhi Jayanti, Vivekanand Rally etc have been a part of the academic activities of the college</li> <li>• All Departments Conducted TED TALKS on Various themes</li> </ul>

*\* 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

- |   |
|---|
| <ul style="list-style-type: none"> <li>• The college has forwarded a proposal to the Parent University to commence Diploma in yoga course.</li> <li>• The college has forwarded a proposal to the Parent University to commence Research Center in Chemistry Department.</li> </ul> |
|---|

## 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	04		04	
UG	03		03	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	06		07	06
Others				
<b>Total</b>	13		14	07
Interdisciplinary				
Innovative	01			

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

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

Pattern	Number of programmes
Semester	07 (PG Semester with CBCS and Elective Options)
Trimester	-
Annual	-

Others	SSK holds 3 months certificate course
--------	---------------------------------------

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.

BCA – Thrust is given to the need based syllabi especially to corporate sector B.Sc – Focus on Environmental issues
--

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

NO
----

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	37	01	35	00	01

2.2 No. of permanent faculty with Ph.D. 10

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
	00	44	38	00	00	00	00	00		44

2.4 No. of Guest and Visiting faculty and Temporary faculty Management permanent faculty

36		
18		

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		64	
Presented papers		41	
Resource Persons		32	

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

- Scientific writing of Articles, Research papers, Project report and funds for project training was given to UG students.
- Power point presentation on specified syllabus.
- Class seminars related to subject.
- Use of ICT and Educational technology.
- Industry visits.
- Group discussions
- Problem solving.
- Case Studies.
- Demonstration using models.
- Viewing of discussions of documentaries and movies.
- Making use of Articles from News Papers related to syllabus.
- TED Talks by the Arts and Science Departments on related topics.

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

184
-----

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

M..Sc (CS) Conducted Open Book Internal Examination of DBMS subject for II semester students.
---

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

07		
----	--	--

2.10 Average percentage of attendance of students 

78%
-----

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	131	107	13	1	0	93.79
BSc	250	98	44	4	0	58.87
BCA	35	15	00	00	01	65.70
MA (English)	17	11	05	00	00	94.11
MSc (CS)	08	01	06	00	00	95
MSc (Chem)	18	06	06	01	00	72.02

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

- The IQAC periodically conducts sessions to explore avenues to enhance teacher effectiveness.
- It encourages research publications, paper presentations and participation in International/National/Regional/Workshops and Conferences.
- Senior faculty and administrative heads discuss future plans of the institution and prepare a road map for quality assurance and enhancement.
- Periodical review of the teaching learning process at the end of each semester.
- Feedback from the students on teachers performance.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	01
HRD programmes	00
Orientation programmes	00
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	12
Summer / Winter schools, Workshops, etc.	00
Others	

## 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	12	47	00	30
Technical Staff	01	00	00	00

## Criterion – III

### 3. Research, Consultancy and Extension

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

- The IQAC sensitizes and promotes research climate in the institute through the Research Committee
- The Research Committee meets from time to time to discuss the research initiatives to be taken up in an academic year. Further, it encourages Major/Minor research projects funded by UGC/VGST/DST
- The faculty members are also encouraged to attend and present research papers in National/International/Seminars/Conferences
- The students of PG departments are encouraged to publish research papers
- The IQAC through its unique programmes ‘Student Science Congress’ and Workshop on ‘Research Methodology’ for PG students provided a platform to develop research temperament among the students

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	00	01	01
Outlay in Rs. Lakhs	1128000	00	00	00

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	00		02
Outlay in Rs. Lakhs	4lakhs	00	2,60,000/-	

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	14	25	-
Non-Peer Review Journals	00	00	00
e-Journals	00	00	00
Conference proceedings	00	00	00

#### 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	2013-14	DST-SERB	11,28,000/-	11,28,000/-
Minor Projects	2014-15	UGC	4,00,000/-	2,60,000/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>	2016-17	College		
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No.

09

Chapters in Edited Books

06

ii) Without ISBN No.

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

64520/-

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number		02			
Sponsoring agencies					

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

03

3.13 No. of collaborations

International

National

Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College   
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	01
	Granted	00
International	Applied	00
	Granted	00
Commercialised	Applied	00
	Granted	00

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
		03				

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

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
 National level  International level

3.22 No. of students participated in NCC events:

University level	<input type="text" value="04"/>	State level	<input type="text"/>
National level	<input type="text" value="02"/>	International level	<input type="text"/>

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="08"/>		
NCC	<input type="text" value="02"/>	NSS	<input type="text" value="15"/>	Any other	<input type="text" value="03"/>

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

- Eye Donation Rally
- Swachha Abhiyan Pagwada
- Sanskrit Saptaha
- Vrukshotthan Marathon
  
- Eye checkup camp
- Campus placements

## 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	54 acres			
Class rooms	27			
Laboratories	23			
Seminar Halls	01			
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	Swimming Pool Rs. 2,85,00,000/-		UGC	
	Indoor Games Stadium Cost 1 crore		UGC	

#### 4.2 Computerization of administration and library

##### **Pay and Accounts Office**

- Annual Accounts, Financial statement, Salaries received from the Government, Provident Fund, Arrear Bills(excel format), Income Tax have been computerised through Administration office.

- Online payment for Fees

##### **Examination Office**

- List of students appearing for examination are transferred through internet from the academic office
- Hall Tickets are computerised .
- Exam forms are computed online.
- IA Marks computed are sent to the Parent University.
- Declaration of results is executed online.
- Marks are computerised
- Queries from students can reach the Controller of Examination Office through E-mail
- Course registration and graduation day registration are done online

## **Library**

- Library has been automated using the library management software New Gen Lib. It is user friendly software designed to take care of all administrative and management functions of the library. It organises and manages the information of books, articles, journals and circulation in a most economical and effective manner .
- The library subscribes to electronic database like internet N-List. It can be accessed through college campus through internet.
- The Library has 10 Desktops with net for browsing and to download study material
- A printer cum photocopier is used in the library for the printouts. The bar code printer in the library is used for printing the accession numbers of the books which would be scanned during books transactions and the bar code scanners are used in the library to scan the bar code of books during issue and returns of the book
- The library users can access a range of software application including MS-Word Excel, Power point on all the library computer system.
- ID card scanner record the entry of users into the library
- Slot readers are used in the library for calculating the daily report for users visiting the library.
- **New Gen Lib offer a total solution for all functions of library with the following modules:**
  - Acquisitions
  - Serials Management
  - Technical Processing
  - Circulation
  - Administration
  - Queries
  - Reports: MIS reports
  - End of day process

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	17336		120	16926	17456	-
Reference Books	65807		452	161705	66259	-
e-Books	-		-		-	-
Journals	20		15	8400	25	-
e-Journals	33828		6000	-	-	-
Digital Database	N-List		N-List	5050	N-List	-
CD & Video	177		28		205	-
Others (specify)	-		-	-	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	107	99	All have internet facility	-	-	02	08	-
Added	22	17		-	-	02	01	-
Total	129	116		-	-	04	09	-

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

<p>Internet leased line upgradation in progress.</p> <p><input type="checkbox"/> Campus Wi-Fi access facility for students and staff is on anvil.</p> <p><input type="checkbox"/> Internet access to staff students in Science Depts.</p> <p><input type="checkbox"/> Networking upgradation in the institute.</p>
--

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

i) ICT	177050
ii) Campus Infrastructure and facilities	585293
iii) Equipments	290527
iv) Others	1052702
<b>Total :</b>	<b>1068284</b>

## Criterion – V

### 5. Student Support and Progression

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

- The IQAC monitored the formation of various Committees at the beginning of academic year for the smooth functioning of the college activities. Accordingly each Committee has a representation of the student community.
- The Students' Welfare Department provides necessary information to students with regard to job opportunities.
- The Sports and Cultural Departments through its students representatives inform the students with regard to Sports and cultural activities to be organized in the college.
- Thus, the students representatives play an active role in college activities.

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

The college follows Mentoring System. Personal guidance on both academic and non-academic matters is made available to the students.

- The performance of the students in IA tests and Semester End examinations enables to identify them as slow and advanced learners.
- The students progression is also tracked through their presentation in Seminars, Debate, Quiz and other curricular and co-curricular activities.

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

UG	PG	Ph. D.	Others
1891	140	---	--

#### (b) No. of students outside the state

39

#### (c) No. of international students

00

Men

No	%
00	-

Women

No	%
00	-

Last Year					This Year						
General	SC	ST	OBC	Physically Challenged	Total UG/PG	General	SC	ST	OBC	Physically Challenged	Total
302	271	15	1300		1888	265	291	19	1456		2031
Demand ratio 1:1					Dropout % UG			PG			

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

The institute held coaching classes for competitive exams under UGC XI plan period.

No. of students beneficiaries

1070

5.5 No. of students qualified in these examinations

NET	01	SET/SLET	02	GATE	00	CAT	00
IAS/IPS etc	00	State PSC	01	UPSC	00	Others	

5.6 Details of student counselling and career guidance

- A Counsellor is available in the college to counsel the students.
- Separate counselling for boys and girls is carried out by the cell.
- The Placement Officer addresses our students about Career Guidance.

No. of students benefitted

Students benefitted from counselling :

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
04	272	66	

5.8 Details of gender sensitization programmes

## 5.9 Students Activities

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

State/ University level  National level  International level

### No. of students participated in cultural events

State/ University level  National level  International level

5.9.2		No. of medals /awards won by students in Sports, Games and other events					
Sports	State/ University level	<input type="text" value="02"/>	National level	<input type="text"/>	International level	<input type="text"/>	
Cultural	State/ University level	<input type="text" value="01"/>	National level	<input type="text"/>	International level	<input type="text"/>	
5.10 Scholarships and Financial Support							
				Number of	Amount		
				students			
Financial support from institution							
Financial support from government				131	2317166		
Financial support from other sources				888	1465215		

Number of students who received International/ National recognitions - -

### 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:

<b>Year</b>	<b>Sl No.</b>	<b>Grievances Reported</b>	<b>Grievances Resolved</b>
2015-16	1	Request for replacement of Aquaguard Filter Units in the Campus	Resolved
	2	Demand for Proper Sanitation in Ladies Hostel	Fulfilled
	3	Demand for more supply of water in Ladies Rest Room	Solved
	4	Demand for increase in number of instruments in Physics Lab	Solved

## Criterion – VI

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

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

**VISION** Our Vision is to develop the institute into a centre of excellence for imparting value based liberal education aimed at promoting inclusive and holistic growth of the learner with thrust on real-time needs **MISSION** The Mission is to provide students education that kindles creativity, encourages innovation and instill ethical practices, enabling them to compete successfully in the global arena.

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

##### **Management Information System**

The BLDE Management acts as an academic leader and frames strategies for academic growth.

- The suggestions given by the Governing Body, the Management Committee headed by the Chief Administrative Officer (CAO) are implemented under the leadership and guidance of the Principal.
- The Principal and the IQAC Co-ordinator monitors the smooth and effective functioning of the college through the constitution of various committees.
- The Heads of the departments ensure the smooth functioning of the activities of the department in collaboration with other members of the department.
- The IQAC collects students' feedback which is considered for review and revision.

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

##### 6.3.1 Curriculum Development

- The institution follows the syllabi framed by the Parent University.
- The Syllabus of Languages in Arts and Science is revised every three years.
- The Syllabus of Science discipline and Social Sciences is revised every three years.
- The faculty members and also through their respective forums make efforts to revise the syllabus as per the needs of the society.
- Workshop on syllabus were held by Chemistry, Physics and Computer Science depts.

##### 6.3.2 Teaching and Learning

Constant review of testing and evaluation patterns encourages creativity, originality and analytical thinking. Faculty members are motivated to design contemporary, skill based and value-added courses.

### 6.3.3 Examination and Evaluation

The College has several mechanisms in place to ensure that all stakeholders – students, parents, faculty members, administrative staff and Management – are aware of the evaluation processes of Parent University. The evaluation processes consists of IA, Home Assignments, Semester End Exam for UG and for PG CBCS, Projects, Viva-Voce and Semester End Exam.

Third component is an innovative evaluation methodology which may include Open Book Tests, Seminars/Assignments/Projects/Quiz/Data Analysis at the discretion of the course teacher.

The following reform measures have been adopted:

- Online Publication of End Semester Examination results.
- Mark sheets printed with logo of Parent University
- Convocation Certificate with candidate's Photograph will be printed from 2014-15 onwards.

### 6.3.4 Research and Development

Research in the college has been given a strong thrust since the last reaccreditation cycle. The award of Major and Minor Research projects to faculty underscore the growing importance given to research in the college. Currently, faculty are engaged in 11 Minor Research Projects supported by the UGC. Other Major Research Project include those supported by the Department of Science and Technology(DST). Postgraduate Research has been encouraged by the introduction of dissertation /project work. Some departments encourage undergraduate research in various ways – by way of Projects, Seminar papers and Assignments.

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

**Library :** Networking has been installed in the library which facilitates access of information on various types such as online databases, e-journals, e-books, digitally through networked systems. Access may be allowed online remotely through internet. The library has 10 computers with net facility.

**ICT :** The institution adopts policies and strategies for adequate technology deployment and maintenance. The ICT facilities and other learning resources are adequately available in the institution for academic and administrative purposes. The staff and students have access to technology and information retrieval on current and relevant issues. The institution deploys and employs ICTs for a range of activities. In keeping with rapid advancements in technology and for students to benefit from state-of-the-art equipments, the College has set up 03 SMART Boards in labs. Additionally, 06 Classrooms are fitted with LCD projectors, 03 are mobile projectors and 09 Laptops and 129 Computers with net facility are available for teaching-learning process. All Science departments have computer with net facility Language lab, Computer labs and Science labs. provide opportunities for hands-on training.

**Physical Infrastructure/Instrumentation:**

Seminar hall, classrooms( equipped with LCD Projectors), buildings to house administrative offices, staff rooms, well equipped laboratories, library, student's common room, vast playground, canteen, parking area and residential facilities for girls are provided. In order to ensure safety and security of the campus community, the College is under central surveillance with the installation of CCTVs at several locations on campus. Fire extinguishers have been installed in labs. and library.

### 6.3.6 Human Resource Management

At the end of each academic year the Management Committee reviews the existing positions and identifies personnel for various teaching and non-teaching positions.

The Management makes appointments through prescribed procedures. In order to enhance capacities of staff Workshops/Seminars/Conferences are organised.

Recreation programmes are also organised for students teaching, non-teaching and supportive staff.

### 6.3.7 Faculty and Staff recruitment

Advertisements inviting application from qualified candidates are published in leading newspapers. Applicants who meet the eligibility criteria lay down by the UGC and the Govt of Karnataka are called for an interview cum trial teaching session. The selection panel consists of the Principal, members of the Management, a senior members of the faculty as subject expert. Candidates deemed suitable to meet the institutions requirements are appointed on probation for two years. They are given a permanent position by the Management after assessment of their performance.

### 6.3.8 Industry Interaction / Collaboration

- The students and faculty of the department of Chemistry visited NCL and CMET, Pune to study IR,UV, AAS, HPCL,NMR, TG,DTA,GC, and MS.

### 6.3.9 Admission of Students

The admission process is based on the philosophy that access to quality education is fundamental right of all citizens. The college is committed to serving the economically and socially marginalised sections of society and to this end, privileges them in the admission process. This philosophy shapes the admission policy of the college. The Institute has maintained an excellent profile representing SC 15%, ST 0.6%, OBC 58%, Women 46%, GM 21%.

The College website, prospectus and handbook contains information about the institution and the programmes offered. The prospectus that highlights the details of various programmes of the college is prepared every year prior to the commencement of admissions. The prospectus also gives details of eligibility norms for admission. It is given to the applicants along with the application form.

A customised admission software package has been developed to facilitate the admission process.

The use of ICT has facilitated the admission process and has reduced the amount of paperwork as well as the use of paper. The ICT enabled process has facilitated the generation of profile reports. An analysis of the profile helps in identifying students who need assistance, such as those from regional language, students from rural backgrounds, male, female and category-wise.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> <li>• Loan facilities through Vijaya College Co-Operative Society.</li> <li>• Flexi-timings provided for medical reasons.</li> <li>• Contributory Provident Fund for Management faculty.</li> <li>• Maternity Leave.</li> <li>• Hospital facility.</li> </ul>
Non teaching	<ul style="list-style-type: none"> <li>• Loan facilities through Vijaya College Co-Operative Society.</li> <li>• Uniforms for supportive staff.</li> <li>• Refreshments during working hours for administrative staff.</li> </ul>
Students	<ul style="list-style-type: none"> <li>• The Career Guidance provides training for students to enhance their employability, in addition to providing information on job availability. It fosters partnerships and linkages with the corporate sector for placement and training opportunities.</li> <li>• Trained and professional counsellors are available on campus.</li> <li>• Disbursement of scholarships and endowment prizes to the less privileged and meritorious students.</li> <li>• Students are insured by the Parent University.</li> <li>• Health Check-up by Managements Sri B.M. Patil Medical College.</li> </ul>

6.5 Total corpus fund generated

541446

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				
Administrative				

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?

The following reforms have been adopted:

- On-line submission of examination forms.
- On-line submission of IA Marks.
- On-line declaration of Semester End examination result.
- According to Parent University, the course should be completed within 6 years from the date of admission of the students.
- However , a one time relaxation “Golden Chance was announced by the University in April-May 2013 to BA/BSc/BCA Sem students who have passed VI Semester but failed only in V semester to appear for supplementary exam.
- The Past Students of erstwhile Karnataka University can avail “Golden Opportunity” even till this date.
- During Semester End Examination Absentee Report, MPC Report, Answer paper Booklets bundles are sent On-line from October 2013.

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

NA

6.11 Activities and support from the Alumni Association

- Free Eye Check-up Camp
- Campus placements
- Water Cooler with filter

6.12 Activities and support from the Parent – Teacher Association

The college does not have an established Parent – Teacher Association. However the parents are encouraged to attend activities organised by the College

6.13 Development programmes for support staff

The Institute organised Workshops/ Seminars and Conferences on frontier area of knowledge for the development of Staff.

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

The college on a regular basis makes a thorough environmental assessment of the campus and implements healthy ecological practices in water and energy conservation. Some of the initiatives are as follows:

Energy Efficient Lighting:

- CFL and LED bulbs which consume less power are used in few places.

Use of Renewable Energy: The College has installed a Solar Power Panel. Solar powered hot water systems in the women's hostel is used. An Energy Audit has been initiated and measures are being taken to increase the use of solar energy on campus.

The existing UV/ RO plants supply potable water for the entire college.

Some of eco initiatives are rain water harvesting system, Vermi composting, Herbal garden, "Green" lab -waste disposal, Safe disposal of laboratory wastes. Hoardings depicting eco issues.

### 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.

The College periodically introduces new and innovative courses in its curriculum. These courses are introduced by various departments to cater to the different needs of the students.

The following initiatives were taken to enhance knowledge, skills and employability:

- Projects undertaken at the UG level.
- Introduction of interdisciplinary courses to impart broad based learning.
- Independent Electives encourage the PGstudents to widen their knowledge.
- Auditing of courses gives students an opportunity to study subjects of their interest.
- Training in Soft Skills increases self confidence, builds leadership qualities and skills for holistic development.

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

- |  |
|--|
| <ul style="list-style-type: none"><li>• Action Taken Report (ATR):</li><li>• The college has been reaccredited with 'A' Grade with a CGPA of 3.10 on a four points scale in 3<sup>rd</sup> cycle.</li><li>• Enhanced research output.</li><li>• Organised Workshops.</li><li>• Increased academic tie ups.</li></ul> |
|--|

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

1) Best Practices

**1) Title of the Practice**

Sanskrit Sandhya Kendra.

**2) Goal**

Sanskrit is a cultural language. It has gifted innumerable words to all the languages in the world. Learning of Sanskrit language enriches one's life. It is one of the treasures which India has gifted to the world. It is a simple language which touches the human cord. It is recognized by the NASA Scientists in order to complete a project. Such a rich language has not been recognized by the Indians. Further, there are certain myths which hinder the learning of Sanskrit language such as Sanskrit is a difficult language. It is spoken by a specific class. In order to render the myths baseless and to give meaning to an individual's life, the institution commenced Spoken Sanskrit Classes

**3) The Context :**

The institution in association with Rastriya Sanskrit Samsthanam, a unit of Human Resources and Development (HRD) New Delhi, commenced Spoken Sanskrit Classes. The department of Sanskrit established Non-Formal Sanskrit Education Centre in other words 'Sanskrit Sandhya Kendra'. The classes were held for all age groups to converse in Sanskrit in every day Communication. The Kendra emphasizes the following Objectives:

- To create awareness that Sanskrit has a great distinction of being most perfectly, structured and computer friendly language.
- To emphasize the relevance of Sanskrit in modern times.
- To understand Vedas, Upanishad and Indian Culture in a better way.
- To popularize Sanskrit language which is the mother of all languages.
- The Sanskrit language contains tremendous amount of knowledge pertaining to several disciplines like Mathematics, Natural and Life Sciences, Social Sciences Technology and Humanities.

Unfortunately English took the place of Sanskrit during British rule. Due to this, the unbroken tradition of thousands of years of Sanskrit language became weak in its linkage. In this context, necessity arose to launch 'Sanskrit Sandhya Kendra' in our college.

#### 4) The Practice:

The Kendra in order to take admission of the students advertises through newspaper, Flex boards, handouts, banner, local TV Channels and over SMS on mobile.

Students of all age groups are inducted such as school children, housewife, businessmen, government and private employees. The classes are held in the college premises in the evening from 5.30 p.m to 7.00 p.m.

The Classes are held for First and Second Level only as per the guidelines of Rastriya Sanskrit Sansthanam. In the First Level, the teacher makes effort to make the students speak a few broken Sanskrit Sentences which are useful in day to-day context. The student is also made to write Sanskrit through Devanagari Script. The Kendra takes care of elementary skill in learning Sanskrit.

In the Second level emphasis is given to make the students able to express all important ideas related to the world around and to improve his capacity to express complicated expressions in Sanskrit.

#### Syllabus:

The Syllabus is designed by Rastriya Sanskrit Samsthanam, In the First Level it comprises of Varnamala where in it helps to learn Devanagari Script. The Main Book is designed to teach Sanskrit through pictures, diagrams and exercises.

In the Supplementary reading material, an attempt is made to learn Sanskrit with the help of narrative sentences with appropriate linkers. Here, the focus is to increase Sanskrit Vocabulary.

In the Third book emphasis is on learning of Sanskrit language through dialogues. In the Fifth book, we find key answers for objective questions and also glossary of words and forms of verbs. In Second Level learning of Spoken Sanskrit , students are taught rudiments of grammar such as Nouns, Verb, Adjective, Tenses, Present, Past Tense and Future Tense, Gerunds, Prepositions, Conjunctions. Noun Case Active voice and Passive Voice Simple, Compound and Complex Sentences, Compound words, Narrating Stories, Maxims and participating in role plays.

The facilitator makes use of Charts, Posters, CDs, to teach these concepts to the students. The facilitator also empowers the students not only to speak Sanskrit but also trains them to engage Spoken Sanskrit Classes for others.

#### 5) Evidence of Success :

This practice has helped the Students –

- To conversing fluently in Sanskrit.
- In creating a hub of Sanskrit Speaking Community.
- The Students demonstrate skits, role plays, episodes from Shakuntala in Workshops Seminars.
- The students are being honored by Sanskrit Academy for conversing in Sanskrit.
- Irrespective of Class and Caste Spoken Sanskrit is learnt.
- The students sing songs in Sanskrit.
- Written and oral tests are conducted by the Kendra.
- Certificates are awarded by Rastriya Sanskrit Samsthanam.

- It has also helped the students to seek appointments as teachers in Primary, High School and Junior Colleges.
- Some of the students have become Priests in temples.
- Some of them are conducting tutorials.
- The Sandhya Kendra has trained 180 Students in the last Four years.

**6) Problems Encountered and Resources Required :**

- In the initial stage the Sandhya Kendra faced problem regarding admission of students.

**7) Resources Required:**

- The Rastriya Sanskrit Samsthanam is sponsoring this. programme
- It has dispersed Rs. 6500/- for the smooth conduct of classes in the college campus.

Contact Details:

Name of the Principal : Dr. K.G. Pujari

Name of the Facilitator: Prof. G.R. Ambali

Name of the Institution : BLDE Association's S.B. Arts and K.C.P Science College, Bijapur.

City : Bijapur

Pin Code : 586103.

Accredited Status : 'A' Grade with 3.10 CGPA.

Work Phone & Fax : 08352-261766. Mobile :9448646371.

Web site: [www.bldeasbkcp.org](http://www.bldeasbkcp.org)

Email : [bldeasbkcp@gmail.com](mailto:bldeasbkcp@gmail.com)

IQAC: [bldeasbkcpiqac@gmail.com](mailto:bldeasbkcpiqac@gmail.com)

## 2) Best Practice

### 1) Title of the Practice

Enhancing Comprehension of Students through Films / Documentaries.

### 2) Goal :

Language teachers have been using films in their classes, and there are a number of reasons why film is an excellent teaching and learning tool.

➤ **Learning from films is motivating and enjoyable :**

Motivation is one of the most important factors in determining successful second-language acquisition. Film shows are an integral part of students' lives, It makes perfect sense to bring them into the language classroom. Film, as a motivator, also makes the language learning process more entertaining and enjoyable.

➤ **Film provides authentic and varied language :**

Another benefit of using film is that it provides a source of authentic and varied language. Film provides students with examples of English used in 'real' situations outside the classroom, particularly interactive language – the language of real –life conversation. Film exposes students to natural expressions and the natural flow of speech. If they are not living in an English-speaking environment, perhaps only film and television can provide learners with this real-life language input.

➤ **Variety and flexibility:**

Film can bring variety and flexibility to the language classroom by extending the range of teaching techniques and resources, helping students to develop all four communicative skills. For example, a whole film or sequence can be used to practice listening and reading, and as a model for speaking and writing. Film can also act as a spring board for follow-up tasks such as discussions, debates on social issues, role plays, reconstructing a dialogue or summarizing.

Given the benefits of using film in the language learning classroom, it is not surprising that the teachers are keen to use film with their students, and an increasing number of them are successfully integrating film into the language-learning syllabus.

### 3) Context :

It is found that prescribed plays, novels and lessons are difficult to read and understand by the heterogeneous group of students in this area of karnatak Students. In order to excite these students who are struggling to comprehend Shakeshppeare, Dickens, R.K. Narayam Jonanthan Swift, George Orwell, Kalidasa, films are screened.

The PG teachers screen documentaries / Films on Partition, Un-touchability, Social Taboos, problems of immigration etc.,

Screening a movie has built interest among the students and provided a small break from normal classroom activity. Screening of the films is switch from thinking to entertainment and an attempt to see to seeing as something more about the text or a related issue.

#### **4) The Practice :**

The teachers while teaching dramas and novels found that the students were not able to comprehend the text and could not answer properly in the IA Test. The department found a novel way to make the text more entertaining and curious and started screening the text based movies.

The department procured the available CDs / DVDs and downloaded them from the internet. Thereafter, through notice the students are informed about the time, date, place and screening of the movie .Subsequently, students attendance is also taken during the session.

The concerned teacher briefs the students about the plot, characters, issues discussed in the drama, novel or lesson. During the Screening explanation is also made regarding use of language, dialogues, pronunciation, intonation, fluency of language etc., The students participate enthusiastically after the session.

#### **5) Evidence of Success :**

It is noted that students were able to understand the text better than the classroom teaching. They also read the text after screening the film. This lead to better performance in IA Tests and Semester End Examinations.

The students were able to come out of comfort zone and discuss with the teacher. They paid attention to the plot, characters, and made brief notes after watching the films. The film versions of the novels helped the student to learn literature units. Moreover this activity has increased the learning potential of the students. Sometimes a movie can include moments that go beyond what one is teaching in a lesson and allow the teacher to highlight other important topics.

The department taking note of the success of screening movies, commenced showing meaningful programmes to the students. Contemporary issues in the society were shown like “Satyamev Jayate” episodes on ‘Save Water’ ‘ Un-touchability’ 27 Hours etc.

#### **6) Problems Encountered and Resources required :**

- The department faced poor response from the students initially.
- It difficult to screen a movie for large number of students.
- It is difficult to accommodate screening of movie during regular hours.
- It is difficult to download from net as it is time consuming.

#### **Resources Required:**

- The movies were screened in the classrooms fitted with LCD projector.
- The CDs and DVDs were purchased by the college and the faculty members.

#### **Contact Details :**

Name of the Principal : Dr. K.G. Pujari

Name of the Facilitator: Prof. R.H.Bidari

Name of the Institution : BLDE Association's S.B. Arts and K.C.P Science College, Bijapur.

City : Bijapur

Pin Code : 586103.

Accredited Status : 'B' Grade with 2.98 CGPA.

Work Phone & Fax : 08352-261766. Mobile :9731064064.

Web site: www.bldeasbkcp.org

Email : bldeasbkcp@gmail.com

***\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

#### 7.4 Contribution to environmental awareness / protection

The college constantly seeks to promote the care of Mother Earth Initiative. One of the primary objectives of the institution is to sensitize students on environmental issues and motivate them to promote ecological justice and sustainable development. The college on a regular basis makes environmental assessment of the campus and implements healthy ecological practices in water and energy conservation. The three Rs Reduce Reuse and Recycle form the essence of every eco friendly practice adopted in the college some of the eco initiative in the campus

- Green cover with 2667 trees and 301 plotted plants.
- Reverse Osmosis plant.
- Rain water harvesting
- Herbal Garden
- Energy efficient lighting
- Solar powered light
- Waste Management (Composting and vermin composting)
- Safe disposal of laboratory waste.
- Panels depicting eco issues.
- Sensitizing the public on environmental issues and reaching out to the community on working toward the environment protection through
- A commitment to the environment and fostering student involvement for green campus initiatives has always been our priority at college.

7.5 Whether environmental audit was conducted?      Yes                  No

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

## SWOC ANALYSIS

### STRENGTH

- The college has updated its syllabi by introducing Choice Based Credit System which leads to holistic development of PG students.
- The college has well – equipped laboratories and classrooms.
- The college has 06 Add-on courses.
- Transparency in admission process.
- Ranks and Gold Medals
- 164 viable combinations in Arts.
- The college has facilities for Distance Learning
- Functional IQAC where in the academic calendar is planned in advance.
- Educational activities are conducted beyond classroom teaching where in personal counselling is carried out.
- Extra-curricular activities in the college are effectively performed under Sports and Cultural Dept. which enhances the over all development of the students in terms of creativity, leadership quality and managerial skills.
- Significant increase in MRP's and publication of Research Articles.
- Decentralized Administration.
- The college gets guidance and financial support from the Management as and when needed.
- The college has organized number of Workshops/Seminars/Guest lectures.
- The college has a strong network with community outreach programme.
- Campus is free from drug addiction and ragging.

### WEAKNESS

- Job placement of students soon after graduation is not much as they either go for higher studies and women students get married.
- Medium pace of MIS and E-Governance.
- Exchange of faculty and twinning programme.
- Absence of Patents.
- NET/SLET guidance Cell
- Lack of paid consultancy
- Since large number of students commute from remote/rural areas, they are not inclined to take add-on courses due to time constraint.
- A large number of students are first generation learners.
- Centralized research laboratory at Institutional level.

## OPPORTUNITIES

- To motivate students to prepare for competitive exam.
- The college gets sufficient grant from UGC/DST.
- The college for its outreach programmes has an opportunity to collaborate with government and Non-government organizations due to strong community network.
- The faculty is encouraged to apply for Major and Minor Research Projects.
- The faculty is motivated for upgrading their academic qualification.
- Online Teaching Methodology
- Video – conferencing facility
- Collaborative Research and Linkages with industry/foreign institutions.

## CHALLENGES

- Reluctance of students to opt Basic Science due to mushrooming of Engineering Colleges.
- The faculty has to encourage students to be more professional.
- Delay in recruitment of teachers by the Govt.
- To apply for interdisciplinary Major and Minor Research Projects from various funding agencies.
- Increase in number of private and Govt. colleges in Bijapur.
- To link present education with student's earning with an aim to earn –while –you – learn.
- Threats from Distance Mode of Education and Open Universities.

## 8. Plans of institution for next year

- E-Governance
- Enhancement Research Activities and Publications
- Faculty Development and Exchange Programmes
- Enhancement consultancy Services
- Introduction of eco-friendly infrastructure facilities

Name : Dr. U.S. Pujeri  
Signature of the Coordinator, IQAC

Name: Dr. K.G.Pujari  
Signature of the Chairperson, IQAC

**Abbreviations:**

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

\*\*\*\*\*

