

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

2017-2018

1. Details of the Institution

1.1 Name of the Institution

Dr. Nitte Shankara Adyanthaya Memorial First
Grade College

1.2 Address Line 1

Nitte – 574 110

Address Line 2

Karkala, India

City/Town

Karkala

State

Karnataka

Pin Code

574 110

Institution e-mail address

principal_nsamfgcn@nitte.edu.in

Contact Nos.

08258 - 281349

Name of the Head of the Institution:

Dr. Veena Kumari B.K.

Tel. No. with STD Code:

08258 - 281349

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID

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:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B++	83.25	May 2004	5 Years
2	2 nd Cycle	A	3.01	December 2009	5 Years
3	3 rd Cycle	A	3.02	January 2016	5 Years
4	4 th 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 24.10.2016 (DD/MM/YYYY)
- ii. AQAR 2016-17 submitted to NAAC on 21.10.2017 (DD/MM/YYYY)

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)

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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

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="06"/>
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="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="14"/>
2.10 No. of IQAC meetings held	<input type="text" value="02"/>

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

- Monitored all the activities of the college and made an attempt to ensure quality.
- IQAC prepared the format for feedback from students on teachers, curriculum and infrastructure.
- Inculcation and retention of healthy practices in the institution.
- Term-wise evaluation of activities is conducted to suggest the improvement.
- Preparing student profile.
- Organizing P.T.A meeting twice in a year, Parent teacher interaction.
- Monitoring Extra-Curricular and Co-Curricular activities through various associations.
- Organizing field and industrial visits, other outreach programmes.
- Organizing orientation programme for the first year students.
- The quality of teaching is monitored through the comprehensive feedback mechanism which helps to improve curriculum, teaching - learning process and students support activities.
- Teachers are encouraged to take up research studies and participate in the seminars/conferences and present papers.
- Leadership Training for the members of Student Council.
- Blood Donation Camps, AIDS Awareness, Health Awareness Programs were conducted through NSS and Red Cross Unit.
- 01 faculty worked as member of BOS and 01 as member of BOE.

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"> To upgrade the existing infrastructure 	<ul style="list-style-type: none"> Existing infrastructure was upgraded.
<ul style="list-style-type: none"> Organizing inter collegiate sport tournament 	<ul style="list-style-type: none"> Organized inter collegiate competitions and cultural programs.
<ul style="list-style-type: none"> Bridge course and remedial classes for the students 	<ul style="list-style-type: none"> Orientation program for all I Year students held for 3 days in June 2017. Bridge course was also conducted for the first year BBA students in Basic Accounting in the month of June-July 2017.
<ul style="list-style-type: none"> Soft skill classes for all the final year students 	<ul style="list-style-type: none"> Soft skill classes are included in the time table for all the first and second year classes.
<ul style="list-style-type: none"> Leadership training program. 	<ul style="list-style-type: none"> Leadership training program was conducted for the final year students.
<ul style="list-style-type: none"> To conduct periodical tests, seminars to the students. 	<ul style="list-style-type: none"> Conducted tests and exams as per the schedule to monitor student performance.
<ul style="list-style-type: none"> Regular counseling for the students by the mentors. 	<ul style="list-style-type: none"> Mentor does counseling to their wards on a regular basis and maintains record of the interaction with their wards.
<ul style="list-style-type: none"> Identification of students for endowment awards and scholarships. 	<ul style="list-style-type: none"> The students' selection for endowment awards and Scholarships was done based on the inputs given by IQAC.
<ul style="list-style-type: none"> To organize endowment lecture. 	<ul style="list-style-type: none"> The endowment lecture was organized on 28th February 2018.
<ul style="list-style-type: none"> To organize annual PTA meeting. 	<ul style="list-style-type: none"> PTA meeting was conducted on 22nd September 2017.
<ul style="list-style-type: none"> To conduct Inter-collegiate competition. 	<ul style="list-style-type: none"> Pre-university level inter-collegiate competition was held on 4th September 2017 and two days NIGMA degree level competition was held on 8th and 9th February 2018.
<ul style="list-style-type: none"> To conduct student seminars, organize guest lectures and involve students in mini project works. 	<ul style="list-style-type: none"> Organized student seminars, guest lectures and involved students in mini project works.
<ul style="list-style-type: none"> To conduct various extension activities to inculcate the values of social responsibilities among the students. 	<ul style="list-style-type: none"> Conducted programs like save water, Waste management and Blood donation camps.

2.15 Whether the AQAR was placed in statutory body Yes No
 Management Syndicate Any other body

Provide the details of the action taken-

- The different sections of AQAR 2017-18 was prepared with the help of different staff members.
- It was placed in the IQAC meeting and finalized.
- The AQAR was presented before the Governing Body which approved it to be mailed to NAAC Office Bangalore.

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				
UG	04		04	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	04		04	
Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	04
Trimester	-----
Annual	-----

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

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

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

No

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Professors	Selection Grade Lecturers	Senior Lecturer	Lecturer
24	03	08	06	07

2.2 No. of permanent faculty with Ph.D.

03

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
-	-	-	-	-	-	03	-	03	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

04

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	05	04	35
Presented papers	04	01	--
Resource Persons	--	--	02

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

- Greater responsibility towards the environment.
- Use of PPT in teaching learning.
- Industrial visit.
- Induction program in the first week of the re-opening of the University to introduce the students about various facilities, availability of optional and elective papers for their choice and availability of various associations and clubs for their Extra-Curricular activities is also undertaken.
- Special coaching for IBPS/CPT exams.
- Exploring more areas for the institutional industry linkage.
- Greater contact with experts from various fields through guest lectures, seminars, workshops and conferences.
- Use of more comprehensive software for effective administration.
- Strengthening the services offered by the placement cell.
- Improvement in sports facilities.
- Relieving teachers for participation and paper presentation at seminars and workshops with the objective of updating the knowledge.
- Conducted tests and exams as per the schedule to monitor student performance.
- ICT enabled Teaching.
- Supported advanced learners with books and guidance.
- Parent teachers' interaction is held at regular intervals after the first and second sessionals.
- Regular maintenance, repair and up-gradation of infrastructure.
- Conducted remedial classes for slow learners.
- Viva-voce exams conducted for BBA students by the faculty in the subjects concern at the end of the semester.

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

197

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

All reforms are implemented by the university

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

BOE 01

BOS 01

2.10 Average percentage of attendance of students

91%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BBM	44	06.81 (03)	11.00 (04)	27.27 (12)	06.81(03)	65.90 (29)
B.Com (General)	108	55.55 (60)	25.00 (27)	11.11 (12)	--	91.96 (99)
B.Com (Vocational)	21	57.14 (15)	33.33 (07)	04.76 (01)	--	100 (21)
B.Sc	13	23.07 (03)	53.84 (07)	23.07 (03)	--	100(13)

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

- At the beginning of the academic year a detailed Academic calendar is chalked out systematically to carry out the curricular activities of the college and accordingly IQAC monitors / executes the programs.
- Periodical staff meetings were organized to discuss about the possible changes needed for quality improvement.
- Semester results are evaluated and analyzed in the staff meetings.
- Remedial coaching for slow learners and repeaters are monitored through the department heads.
- The results are communicated to the parents through student profile system.
- PTA meeting is organized and the suggestions and ideas are received.
- The quality of teaching and learning process is being monitored by the IQAC on regular basis. Students are free to share their views with the concerned Lecturers/H.O.D and the Principal. As and when any complaints received from the students on a particular issue, the principal has taken immediate action on such issues to keep on track the quality of teaching.
- The quality of learning is monitored by conducting internal assessment examinations, seminars and academic competitions and by giving assignments.
- Teaching quality is monitored by receiving views/suggestions/complaints from the parents.
- The teachers' quality of teaching is monitored by conducting performance appraisal by the students. If the teachers' performance is below the average level, they are instructed to overcome their limitations in their teaching.
- Senior faculties in the department also give guidance to the new staff members.
- Organising Soft-skill training programmes for first and second year students.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted.</i>
Refresher courses	-
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	02
Faculty exchange programme	04
Staff training conducted by the university	--
Staff training conducted by other institutions	04
Summer / Winter schools, Workshops, etc.	--
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	11	---		
Technical Staff	03	----		

Criterion – III

3. Research, Consultancy and Extension

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

IQAC promotes faculty members to register Ph.D and M.Phil degrees. Special leave are sanctioned for course work, conferences and seminars. T.A and D.A facilities are provided for teachers who attend seminars and paper presentation. Students are encouraged to attend seminars. Mini project has been made compulsory for all the final year students.

Membership with ICT Academy

College has membership with ICT Academy, an initiative of the Govt. of India in collaboration with the state Government and industries. It has been working through a seven pillar program in the areas of Faculty Development, Student Skill Development, Entrepreneurship Development, Youth Empowerment, Industry-Institute Interaction, Digital Empowerment and Research and Publications. Through these activities, with the help of ICT Academy college will try to strengthen faculty and Students.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

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

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

Level	International	National	State	University	College
	Number	--	--	01	--
Sponsoring agencies			Yakshagan a Study Centre		

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of patent		Number
National	Applied	--
	Granted	--
International	Applied	--
	Granted	--
Commercialised	Applied	--
	Granted	--

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

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

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University Level	04	State level	01
National level	--	International Level	--

3.22 No. of students participated in NCC Events:

University Level	--	State level	--
National level	--	International Level	--

3.23 No. of Awards won in NSS:

University Level	01	State level	01
National level	--	International Level	--

3.24 No. of Awards won in NCC:

University Level	--	State level	--
National level	--	International Level	--

3.25 No. of extension activities organized:

University Forum	--	College Forum	06
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NCC	--	NSS	06	Any Other	
-----	----	-----	----	-----------	--

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

- On the occasion of Gandhi Jayanthi “Sanitation Drive” programme was organized under the Swachh Bharath Abhiyan in the college campus.
- Conducted a guest lecture on the topic “Mogeri Gopala Krishna Adigara Kavyada Bhashe Mattu Chandassu”.
- Dr. Dayananda Pai and Sri Sathish Pai, Yakshagana study centre, Mangalore University in collaboration with Literary and Wall Magazine Association conducted a guest lecture on the topic “Seetha Nadi Ganapayyaravara Baduku Mattu Baraha”
- Conducted a guest lecture on the topic “What makes a country Developed- A Million Dollar Question” by Commerce Association.
- Under the aegis of NSS Unit “Swachh Bharath” campaign was organized in Belman premises, in association with YRS and Rotary Club Belman.
- NSS Units of the college organized a workshop in association with NMAMIT, Nitte and Nitte Village Panchayat on the topic “Solid and Liquid Resource Management”.
- An awareness rally was taken out by the NSS volunteers on the theme “Solid and Liquid Waste Management” at Nitte village.
- Conducted a guest lecture on the topic “Why Generation Gap?” by Debating and Quiz Association.
- To spread the awareness on Martial Arts among the female students Martial Art demonstration –“Swaraksha for Women” was held under the aegis of Women’s Anti-Harassment Cell.
- The Training and Placement Cell of the college had arranged Bank Examination coaching for the final year students.
- The Training and Placement Cell of the college organized a two day “Leadership Training Camp” for the Students’ Council members and final year students.
- The 6th Endowment lecture was held during February 2018, on the topic “Banking and Digitization”.
- A guest lecture was arranged on the topic “Kannadada Samakalina Sanna Kathegalu” by Literary and Wall Magazine Association.
- Organized a guest lecture on the topic “Introduction to Finance Market” by Management Association.
- Conducted a guest lecture on the topic “Sex, Drugs and Social Abuse” by Women’s Anti-Harassment Cell.

- Conducted a guest lecture on the topic “Role of youth in present scenario in India” by YRC.
- NSS and YRC in association with Nitte Gajaria Multispecialty Hospital organized a “Voluntary Blood Donation camp”.
- Conducted a guest lecture on the topic “Occupational Road Safety in India” by Debating and Quiz Association.
- A two days training camp was organized on the topic “Soft Skills” by Training and Placement Cell.
- The Training and Placement Cell of the college organized a one day “Entrepreneurship Awareness camp”.
- The Training and Placement Cell organized an orientation program on the topic “Industry oriented” free of cost 30 days special training program- a CSR initiative of IPRIME Co.
- A Street Play and rally were organized on “Women Harassment and AIDS Awareness by NSS Unit.
- 7 days NSS Annual Special Camp was held at Govt. Higher Primary School, Inna Udupi District.
- Dental camp was organized at Inna School by NSS unit in association with A.B Shetty Memorial Institute of Dental Sciences, Deralakatte.
- A Street Play was organized by NSS Unit on “Organ Donation”.
- A training program on “Life Skills” was organized by Rangaloka.

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	103 Acres/ 22,831 sqft		Management	22831 sqft
Class rooms	8970 sqft		Management	8970 sqft
Laboratories	5600 sqft		Management	5600 sqft
Seminar Halls	1200 sqft		Management	1200 sqft
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

Yes, Library records are computerized. In the office the attendance system, accounts system, progress report of the students, internal assessment record systems are computerized. The affiliating University has the system of online submission of exam applications, internal assessment marks and financial statement for the examination. As a result all semester examination related works are computerized.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	7,578	12,06,080	60	8,739	7,638	12,14,819
Reference Books	2,858	2,60,027	228	21,232	3,086	2,81,259
e-Books	--	--	--	--	--	--
Journals	35	26,559	-	21,543	35	48,102
e-Journals	-	-	-	-	-	-
Digital Database	NList			5,900		5,900
CD & Video	283	8684	-----	-----	283	8684
Others (News papers)	07	13,365	-----	9,297	07	22,662

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	50	01	02	02	02	01	02	--
Added	--	--	--	02	04	01	--	--
Total	50	01	02	04	06	02	02	--

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

<p>MS Office, Tally, Internet access Computers with internet facility are available to the teachers and the students.</p>

4.6 Amount spent on maintenance in lakhs :

i) CT	Rs 1,688
ii) Campus Infrastructure and facilities	-----
iii) Equipments	Rs. 62,241
iv) Others (Operating & Administrative Cost)	Rs. 23,81,368
Total :	Rs. 24,45,297

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC co-ordinates the various associations of the college and facilitate student support services at diverse levels. The various associations Commerce Association, Science Association, Management Association, Debating and Quiz Association, Literary and Wall Magazine Association, Fine Arts Association, Training and Placement Cell, Women's Anti Harassment Cell, Human Right Cell, YRC, NSS, Red-Ribbon Club, Anti-Ragging Committee, etc.
- Conducting orientation course in the beginning of the academic year.
- Student mentoring in formal manner.
- System of arrangement to obtain government scholarships to the eligible students.
- Self Defense Training program for girls.
- To promote them to make the best use of library services.
- To encourage them to prepare for public service exams.
- Every year the college publishes prospectus and the college calendar to be distributed to every student which contains information about various student support services.
- All students of the College are covered under the scheme of group insurance.
- Soft skill modules have been designed and included in the curriculum for the first and second year students.
- Remedial classes are conducted for slow learners after the class hours.
- Assistance in organizing industrial/factory visits to provide practical exposure to the students.
- Arrangement for commutation from student's residence.
- Notices about scholarship, fee concessions are duly posted on the notice board.
- The students are awarded with Best Library user prize for maximum utilization of library.

5.2 Efforts made by the institution for tracking the progression

- The faculties from the respective disciplines monitor the students' progress and performance by following a number of evaluative methods such as class-room interactions, assignments, student seminars, project works, class tests and internal exams. The students' interaction with their peer group and faculties are monitored both by the subject teachers and the head of the department.
- Underperforming students are given additional coaching and remedial classes to improve the performance. Feedbacks are received to evaluate the Faculty members' performance and suitable procedures are initiated to improve the performance.
- The progress of the students is informed to the parents during Parent-Teacher meetings. In addition, departmental and college notice boards are also used to display the marks scored by the students in various tests.
- The progress of the students in the internal examination is communicated to them by handing over their answer script and advised them to rectify the errors in the next examination.
- The Management of the College gives preference and fee concession to students in the MBA and MCA institutions run by the Trust and also gives preference while filling up vacancies in any of its institutions.
- Conducting Viva-voce at the end of odd semester every year.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
586	---	---	---

(b) No. of students outside the state

06

(c) No. of international students

Men	No	%	Women	No	%
	273	46.59		313	53.41

Last Year (2016-2017)						This Year (2017-2018)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
54	07	03	509	----	573	49	06	04	527	-----	586

Demand ratio 1:1

Dropout % 0.03%

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

- The College conducted coaching classes for competitive exams such as MAT, CAT, CPT, IPBS etc.
- Teachers guide the students to appear for CAT, MAT and PG CET entrance exams.
- Provide books and magazines for competitive exam through career guidance cell.
- MOU with Triumphant Institute of Management Education (TIME) Pvt. Ltd. Udupi and Thrisha Udupi to conduct coaching classes for competitive exams and CPT classes respectively.
- The Extra-Curricular associations in the college are design the program in such a way that the students learn and acquire social and spiritual values which are very much needed to run their life successfully. The institution has Training and Placement Cell. The cell has invited resource persons and organized many programs on competitive exams. The College library has good number of books on general knowledge and competitive exams.
- Teachers conduct training sessions for the students on aptitude and reasoning test to face exams and aptitude tests conducted by different companies who visit our college during campus placement drives.
- Conducting mock test for CPT.

No. of students' beneficiaries:	183
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5.5 No. of students qualified in these examinations

NET	--	SET/SLET	--	GATE	--	CAT	--
IAS/IPS etc	--	State PSC	--	UPSC	--	Others	10

5.6 Details of student counseling and career guidance

- ❖ The system of teacher-Mentor is in practice.
- ❖ Specialized workshops and training programmes are organised for final year students to improve the necessary skills needed for employment.
- ❖ Parents- teachers-students association meet have been conducted for the evaluation of the students twice in a year.
- ❖ Regular coaching classes for "Indian Banking Probationary Services Examination".
- ❖ Summative evaluation of students is carried out at the end of the session in the form of university semester examination that is necessary for broader benchmarking of our students. This helps the students to increase their confidence, reduces the fear of examination and they come to know about the method of evaluation in the examination. It is a student friendly approach.
- ❖ Periodically we conduct the examination for the students and it will be evaluated by the respective staff members and the Head of the Institution.
- ❖ Staff-in-charge of the classes gives the special counseling for the weak students in the subjects.
- ❖ Training and Placement cell conducts coaching classes for CPT.

No. of students benefited	586
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5.7 Details of campus placement

Number of Organisations visited	On campus		Off campus
	Number of students participated	Number of students placed	Number of students placed
07	119	58	36

5.8 Details of gender sensitization programmes

- ❖ Formed Anti Women Harassment Cell consisting Principal, 2 women staff and a professional counselor and many awareness programmes are conducted under this cell.
- ❖ Awareness Programmes on Safety of Girl Students, Health issues, Adolescence issues, Self Protection, etc are conducted regularly.
- ❖ Patents Relation Center is formed.
- ❖ Conducted Self Defense Training program “SWARAKSHA” for girls by Martial Artist Mr Karthik S Kateel.
- ❖ The college has co-education which enhances gender sensitivity.

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	64	National level	04	International level	---
Cultural: State/ University level	02	National level	---	International level	---

5.10 Scholarships and Financial Support

	Number of Students	Amount (Rs.)
Financial support from institution	128	10,40,300
Financial support from government	157	5,28,780
Financial support from other sources		
Number of students who received International/ National recognitions	--	--

5.11 Student organised / initiatives

Fairs : State/ University level	02	National level	--	International level	--
Exhibition: State/ University level	--	National level	--	International level	--

5.12 No. of social initiatives undertaken by the students 05

5.13 Major grievances of students (if any) redressed:

No such grievances reported.

There are two cells: Women Anti Harassment Cell and Redressal Cell.

- ❖ The cell attends grievances of the students & find out the solutions, remedies for their problems.
- ❖ The class Advisor/Mentor system is followed. He/She solves most of the academic and non-academic problems.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

“To build a humane society through excellence in education and health care.”

Mission

“Dr. Nitte Shankar Adyanthaya Memorial First Grade College is committed to developing in students a capacity for analysis and judgement and inculcate in them values to draw out a desire for authenticity and sincerity.”

6.2 Does the Institution has a management Information System

Yes

- ❖ Any information regarding payment of fees by students, admission details, result analysis everything will be sent to the management through the Principal and the management share their opinion with the Principal and if necessary the Correspondent visit the college and meet all the staff members .
- ❖ Any circular or information given by the management is sent to the Principal and it is circulated through a circular in the staff meeting.
- ❖ Meetings of the teachers with their respective Heads are also conducted to discuss the allocation of the topics to be taught, completion of the topics, framing of assignments, preparation of the departmental timetable etc. Periodic meetings of the Heads of the Departments with the Principal are conducted to ensure smooth and efficient running of the institute, to prepare timetable, and to discuss various instructions from the university.
- ❖ There are some special committees such as Admission, Redressal Cell, Women Empowerment Cell, Library Committee etc, which help a lot in managing college administration. The Principal is always available to guide the entire staff for overall development of the institute.

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

6.3.1 Curriculum Development

- ❖ As the college is affiliated to Mangalore University the curriculum is decided by the University.
- ❖ Hence the college implements the curriculum in accordance with the university rules and regulations.
- ❖ Members of BOS help in the up gradation of the syllabus at the time of its revision.
- ❖ All teachers are the members of the Teachers' Associations of Mangalore University for various subjects taught in the College. These associations regularly conduct seminars and workshops in which opinions and suggestions are formed for the consideration of BOS.
- ❖ The extra-curricular associations of the college designs the programmes in such a way that the students learn and acquire social and spiritual values which are very much needed to run their life successfully.
- ❖ Dr. Veena Kumari B.K, Principal of our college is a member of BOS of Mangalore University.

6.3.2 Teaching and Learning

- ❖ Teachers are encouraged to attend workshops and seminars.
- ❖ Books given through departmental libraries.
- ❖ Mentoring system is followed.
- ❖ Well equipped library and laboratory.
- ❖ Continuous internal assessment.
- ❖ Remedial coaching and bridge classes.
- ❖ Academic oriented Guest Lectures.
- ❖ Regular industrial visit.
- ❖ Continuous Internal Assessment includes mandatory assignments, seminar presentations, field and mini project in all courses.
- ❖ Classes are handled with aids like PowerPoint presentations, Case Studies, etc.
- ❖ Moral and ethical values, social responsibility, and discipline are inculcated among the students through NSS, YRC and Associations programmes.

6.3.3 Examination and Evaluation

- ❖ University has adopted credit based semester scheme, wherein students' participation in extra-curricular and co-curricular activities is also considered for internal assessment.
- ❖ As per University regulations internal assessment mark is based on two internal assessment examinations. The College also considers assignments, mini project and viva-voce examination for internal assessment.
- ❖ Final semester exams are conducted by the university. Facility for re-totaling, getting photocopies and revaluation is made by the university.
- ❖ Academic advisors keep in touch with the parents to advice about the performance of their children.
- ❖ Faculty members participate in University examination and valuation work.
- ❖ To keep a track on students' progress, Progress Cards are sent to the Parents.

6.3.4 Research and Development

- ❖ Inspired faculty members to encourage student research activity.
- ❖ Research projects like mini project, project in lieu of Auditing subject by sixth semester BBA students and Computer subject projects by Sixth Semester B.Com (Vocational), as a part of their curriculum are given to the students. Mini project is offered for all final year students.
- ❖ The management of the College is proactive and has a policy to provide seed money, institutional and administrative support, reduced teaching load, special leave to faculty engaged in research works and projects.
- ❖ Industrial/ factory visit to understand the practical aspects of functioning and interact with the employees.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library facility, Infrastructure like Computers with internet facility, Photo copy machines, LCD Projector (AV Room) Scanners and Printers are available to the Students and the Research scholars.

The library has a library advisory committee. The library advisory committee has four to six members. The members have the responsibility of stock verification of books, maintaining discipline in the library, solving the problems of students regarding shortage of books, recommending the purchase of new books and journals for the library etc.

The students are motivated and encouraged to read books and journals/subject magazines. Relevant books and journals are added to the library periodically. Outside the class room students are directed to take up assignments, mini projects, and notes preparation utilizing the well equipped library resources. Book bank and ICT facilities are provided. In the library Internet facility is provided to the students free of cost. Media section is used by the staff and students for preparation of power point presentations and association activities. Computer laboratory with internet facility is used by both staff and students.

6.3.6 Human Resource Management

- ❖ Regular faculty development programmes are conducted for the staff to update the skills in learning oriented teaching methods.
- ❖ The faculties are deputed to workshops and other academic meets to acquire new and contemporary teaching skills.
- ❖ Training programmes are conducted for the non-teaching staff periodically. These programmes are organized by the management and Trust.
- ❖ Training and Placement activities are done through the Training and Placement cell.
- ❖ Soft skill development programmes organized to the students.
- ❖ Through NSS and Red Cross Club outreach programmes are conducted.

6.3.7 Faculty and Staff recruitment

The Management recruits the staff as and when vacancy arises. Selection is based on the quality of teachers and experience.

Whenever vacancy arises, advertisement is given in the local dailies and interview is conducted by a committee called Board of Appointment (BOA), which consists of Principal, Management representative, HOD and/or subject expert. This panel makes recommendation to the management for appointment. Appointment of non-teaching staff is made by the Trust as per requirement.

6.3.8 Industry Interaction / Collaboration

- ❖ The College aims at generating computer skilled manpower and believes that industry-interaction facilitates the same. Written agreements have been signed with two local industries and one Management Institute for the above said purpose. Lectures by the executives of these companies and visits by the students to understand the functioning of these companies has helped them to understand the practical realities of the theoretical inputs given in the classroom.
- ❖ Final year students are provided an opportunity to interact with the industrialists in and around Udupi-Mangalore region during their factory visit.
- ❖ Bio-data of employment seeking students are sent to the different enterprises for job consideration.
- ❖ Experts from Industry and Banking institutes are invited to interact with students.
- ❖ Collaboration is established with institutions like TIME Udupi, Trisha Udupi and ICT Academy Chennai.

6.3.9 Admission of Students

- ❖ Admission is done as per University rules and regulations, 'First Come First Serve Basis' and according to the governments guidelines.
- ❖ Publicity is given in prospectus/ local newspapers/website.
- ❖ Admission date as well as other relevant information is displayed on the college notice board well in advance.
- ❖ Fee concession is given to economically backward students.
- ❖ Scholarships are given to advanced learners.
- ❖ Care taken to address problems of physically challenged students.

In the academic year 2017-2018, 200 students got admission for first year in the College. The students are selected for the courses through interview on the basis of marks obtained in the qualifying examination. Fee concession is offered to the students with 90% and above. Students from sister institution are given fee concession up to Rs 2,000/-. Benefit is also given staff children and students with sports background. Preference is given to local poor students and from sister institutions which run the qualifying courses. In spite of the locational disadvantage of the College, the students from other states and students from Middle Eastern countries also are studying in the College.

6.4 Welfare schemes for

Teaching	PF, Free medical and dental facility as per Trust regulations, Maternity leave, Vehicle parking facility, Credit through NET Employees Cooperative Society.
Non teaching	PF, Free medical and dental facility, ESI scheme, Maternity leave, Vehicle parking facility, Credit through NET Employees Cooperative Society.
Students	Group insurance, Fee concession, Mid day meals, Scholarships, Free education under sports and Games quota.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes	Agency	Yes	Authority
Academic	√	The local inspection committee (LIC) of the Mangalore University inspects the academic activities and infrastructure of the college every year.	√	Trust
Administrative	√	The local inspection committee (LIC) of the Mangalore University inspects administrative system of the college every year.	√	Trust

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?

- ❖ Conducting two Internal Assessment examinations per semester.
- ❖ Conducting two semester examinations for each class every year.
- ❖ Online registration of students for examination.
- ❖ Online declaration of results.
- ❖ Computerization of the tabulation scheme.
- ❖ Online submission of internal marks.
- ❖ Coded answer scripts to hide the identity of the students.
- ❖ Photo copies of answer scripts made available since 2015.
- ❖ Syllabus Revision once in three years.
- ❖ Laminated Degree Marks card.
- ❖ OMR sheets provided for Foundation Course Examination.

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

6.11 Activities and support from the Alumni Association

Alumni Association conducts annual meetings and suggests improvement in the existing system. They compose endowment funds for the benefit of meritorious students. They also give guest lectures and share their experience in the field of their working.

Our institution has alumni association since 2003, but not registered. Our old students are actively taking part in the developmental activities of the college by giving donations and by rendering services. The association conducts 2 to 4 meetings every year. It helps in development activities of the college like conducting competitions, workshops, training programmes and other constructive programmes.

Some of the contributions made by the Alumni are

- ❖ Proficiency prizes, best NSS volunteers, best sportsman prizes.
- ❖ Students who have selected for jobs with the assistance of employment cell acts as the ambassadors of the college.
- ❖ Scholarships to the students, felicitation to the rank holders.
- ❖ Share their experiences (past) and expectations.
- ❖ His/her ward/relatives are admitted to this college.
- ❖ Helps in conducting various competitions and programmes.
- ❖ They act as link between the college and prospective employees.

6.12 Activities and support from the Parent–Teacher Association

The PTA's Executive Committee takes an active interest for the betterment of the College. Mrs K Yogini is the President of the Association with 5 other parents as its Members. The Committee meets once in every two months to arrive at a decision on various matters concerned with the students' academic development. Besides, every year two General Body Meetings are held.

Some of the contributions made by the Alumni are

- ❖ Working as the ambassador of the college.
- ❖ Scholarships to the students, felicitate the rank holders.
- ❖ His/her ward/relatives are admitted to this college.
- ❖ Helps in conducting various competitions and programmes.
- ❖ Financial assistance given to economically backward students.
- ❖ Financial support extended to conference/seminars.
- ❖ Sponsoring the free mid-day meal programme.

6.13 Development programmes for support staff

The institution provides training to its supportive staff for effective implementation of the quality assurance procedure from time to time under faculty development programmes/staff development programmes.

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

- ❖ The NSS units of the College conduct Vanamahotsava programme in planting more trees in the campus which helps carbon neutrality.
- ❖ The campus has been declared as plastic free zone.
- ❖ Slogans are put up and dustbins are placed around the campus and “campus cleaning” (Swachhata Abhiyana) is done by the students periodically in and around the campus.
- ❖ Organizing “Go-Green” programmes and “Swachh Nitte” programmes every year.
- ❖ Organizing Eco-friendly talks by the experts.
- ❖ Awareness Programmes against Pollution.
- ❖ Regular Watering and Weeding is being done’.

Criterion – VII

7. Innovations and Best Practices

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

- ❖ During working hours, students are not allowed to go out of the college campus unless in the case of emergency.
- ❖ Online attendance entry and intimating the absentee to the parents through SMS.
- ❖ Soft skills programme to enhance employability of students.
- ❖ Mentoring system and value education were practiced.
- ❖ Collaboration with the ICT Academy Chennai to conduct FDP/Workshops.

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

- ❖ In the beginning of every academic year on the orientation day First year students are given the printed handouts, which contains details about rules and regulations of the programmes, process of internal assessment and subjects offered in the programme.
- ❖ Orientation programme for the newly recruited staff members was organised.
- ❖ Purchase of furniture to the class rooms.
- ❖ Introduced online attendance entry system.
- ❖ Installed computers in each department.
- ❖ NSS and Red Cross Units have successfully carried out activities as per their plan of action.
- ❖ Day-wise record of teaching is maintained by the entire faculty in a lecturer’s work diary.
- ❖ When the actual teaching starts in an academic year, HODs periodically monitors the coverage of the syllabus and report to the Principal.
- ❖ Library books suggested by the teachers and students are purchased based on the approval by the Library Advisory Committee.

- ❖ Internal assessment tests are conducted as per the schedule printed in the academic calendar. Semester end examinations are conducted as per the schedule put up by the University.
- ❖ Teachers are encouraged to take up research studies and participate in seminars/conferences and present papers.
- ❖ One new MOU was signed with ICT Academy Chennai.
- ❖ In the first staff meeting the Principal constituted 15 committees for the smooth functioning of the institution.

7.3 Give two Best Practices of the institution

- ❖ Employability Enhancement Programme.
- ❖ Class seminars, assignments and mini project work.
- ❖ Students profile system is initiated.
- ❖ Involvement of students and staff in extension activities.
- ❖ Providing fee concessions and free mid-day meals to the poor and needy students.

7.4 Contribution to environmental awareness / protection

- ❖ Awareness programmes against pollution.
- ❖ Clean and green campus.
- ❖ “Avoid Plastic” Campaigns.
- ❖ Waste management and Environmental awareness programs/Jathas organised
- ❖ Swachh Bharath Programme.
- ❖ Use of Plastic and tobacco are prohibited in the college campus.
- ❖ Water harvesting is done.
- ❖ Gardens are maintained.
- ❖ Vanamahotsava is practiced by NSS Unit.
- ❖ Construction of check dams by NSS volunteers.

7.5 Whether environmental audit was conducted?

Yes

No

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

- **STRENGTHS**

- ❖ Three faculties with Ph.D. degree.
- ❖ Out of 30 faculty members 24 are permanent, 02 on probationary and 4 on part-time basis.
- ❖ Nine teachers having an experience of over two decades. Four having an experience over ten years.
- ❖ The effective functioning of the Placement Cell in the college benefits a large number of students.
- ❖ College is known as a college with difference due its good academic performance and discipline.
- ❖ Better teacher-student ratio.
- ❖ Disciplined students.
- ❖ Excellent support from Alumni Association, Parents Association.
- ❖ Satisfactory result.
- ❖ The college has completed the process of re-accreditation for the third time in 2015 with 'A' Grade by NAAC.
- ❖ The sister institutions in the campus are very cooperative.
- ❖ Hostel facilities for both boys and girls.
- ❖ The campus is facilitated with the most necessary needs of a human being like, banks, post office, cooperative society, cafeteria, ATM's, power house 24hours electricity, rain water harvesting facility, beautiful garden, vehicle parking facility, huge and multi-purpose playgrounds.

- **WEAKNESSES**

- ❖ Declining demand for BBA and B.Sc. courses.
- ❖ Rural background of students.
- ❖ Lack of industry exposure.

- **OPPORTUNITIES**

- ❖ Increasing demand for B.Com course and better placements over the years.
- ❖ Opportunity to start Add-on courses and certificate courses.
- ❖ The college has adequate space and potential for future growth and the development.
- ❖ Further scope for expanding infrastructural facilities.
- ❖ Opportunity to attain autonomous status.
- ❖ Tie up with industry, Govt. offices and banks for on-the job training.

- **CHALLENGES**

- ❖ Preparing the students to face the challenges of competitive world and to make them employable.
- ❖ Decline in the student strength in BBA and B.Sc courses.
- ❖ To have completely automated administrative system.
- ❖ The college has to compete with many Government colleges where the fee structure is more favorable to the students.

8. Plans of the institution for next year


- Skill development programmes for staff and students in collaboration with ICT Academy Chennai.
- Regular curricular, Co-curricular and Extra-curricular activities for students.
- To start Rover and Ranger Units.
- Installation of CC TV in the college campus.
- To buy additional LCD Projectors and computers.
- To upgrade existing infrastructure.
- Bridge course and remedial classes for the students.
- Soft skill classes for the first and second year students.
- Leadership training programmes.
- Training for IBPS, coaching for CPT, Public service and Defence examinations.
- To increase the placement of students through the placement cell.
- To organize study tours and field visits.
- To continue the initiative to keep the campus clean and Eco-friendly.
- To undertake the "free mid-day meal" scheme for the benefit of the economically and socially backward students.
- To upgrade online attendance entry system.
- To invite resource persons from various institutions and the industry to provide technical and industrial know how to the students and teachers.
- Aiming at Autonomous Status for the College.

Name : Mr.Prakash.B.



Signature of the Coordinator, IQAC

Name: Dr. Veena Kumari B K



Signature of the Chairperson, IQAC

Dr. NSAM First Grade College, Nitte

25.05.2017

Academic Calendar for the year 2017-18

I Term

1. Commencement of I,II & V Semester Classes 19.06.2017
Monday
2. Orientation for First year Students 19.06.2017 to 21.06.2017
3. Last date for admission to I Semester 15.07.2017
Saturday
4. Last date for Transfer Admission 29.07.2017
Saturday
5. Students' Council Inauguration 11.07.2017
Tuesday
6. I Sessional Examination begins 07.08.2017 to 09.08.2017
7. Aurora (Inter- class competitions) 17.08.2017 Thursday
8. Submission of I Sessional Marks 19.08.2017
Saturday
9. II Sessional Examination begins 11.09.2017 to 13.09.2017
10. N- IGMA (Pre-University level Fest) 04.09.2017 Monday
11. Parent Teachers' Meet 22.09.2017 Friday
12. Submission of Marks & Internals 23.09.2017
Saturday
13. End of I Term Classes 07.10.2017
Saturday
14. Term break 09.10.2017 to 11.12.2017
15. Commencement of I/III/V semester exams 16.10.2017
Monday

II Term

- | | |
|--|--------------------------|
| 1. Commencement of II/IV/VI semester classes | 06.12.2017
Wednesday |
| 2. Sports Day | 18.01.2108
Thursday |
| 3. Christmas Vacations starts | 24.12.2017 to 31.12.2017 |
| 4. I Sessional Examination begins | 29.01.2018 to 31.01.2018 |
| 5. N-IGMA (Inter- collegiate State level Fest) | February 2018 |
| 6. Submission of I Sessional marks | 10.02.2018
Saturday |
| 7. Annual Day | 08.03.2018
Thursday |
| 8. II Sessional Examination begins | 12.03.2018 to 14.03.2018 |
| 9. Submission of Marks & Internals | 24.03.2018
Saturday |
| 10. End of II Term Classes | 05.04.2018
Thursday |
| 11. Term Break | 06.04.2018 to 16.06.2108 |
| 12. Commencement of II/IV/VI Semester Examinations | 12.04.2018
Thursday |

Note: In the event of any of the above date being holiday the activity shall commence on the next working day.

C.C to:

The Registrar, NET Campus
The Head of the Departments
The Office Superintendent