



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution

PADUA COLLEGE OF COMMERCE AND
MANAGEMENT

- Name of the Head of the institution PROF RAJAN V N
- Designation PRINCIPAL
- Does the institution function from its own campus? Yes

- Phone no./Alternate phone no. 9482597161
- Mobile No: 9482808072
- Registered e-mail paduadegreecollege@gmail.com
- Alternate e-mail paduadegreecollege@yahoo.com
- Address Kadri Hills, Nanthur
- City/Town Mangaluru
- State/UT Karnataka
- Pin Code 575004

2.Institutional status

- Affiliated / Constitution Colleges Affiliated
- Type of Institution Co-education
- Location Urban

- Financial Status **Self-financing**
- Name of the Affiliating University **MANGALORE UNIVERSITY**
- Name of the IQAC Coordinator **MRS JESFRIDA PRIYA MENEZES**
- Phone No. **08242217711**
- Alternate phone No. **9482597161**
- Mobile **9606318147**
- IQAC e-mail address **jesfridapriyamenezes60@gmail.com**
- Alternate e-mail address **paduadegreecollege@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year)

4. Whether Academic Calendar prepared during the year? **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: <https://www.paduadegreecollege.org/images/pdf/317.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.43	2021	05/10/2021	04/10/2026

6. Date of Establishment of IQAC **13/10/2015**

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

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

8. Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC [View File](#)

9.No. of IQAC meetings held during the year 3

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? No

- If yes, mention the amount

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

MOU made and entered on 23/06/2021 with Bajaj Finserv to train students in the field of banking and Competitive exam

NAAC peer team Visited the college on 28 and 29 September and the college was awarded B grade with 2.43 CGPA on 05 October 2021

IQAC organised workshop to guide the faculty to improve Online Class on 30/7/2021

organized "Padua Scintilla", One Day National Conference On "Intellectual Property Rights and Women Entrepreneurship" on March 12, 2020 at Padua Auditorium

organized a seminar on Employability skills and Interview skills for the final year students.

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

Plan of Action	Achievements/Outcomes
To conduct webinars for students and staff	5 webinars were organised for students and staff
Encouragement of faculty to enroll for Swayam courses.	8 Faculty members enrolled and cleared Swayam courses. Prof. Samuel, emerged as top scorers in the subject cost accounting
Encouraged to appear for NET & KSET exams.	One faculty cleared Net exam and 2 Faculty members KSET exam. Total of 9 faculty members appeared for NET and KSET exams.

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

- Name of the statutory body

Name	Date of meeting(s)
IQAC	07/12/2021

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• Name of the Head of the institution	PROF RAJAN V N
• Designation	PRINCIPAL
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• Address	Kadri Hills, Nanthur
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• State/UT	Karnataka
• Pin Code	575004
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• Location	Urban
• Financial Status	Self-financing
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• Name of the IQAC Coordinator	MRS JESFRIDA PRIYA MENEZES
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• Alternate phone No.	9482597161				
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• IQAC e-mail address	jesfridapriyamenezes60@gmail.com				
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4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.paduadegreecollege.org/images/pdf/317.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.43	2021	05/10/2021	04/10/2026
6.Date of Establishment of IQAC			13/10/2015		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
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• Upload latest notification of formation of IQAC	View File				
9.No. of IQAC meetings held during the year	3				
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes				

<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
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• Name of the statutory body	
Name	Date of meeting(s)
IQAC	07/12/2021
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-2021	29/01/2022
15. Multidisciplinary / interdisciplinary	
16. Academic bank of credits (ABC):	
17. Skill development:	
18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)	
19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):	
20. Distance education/online education:	

Extended Profile

1. Programme

1.1

108

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

File Description	Documents
Data Template	View File

2.Student2.1 560

Number of students during the year

File Description	Documents
Data Template	View File

2.2 225Number of seats earmarked for reserved category as per GOI/
State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 198

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic3.1 17

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 17

Number of Sanctioned posts during the year

Extended Profile

1. Programme

1.1	108
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	560
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	225
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	198
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	17
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	17
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	13
Total number of Classrooms and Seminar halls	
4.2	46.1043043
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	37
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

As an affiliated college under the Mangalore University, Padua College of Commerce and Management teaches the curriculum framed by the University. The College has offered two Undergraduate Programmes in Commerce and Business Management and the Choice Based Credit System (CBCS) was introduced by the Mangalore University in the year 2019-2020.

At the outset of the new academic session, meetings are organised with the faculty. All the important information related to the curriculum design and changes made by the University are presented before the teachers to help them plan out the process of Curriculum delivery. Staff Meetings are conducted regularly to evolve an appropriate plan of action for the effective implementation and delivery of the curriculum. The discussions of conducting various activities, internal examinations, assignments, mode of tests - are also decided.

Both offline and online mode of teaching is practiced to help students with their learning process. Students are encouraged to convert their knowledge into skills by motivating them to conduct seminars and presentations. Internal Evaluation is done based on internal tests, seminars, assignments, debates, quizzes, and power-point presentations.

The College takes annual feedback from the students, teachers, alumni/ae and parents. The Feedback form contains the questions regarding the syllabus and curriculum delivery.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

- The academic calendar is prepared by the institution for the smooth functioning of curricular as well as extracurricular activities planned for the year. This is based on the academic calendar given by the Mangalore University. While preparing the calendar, the college takes precaution to avoid the clashing of internal exams with university activities.
- The academic calendar highlights the examination details, activity details, celebrations of various important days, and also the code of conduct for the students in the College. The dates of various extracurricular programs and days of public holidays are also mentioned in the calendar for the knowledge of the students.
- The performance appraisal of the students is done by conducting the two internals - 60 marks exam for 120 marks paper, 40 marks for 100 marks paper, and 20 marks for the elective paper.
- Three to four days are allotted for the two internal exams, and these dates are mentioned in the academic

calendar of the College.

- The College commencement day and the last working day, the commencement of the semester exam day is published in the college calendar as per the dates given by the academic calendar provided by the University.
- No changes are made in the academic calendar unless the University or Government notifies them.
- During the pandemic, University has modified the academic year and timetable.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

02

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

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

01

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

51

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

51

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human**

Values, Environment and Sustainability into the Curriculum

The College aims at sensitizing the students on cross cutting issues relevant to professional ethics, on gender and human rights as well as on environmental issues and their sustainability into the curriculum through extension activities and by providing opportunities to the students for various co-curricular activities such as talks, awareness programs, workshops, seminars and webinars. Association activities become another powerful channel in helping students to realize this. All the associations arrange talks from resource persons who have distinguished themselves in society on socially relevant issues like gender equality and gender sensitization and environment education.

College has organised environment related programmes like Love a Tree Day, Vanamohostva and webinar on "Terrace Gardening". Professional Ethics related programmes like Soft skill programme titled "Effective Time and stress Management Skills for Employability", webinars on "Financial Literacy and Investor Awareness Programme", "Employability Skills for the Future" and "Managing Finance during the Pandemic" were also conducted. Due to the pandemic, not many gender and human rights related programmes could be conducted. A webinar on "Essence of Being a Woman" was organised by Women's Forum and National Voter's Day was celebrated by NSS.

Through various such programmes students are made aware of issues relevant to Professional Ethics, Gender, Human Values and Environment. This way, the College, along with all the associations, tries to bring about the awareness on these issues.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

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

00

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

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

00

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni**

B. Any 3 of the above

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

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

300

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

141

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

2.2 - Catering to Student Diversity

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

The college assesses we the learning level of the students and organizes special programmes for advanced learners and slow learners in the following manner:

Slow Learners:

- The assessment of students as slow learners is done by conducting Multiple choice tests relating to the subject.
- Two internal exams are conducted to the students and assessment is made, based on the assessment remedial classes are conducted and their performance is improvised.
- Students are given important questions referring to the past question papers and made to study
- Group studies are encouraged, were the advanced learners teach the slow learners and help them in their studies.
- Slow learners are made to present certain subject related topics in class in order to improve their communication skills and subject knowledge.

Advanced learners:

- Advanced learners are given opportunities to present seminars in classes
- Advanced learners are also motivated to teach slow learners after the class hours as well as during revision holidays.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
560	17

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

To enhance the learning experiences of students, Students centric methods, such as experiential learning, participative learning and problem-solving methodologies are used.

- Students are given individual assignments and group assignments to enhance their participative learning abilities and to develop their problem solving capacity.
- Product launch given as an assignment to the final year students, where groups are formed with two or three students. The students have to launch a new product with its advertisement copy.
- Making use of the library is encouraged were the librarian assists the students in developing reading habits.
- Skill development programs are conducted for the students to make them efficient.
- Classes are conducted to students through PPT's and even the students are given opportunities to prepare the PPT's and present in class
- Budget preparation is done by students as a group work
- WhatsApp groups are created and study materials are made available to students.
- Every morning, prayer service is conducted by the students' class wise.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

The College uses ICT (Information and Communication Technology) in education for presentation, demonstration, interaction, and collaboration.

- The College has LCD projectors through which the lecturers and also students prepare the PPT's and explain the subjects through the LCD presentations.
- Computer lab with the internet facility facilitates students to make use of it during the time of assignments, projects and computer classes
- Students are made to submit assignments through the online platform
- Easy-Lib and N-list software's are installed in the library for the benefit of the students as well as the faculty
- Faculty use the WhatsApp platform, Google meet platform and Google classroom to impart online education to the students
- Google meet platform is also used by the college to organize webinars and competitions

A television is installed in the college to benefit students with regard to current affairs

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

18

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

17

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

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

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

0

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

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

2.4.3.1 - Total experience of full-time teachers

104

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Internal assessment in the college happens in a very transparent manner

- Two internal exams are conducted in a semester for the internal assessment of the students
- Students are made to submit two assignments per course in a semester
- Written assignments as well as practical assignments are given to students in the form of the product launch, budget preparation and are made compulsory to students in order to improve their creativity and communication.
- A one to one basis parent teacher meeting is conducted after the internal exam and the marks card is provided to the parent to know the performance of their ward.
- The faculty members prepare the question papers as well the answer schemes of the internal exam
- Marks register is maintained by the faculty for the subjects they handle and is presented to the students when required by them for any clarification
- At the end of the semester the total internal marks are informed to the students
- EC/CC marks are awarded to students based on their performance in the club activities
- Re-exam is conducted to students who could not write the internal exam due to genuine reasons.
- Internal exams are made compulsory to all the students to develop in them a sense of seriousness towards studies and examination.
- If any malpractice takes place during the internal exams, it is taken to the notice of the Principal, and the issue is discussed and resolved. The student is asked to an apology letter and also is made to rewrite the exam with a

fine.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

The Mechanism to deal with examination related grievances is transparent, time-bound and efficient, and it is done in the following manner:

- Internal exams are conducted as per the University guidelines. If the students are not able to write the internal exams, the parents are supposed to inform the Principal about the genuine reason of absence as mentioned in the academic calendar. Such students are allowed to write the re-exam.
- Any malpractice during the examination is noted seriously, and strict action is taken. Parents of the students who are involved in malpractice are informed to meet the Principal and students are made to write an apology letter. The student is made to write the exam once again paying the penalty.
- If any students have any problem concerning marks, they can verify their queries with the concerned lecturer.
- A student is supposed to have 75% attendance in each subject to be eligible to write the semester exam
- The internal marks earned by the students are sent to the University, which will be then added to the end semester exam marks. As the University declares the results students can apply for revaluation through the College if they find any issues relating to their marks.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

Program outcomes, Program specific outcomes and Course outcomes are prepared and displayed on the college website. Teachers and students are informed about the PO's, PSO's and CO's. Teaching-learning strategies are formed in order to achieve the outcomes framed.

The PO's, PSO's and CO's are discussed in the staff meeting together with the syllabus of the courses; the same is also discussed with the students by the respective course instructors. The PO's and PSO's are also informed to the students during the orientation programme. Students are also explained the objectives and benefits of taking up a particular program. Choice is given to the students to decide the program based on the PO's and PSO's.

The faculty who take up the responsibility of monitoring and achieving the Course Outcomes do so through the internal exams, assignments, seminars, etc. wherein guest lectures are organized for the students on a specific topic which is more relevant and could be better explained for the realization of the Course Outcomes. Course related feedback is collected from the students to facilitate improvisation in the delivery of the courses. The college conducts certain certificate courses to benefit the students in achieving the PO's, PSO's and CO's.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

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

The college uses various methods for the attainment of the PO's and CO's.

Once the University Semester results are obtained, they are discussed in the staff meeting, the IQAC meeting, Local Management Committee and also with the students in the respective classes. Analysis of the results is made to know the performance of the students and also to take necessary measures for further improvement.

Course outcomes are analyzed and assessed through assignments and through the internal examinations. Students are made to submit two assignments in the form of written assignments, seminars, PPT's

Course Outcomes are assessed in two ways, firstly through assignments and secondly through internal examinations. Students are given the assignments; seminars which they conduct through Power Point presentations, help the faculty to assess how far the students have assimilated the subject content in the attainment of Course Outcomes. The two internal examinations conducted to find out the attainment of the Course Outcomes by the students. The results of all the students are discussed during the Faculty meeting and the PTA meeting. As the low result is an indication of difficulty on the part of the student to attain the Course Outcomes, the College through the concerned faculty member arranges remedial classes for those students who have not attained the desired results.

The College takes feedback from the students and the parents concerning the attainment of the Program Outcomes and Program Specific Outcomes. This feedback is evaluated in the faculty meeting, which helps in the better preparation and delivery of the curriculum.

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

2.6.3 - Pass percentage of Students during the year

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

160

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<https://www.paduadegreecollege.org/images/pdf/213.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

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

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

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

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

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

10

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

3.2 - Research Publications and Awards

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

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

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

3.2.2 - Number of books and chapters in edited volumes/books published and papers

published in national/ international conference proceedings per teacher during the year

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

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

3.3 - Extension Activities

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

Response:

Our Institution organizes various activities relating to social awareness to promote neighbourhood community development, whose objective is to sensitize and strengthen the link between the College and Society.

The College conducts neighbourhood community activities through NSS, Youth Red Cross, Women's Forum, Eco Club, Human Rights Club and Dramatics Club. The essential activities include Celebration of NSS Day, World Heart Day, National Youth Day, International Yoga Day, Sadbhavana Day and Human Rights Day.

Apart from these several other noteworthy activities such as Awareness on Covid-19, Blood Donation Camp, cleaning the premises of Government Schools, Terrace Gardening, love a Tree day and Vanamahostavawere organised .

Our NSS Volunteers have taken part in spreading awareness regarding COVID-19 to general public in and around Mangalore City, they also rendered service in Vaccination centres during vaccination drive

YRC and NSS Unit regularly organize Blood Donation camps in collaboration with Lion's Club Mangalore, JCI MangaloreLalbagh and Fr. Muller's Hospital. The students also donate Blood during

an emergency.

Impact on Students:

- The involvement of students in the Awareness on Covid-19 and Service at Vaccination Drive has taught them to observe life closely and gain real life experience and lessons which they not only inculcate in their daily life but also share this experience with others for their benefit.

- Participating in different activities helped in the personality development of students and provided an opportunity to become socially responsible.

- The above mentioned Activities have created awareness in students about their role in the campus, community, and neighbourhood which helps them to be a better citizen of our nation and motivate them to render community service.

- Celebration of Various Days like NSS Day, World Heart Day, National Youth Day, International Yoga Day, Sadbhavana Day, has made the students sensitive to the challenges of a society we are currently living in and be sensitive to the challenges they pose towards the development of people.

- Webinar on Terrace Gardening and Vanamahostava has sensitized the students to the various social issues and social responsibilities, which in turn has helped them in their holistic development as responsible citizens with moral values.

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

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

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

1

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

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

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

7

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

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

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

220

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

3.4 - Collaboration

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

0

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

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

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

2

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

- Total of 13 ventilated class rooms out of which, 6 classrooms with the seating capacity of 100 students and 7 classrooms with the seating capacity of 60 students. All the classrooms are furnished with adequate benches, desks, platform and equipped with intercom facility.
- Academic and cultural programs of the college are held in

the Auditorium. LCD projector is fixed for the purpose of seminar, workshops and conferences.

- Library is facilitated with 7050 books for the students and faculty to increase their knowledge. Library is having a seating capacity of 60 students.
- Out of 34 computers 32 computers are placed in the Lab and 2 computers placed in the Library for student for teaching- learning.
- LCD projector is placed in 6 classrooms and 1 portable projector is used in other classrooms with fixed screen.
- Notice board consisting of the details of circulars and extracurricular activities for students.
- Television placed on the first floor, helps the students with the benefit of news updates.
- Every room in the college is provided with intercom facility so that academic/general information is conveyed to the students.

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

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

Facilities towards Sports:

- 400 meter track of college ground consisting sports building where gym, changing rooms (men and women separate), washrooms, Indoor sports rooms are built
- Outdoor sports facilities for games like football, Cricket, Throw ball, Volleyball, Kho-Kho, Kabaddi and athletics are available in the college ground
- Provision to practice Basketball and Badminton is available in the college premises.
- Security is provided for the safety of the students in the Ground by appointing security personnel with his family.

Facilities towards Cultural Activities:

- To give importance to cultural field college is formed Cultural Club and Choir
- Choir members are given in-charge to sing prayer songs in

all the events.

- The college has open air stage which gives an opportunity to all the students to stage their talent through performing various cultural events.

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

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

07

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

07

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

0

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

4.2 - Library as a Learning Resource

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

Name of the ILMS software : Easylib

Nature of automation (fully or partially) : Partially

Version : 4.4.2 Client Server Version

Year of Automation : 2015

- The Integrated Library Management system is computerized with Easylib software for easy access of books and its availability. The library was automated in the year 2015.
- OPAC (Online Public Access catalogue) facility is available in the library which allows the readers to search the books by Author, Title, Publisher, Subject, Keywords etc..
- The Circulation module of the software covers all the operations of the circulation
- The College library uses Dewey Decimal Classification Scheme for classifying the books. Classified Catalogue Code is used to prepare the catalogue entries in the library software
- The Library has 60 seating capacity with tables.
- Inclusion of library hours in students' time-table to motivate self-learning
- Total number of titles 4117 with 6955 volumes
- The library has subscribed for 5 Journals and also subscribed 3828 e-journals and 1,34,000 e-books under N-List

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources **A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

0.924

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

3028

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

- All the classrooms are facilitated with LAN
- Internet is provided in the Computer Lab and in the Library with LAN server connection and UPS facility
- 2 computers and 3 laptops are placed in the staffroom for staff use with internet and wi-fi facility
- Internet facility is provided with a bandwidth of more than 50 MBPS
- INSTI CARE Software is installed in the office computer for SMS facility so that academic information is sent to the staff, students and parents
- Information regarding upcoming events is available on the college website www.paduadegreecollege.org which is contracted to eCreators web solutions, Mangalore, a software provider

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.paduadegreecollege.org/about-us/facilities/computer-lab

4.3.2 - Number of Computers

34

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

1171628

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

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

Routine service is done and a record book is maintained by the maintenance officer about the physical infrastructure of the college

Annual maintenance of the computers is given to Emdees Computers & Networking, with whom the college has signed the contract

The College is constantly connected with the website provider eCreator Web Solution, regarding the activities, changes, development or improvement in the website

The College is installed 65-70kVA generator for uninterrupted power supply during the time of power cut

Surveillance camera is installed throughout the campus to

provide for the safety and security of the students, staffs and properties of the institution.

Entered in to an contract with Wizard Cable Net and Geographic Private Limited who provide continuous cable service to the institution.

The college library is having a Integrated Library Management System (ILMS) namely EasyLib Software and NLIST e-resource. A register book is maintained for the documentation of entry of the staff and students who will visit the library. A record is maintained about the borrowers and a last date to return the book. To bring system in the working of the library, there is a College Library Advisory Committee to see the efficient running of the library activities. The committee includes members who conduct regular meeting where discussions are made regarding allocation and utilization of funds, purchase, and issue and up gradation of library facilities.

Fire extinguishers are available in the building to serve during the emergency.

Sports Stock Register is maintained where the usage and discard of sports materials are recorded

In the Gym, physical director is in charge who maintains a register book to keep track of those students who visit the gym.

NSS unit has been allotted a separate room, wherein all the equipments and materials are kept which was used during various NSS activities.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

Government during the year

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

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

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

B. 3 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

0

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

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

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

5.2.2.1 - Number of outgoing student progression to higher education

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

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

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

government examinations) during the year

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

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

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

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

1. The Student Council of our Institution has a total of seventeen members consisting of the President, Vice President, and Secretary, Joint Secretary, Cultural Secretary, Assistant Cultural Secretary, Sports Secretary, Asst Sports Secretary and nine Class representatives.
2. As this year was effected by pandemic , the usual elections could not be held, hence the Student Council was formed by Selection Method.
3. The criteria to be fulfilled in order to be selected for the Post contest are:

- Highest Scorers were selected from B.Com & BBA classes for each Post
 - The post of President, Secretary, Cultural Secretary and Sports Secretary is reserved only for final year students.
 - The post of Vice President is reserved only for second year students
 - The post of Joint Secretary is reserved only for second year and Final year BBA students
 - Asst. Cultural Secretary and Asst. Sports Secretary is reserved only for first and second year students.
 - The post of Secretary and Asst. Cultural Secretary is reserved only for female students.
 - The main class representatives also form a part of the Student Council and these Class Representatives are a unanimous choice of the students and the Class Coordinators unless there are more than two contestants.
1. The student Council holds meetings under the leadership of our Principal and Vice Principal & Staff Co-ordinator.
 2. Every class has two student Representatives - Main Class Representative and Assistant Class Representative who are the persons-in-charge of their respective classes for the participation of their class in different events and activities organised by the college.
 3. The various clubs of the college - Eco club, NSS, Cultural Club, Music Club, Women's Forum, Konkani Club, Dramatics Club, Literature Club, Human Rights Club not only organise various activities in their clubs for all the students but also their leaders are co-opted in the student council when the major activities are organised.
 4. Student representatives actively participate in different committees like Library Committee, Internal Complaints Committee, IQAC, Management association, Commerce Association

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

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

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

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

In the year 2017-2018 we started Padua College Alumni Association. A Telegram Group has been made for the Alumni and Vice Principal Prof. Roshan Santhumayor is the admin , who informs and posts all the necessary information in this group.

- The Alumni of our College attended our Blood Donation camp organised by NSS Unit and donate blood.
- The old students of our College are actively participating in the drama related technicalities like sounds, lights, music and setting and also enact in the drama.
- The membership fees for alumni association is Rs. 150 which is collected from the student as they pass out.

The Padua Alumni Association has been supporting each and every one of our events.

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

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Our College is a religious minority institution that gives value-based education to all without distinction of caste, creed, and religion. Vision and Mission of the College are based on our motto "Vincit Labor" which means "Success through hard work". The Vision and Mission of the Institution are communicated to all the stakeholders. It is displayed at the College entrance, Principal Chamber, on the College website and printed in the College Calendar.

To instill and sustain a lasting desire to seek knowledge and to impart the basic human values and skills to the students our college conduct mentoring. In order to inculcate Team Spirit and Leadership skills, we have committees, Club activities, students Councils, every class has two class representatives guided by class coordinators. To instill pride in a nation and its culture we celebrate National Festival like Independence Day. In order to produce the future citizens of moral integrity who uphold the values enshrined in the constitution, we taught subjects relating to Indian Constitution, Human Rights, and Gender Equity. To foster creative ability and critical thinking amongst students we conducted webinars and competitions. In order to develop empathy towards society, we have different avenues like Padua Blood Corner, Padua Support Corner. The college provides co-education.

File Description	Documents
Paste link for additional information	https://www.paduadegreecollege.org/about-us/vision-mission-logo
Upload any additional information	View File

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

The administrative setup of our college includes the following:

1. **The Governing Board of CBE:** The Governing Board of CBE is the topmost authority that frames broader policies.

2. **Local Management Council:** The Local Management Committee formulates the vision and mission of the college with the guidance of CBE.

3. **Staff Council:** Staff Council prepares the norms of the college and provides constant guidance to the students.

4. **Student Council:** The Student Council was formed through a direct selection method due to pandemics.

5. **Parent Teacher Association (PTA):** The PTA supports the college for the development of students

6. **Alumni Association:** The Alumni Association constantly supports college activities.

College follows a decentralized organizational structure which includes shared responsibility, participative management and effective decision making, and implementation of activities. Broad policies are framed by the governing body of the College and Academic policies are framed by the Principal with the assistance of the Vice-Principal, main class coordinator, and assistant class coordinators. The college takes suggestions and feedback from all stakeholders for the betterment of college activities.

Due to pandemics, college activities are conducted virtually. The principal and staff shared the responsibility of conducting classes and activities. This will show the effective execution of plans and cooperation among the principal, staff, and

students.

Decentralization is explained as follows with a case study in relation to the webinar on Financial Literacy:

A Financial literacy webinar was planned with the consultation of the principal and staff in the staff meeting. The objective of the webinar is to give a forum to educate students with respect to financial literacy. The webinar responsibility is assigned to IQAC. The responsibility of organizing and executing the webinar was given to two staff members. It was decided to have a webinar on google meet. Prof Chaithanya was the resource person for the webinar. The webinar on financial literacy was successfully organized on 7th and 8th June 2021 through google meet. A total of 97 students was virtually present for the program.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The perspective plan for an institution for the year 2020-2021 is included and implemented as below.

- Upgrading infrastructure.
- Organizing Blood Donation Camp
- Memoranda of understanding with other institutions.
- Add on courses.
- Organizing Seminars, Workshops, and Webinars
- Accreditation from NAAC
- Encouraged staff and students to enroll in Swayam courses
- Encouraged faculty members to clear NET/ KSET.

Deployment:

- Installed LCD Projectors and screens in the classrooms.
- Up-gradation of computer lab
- Signed MOU with UNDP, Bajaj finserv, EDP
- Started Advance diploma in aviation and hospitality course in 2020-21

- Faculty members enrolled and got certificates under the Swayam platform.
- 5 faculty members cleared NET/KSET.
- Outreach programs and Add courses
- Organized Blood Donation Camp
- Seminars, Webinars, and workshops are organized
- College was accredited with B Grade

An activity successfully implemented based on perspective /strategic plan: BLOOD DONATION CAMP

As a part of the outreach and extension program, our college organizes a blood donation camp every year. The Blood Donation Camp for the year 2020-21 is organized on 13TH February 2021. The expenditure of the program is met by the college. The responsibility of organizing and executing the blood donation camp is given to NSS. Since the college believes in collaboration with external institutions for the betterment of society. It was decided to collaborate with Fr. Mullers Medical College Hospital, JCI Lalbagh, and Lions Club, Ashoknagar in conducting the camp. The camp has resulted in creating a healthy relationship between the staff, students, and professionals of the hospital. A total of 84 donors came forward to donate their blood. The blood donors are given certificates. In need of blood, the blood donors are given special priority with yellow cards through Padua Blood Corner which arranges blood for anyone in need of emergency for six months after the blood donation camp.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.paduadegreecollege.org/about-us/naac-accreditation
Upload any additional information	View File

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

The college is a religious minority institution, administered by CBE and locally managed by St. Sebastian Church Bendur which is

accredited with B Grade and has 2f certification from UGC.

The CBE appoints the principal who takes all major decisions regarding the day-to-day administration of the College in consultation with the Vice-Principal and Staff Class coordinators.

Catholic Board of Education: It is the administrative society of the College.

President: The Bishop of Mangalore Diocese is the President of CBE who provides directions.

Secretary: The College functions under the guidance and instructions of the Secretary of the CBE.

Joint Secretary/Correspondent: At the College level, administrative and financial decisions are taken by the Correspondent.

Governing Council: The College functions under a well-structured Governing Council which is representational in nature.

Principal: He is the Head of the College, implements policies and decisions approved by the CBE as well as the Mangalore University.

Vice-Principal: He assists the Principal in general governance and leadership. He is responsible for student discipline and also responsible for the academic affairs of the departments and reports to the Principal regarding the departmental requirements.

HOD: HOD is responsible for the smooth functioning of the departmental activities

Faculty Members: These are appointed by the CBE through a three-tier interview process conducted by competent authorities.

Students' Council: The Office bearers of the Students' Council are selected with the guidance of the Election Commission.

Extra-Curricular/Co-curricular associations: These are for the all-around development of the students.

IQAC/NAAC: The main objective of IQAC/NAAC is to plan and

implement quality initiatives and evaluate them.

Library: The Librarian is responsible for the effective functioning of the library and maintains necessary records.

Physical Education Director (PED): PED is responsible for the physical wellness of the staff and students.

Counselor: The Principal, Vice Principal, and the faculty act as Counselors/who advise students on the courses offered and assist them constantly.

Mentor: The Principal, Vice Principal, and the faculty act as mentors under the mentor-mentee system

Parent-Teacher Association (PTA): PTA builds strong working relationships among parents and teachers.

Padua College Alumni Association: The College has an active alumni association named Padua College Alumni Association

Other Statutory Bodies/Cells: Anti Ragging, Internal Complaints Committee, Human rights, Grievance Redressal Cell, Tobacco free educational institution(TOFEI) , Anti-human trafficking cell and Gender Champions are other Bodies/Cells formed as per the University, State and Central Government norms.

Accountant: He is responsible for maintaining and recording the financial aspects of the college.

Administrative staff: Administrative staff looks after the overall administration relating to University correspondence, timely submission of internal marks, etc.

Support Staff: The support staff is responsible for the cleanliness of the College premises.

Recruitment procedure:The recruitment procedure is as per the CBE guidelines.

Service Rules: This rule is framed by the CBE for all the employees of the College.

Promotional Schemes: Promotions for teaching and non-teaching staff of the College, are taking place as per the rules of the CBE as well as the University norms.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://www.paduadegreecollege.org/management/organogram
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Our College provides welfare measures to teaching and non-teaching staff. The facilities for the staff include:

The faculty is provided with staff rooms, access to the internet, printer, and cabin for HOD, purified drinking water, ample parking facilities, computer lab, canteen, intercom, internet, auditorium, and the College ground for the staff to have social functions.

The members of the faculty are encouraged to attend Webinars, workshops, seminars, and Conferences

The college provides medical coverage to all teaching and non-teaching staff through "Star Insurance".

The members of the teaching and non-teaching staff are given non-financial incentives in the form of gifts on special occasions.

Uniform is provided to the faculty members where the same is worn by them during special events in the college.

As all staff is management paid, the college management has introduced a salary structure as per State Government norms. The 4 teaching staff are given PF and non-teaching staff are given ESI Medical Facility and Provident Fund (PF). Women faculty are provided 6 months of paid maternity leave. All the staff with five years of service is liable to receive gratuity.

A get-together is arranged on different occasions to celebrate the success of staff members.

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

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

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

0

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

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

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

3

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

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

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

10

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

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

The college takes quality as a priority in education with this

view principal takes a personal interest in guiding the teachers. Vice-principal trains new recruits to help them to enhance their teaching.

Faculty feedback is done through student feedback. Feedback is drafted with specific questions according to the understanding level of the students. The feedback is circulated online in order to analyze the success of faculty to reach out to the advanced and slow learners in the classroom. Observation of lecturers is done by the principal and Vice-principal which helped the college to continue or discontinue with the teacher depending upon their performance. The Principal discusses the performance of the concerned faculty personally on one to one basis and gives suggestions for the improvement of their performance.

Non-teaching staff like the office staff, support staff, etc. are also evaluated by the Principal on the basis of observation. The appraisal of the non-teaching staff is conducted informally by the Principal and they are counseled to improve their work if necessary.

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

6.4 - Financial Management and Resource Mobilization

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

External auditing is done by Chartered Accountants in the year 2020-21. A firm of Chartered Accountants conducted statutory audits of the different schemes offered in the College.

Based on previous income and expenditure, an accountant with consultation with the principal prepared the budget and submit it to the Local management committee. All infrastructure requirements like academic, curricular, co-curricular necessities are taken into consideration. The salary, PF, ESI,

professional tax, gratuity, and other recurring and nonrecurring expenditures are also included in the budget. After proper analysis of the budget is approved by the management committee

The audit firm Gonsalves and Nayak visit the college and verify vouchers, physical verification of cash, Fixed Deposit Certificates, Counterfoils, Stock Registers, etc. The observations made by them are recorded and discussed with the Accountant / Principal and clarifications are sought then and there. All the books connected with the accounts are submitted to the auditor which he inspects and gives audit reports after thorough scrutiny. The audit report is submitted to the Local Management Committee and Finance Committee for follow-up. So far no audit objections have been found.

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

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

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

0

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

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

Padua College of Commerce and Management is a self-financing institution locally managed by St. Sebastian Church Bendur. St.

Sebastian Church has established a common fund for all its educational institutions called Padua Educational Institutions Building Fund. The Local Management Committee has various strategies of mobilizing funds which include special development fees, tuition fees, donations, and grants from the Church and collection from an organization of events.

The salaries of teaching and non-teaching staff are paid by the Management from the tuition fees collected from the students. Since Padua Educational Institutions Building Fund is a common fund of all the Padua Educational Institutions, whatever surplus is accumulated at the end of the year is transferred to this fund. In order to meet the expenses for construction, repair, and renovation of the college building and premises, money from this fund is used.

The Principal is the Chief Disbursing Officer with regard to the payment of salary, other statutory contributions, and payments towards the day-to-day administration of the college. This is done in consultation with the Correspondent. All the infrastructural developments like that of construction, repair, and renovation of the college building and premises are looked after by the Correspondent. The accountant of our college takes care of all financial transactions.

The infrastructural facilities of the college are utilized to the optimum not only for the students and staff but also for the general public and for the Government's purpose. The staff and students of Padua institutions have access to all the facilities of the college. The general public is allowed to use the college auditorium, college ground, open-air stage, playground, classrooms, etc freely on the request. The college auditorium is freely given for use for meetings, training, practices, etc.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for

institutionalizing the quality assurance strategies and processes

IQAC is a topmost body in college-level focuses on quality aspects in education. Regular meetings are conducted to institutionalize the quality initiatives at the college level.

For the academic year 2020-21 IQAC has taken the initiatives to train and guide the students in the following ways:

1. Soft skill programme:

As an IQAC initiative, College organized a Soft skill programme for Final Year students. The objective of this programme is to develop their employability skills. This programme helps the students to identify their innate skills which will help them for their future jobs.

2. Inter- class competitions:

In order to develop the student's creativity and critical thinking, IQAC recommended an Inter-class competition for all students. Due to pandemic inter-class competitions like speak to lead competition, poster making competition, talent hunt organized virtually by different clubs under the guidance of IQAC.

File Description	Documents
Paste link for additional information	https://www.paduadegreecollege.org/naac/members
Upload any additional information	View File

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

1. Internal Examinations and Assignments:

IQAC of our college conforming to the rules of Mangalore University monitors and guides to conduct internal examination as a part of internal assessment twice in a semester for each subject. Internal marks are awarded on the basis of marks secured in two internal examinations and two assignments. The

candidate has to notify his/her absence for internal examination in case of emergency. Any student who absents himself for genuine reason will be given a re-exam and those who absent themselves without prior information will have to write the exam compulsorily after the payment of a fine. After the exam answer papers are distributed to the students and they are given the scope for clarification. The marks card is given to the students and the progress of the ward is discussed with the parent in the PTA meeting.

2. Product launch

IQAC tries to convert the knowledge that is disseminated in the class into attitudes and skills through the activity of product launch. Students in a group of two are asked to design a new product and launch that product with its features, price, logo, etc. Queries are asked at the end of the presentation. This exercise makes the students very innovative and creative in designing, launching, and marketing the product.

Incremental improvements made for the preceding year with regard to quality and post accreditation quality initiatives)

- Blood donation camps are organized
- There is also constant progress in regards to the availability of library books.
- Our faculty have attended seminars, published books
- Up-gradation of Computer lab
- LCD Projectors screens in classrooms.
- Well-equipped Library with N- List and Easylib software
- MOU's with UNDP, Bajaj Finserv, and EDP

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality

C. Any 2 of the above

initiatives with other institution(s)

Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	https://www.paduadegreecollege.org/notice-board/news-events
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

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

Our college believes in gender equity and works for gender sensitization as our college offers co-education

- We teach Gender Equity and Indian Constitution prescribed by the Mangalore University.
- College has ladies' room with the necessary provisions like washroom, bed, medical kit and campus is protected and surveillance with CC Cameras and Security Guard.
- Movement register ensures safety of the students.
- Women faculty are availing the facility of 6-month maternity leave with pay.
- We have various committees and clubs for the women to promote gender sensitization, namely The Women's Forum, Anti-Ragging Cell, and Internal Complaints Committee.
- To ensure gender equality two posts in the Student Council are

reserved for Women students such as Secretary and Assistant Cultural Secretary.

- Under the guidance of Women's Forum a Webinar was organized named "Essence of being a Woman".

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.paduadegreecollege.org/images/AQAR-2020-2021/002%20(1).pdf

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

The different steps taken up by our College in the direction of waste management are:

- There is a provision made for three separate dustbins in every class, which differentiates the waste into three categories - biowaste, plastic waste, solid waste.
- The produced waste of everyday is collected and given to the Mangalore City Corporation vehicle for disposal.
- The solid wastes in form of newspapers, used books, old magazines are discarded through the scrap system.
- Plastic waste i.e., in the form of chocolate wrappers is collected in plastic bottles and it was planned to use

them as bricks for the construction of a plastic bricks bench.

- We have a well-maintained drainage system on our campus. The liquid waste of the campus is discharged into the underground sewage system of the Mangalore City Corporation.
- E-Waste is managed efficiently in the college. Electronic devices and computers are regularly serviced by technicians. The E-waste on our campus is being sold as scrap to an agent who deals with E-waste.
- Biomedical waste like sanitary pads is disposed of through incinerators. Any chemicals brought into the college for cleaning purpose is kept separately and disposed to Mangalore City Corporation.

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

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

C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

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

B. Any 3 of the above

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

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

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

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

D. Any 1 of the above

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

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

E. None of the above

**scribe, soft copies of reading material,
screen reading**

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

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Institutional efforts in providing an inclusive environment

- Arehole Natakostva was organised by Padua Ranga Adhyana Kendra in association with Arehole Prathistana.
- Blood Donation Camp was organised by the NSS Unit and YRC.
- Gummat Workshop was organised by the Konkani, Dramatics and Music Club on Konkani Traditional Folk Songs.
- Honesty Store concept was introduced by JCI Lalbhag whereby stationary items kept for sale unattended.
- Dance workshop was organised by Cultural Club on classical dance form.
- To promote National Integration and Communal Harmony among all people and religion Sadbavana Day was celebrated.

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

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

Sensitization of students and employees of the institution to

the constitutional obligations

- We teach our students 'Indian Constitution' subject in first semester which is prescribed by the Mangalore University.
- To encourage more young voters and take part in election process and to educate the students on voting Voters Day was celebrated by the NSS Unit.
- FIT INDIA Day was celebrated by the NSS unit on occasion of FIT INDIA movement to instil the importance of fitness among students.
- Covid-19 Vaccination Drive was held for staff and students.
- NSS volunteers gave their service by cleaning the campus of Government School, Bikarnakatte.
- Water Literacy Awareness Program was held by NSS to educate the students to educate them

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

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

B. Any 3 of the above

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

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

Efforts of the institution in celebrating national and international commemorative days, events and festivals.

- Independence Day was celebrated by the Padua Educational Institutions.
- World Heart Day was celebrated by the NSS in association with JCI Lalbhag.
- NSS Day was celebrated by the NSS Unit in association with Padua College of Commerce and Management.
- Teachers Day was celebrated by the management of Padua Educational Institutions on occasion of birth of Dr.Sarvepalli Radhakrishnan.
- To highlight the youths who are future of nation and birth anniversary of Swami Vivekananda Youth Day was celebrated by the NSS unit.
- Sadbhavana Day was celebrated by the NSS on birth anniversary of former prime minister Rajiv Gandhi.
- International Yoga Day was celebrated by the Sports Club to give awareness and to explain benefits practicing the yoga.
- Poster Making Competition was held by the NSS on occasion of Gandhi Jayanthi.

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

7.2 - Best Practices

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

I Product Launch

2.Objectives

- Fostering entrepreneurial ideas.
- Giving wings to the creativity.
- Practical experience of market.

3.The Context

The students of today are learning more on theoretical side of the education. As this case they lack the practical exposure which is necessary in real life and workplace.

4.The Practice

Product Launch is a unique activity where by a team has to launch a new unique product which is not existence in the market.

5.Evidence of success

The result of this activity is the students involved take an effort to conduct research and gather information and current affairs of the market.

6.Problems Encountered and Resources Required

Language barrier, stage fear, they are not able to communicate

their ideas in a creative way.

II. Research Oriented Assignments

2. Objectives

- To encourage students to conduct research
- To enhance their information gathering skills.
- To study the problems encountered by the society and market.

3. The Context

Research base assignments help the students to collect real information.

4. The Practice

The students are given research-based assignments and presentation.

5. Evidence of success

Students are motivated to collect data and analyse on the chosen topic.

6. Problems Encountered and Resources Required

- Lack of knowledge.
- Time Constraint.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

Mentoring

Our College has the unique facility of Mentoring, whereby each

teaching staff is allotted a group of students whom they have to take under their wing and mentor. The students will be under the guidance of the same mentor for the period of three years. The mentee's meet their mentor's at least three times in a semester, so totally in a year the mentor mentee meet for at least six times.

This system is very beneficial to both the teachers and the students as this gives an opportunity to understand a student from all the spheres. The students can be open and share a lot of important things, concerns, problems which otherwise will not be shared. This is also a platform which aids the teachers to encourage their wards to participate in activities, to apply for competitive exams, to perform better in the semester and internal exams, prompt them to be regular to the class, to apply for scholarship and so on. This system also acts as a type of counseling and guiding the students. There is a lot of improvement in the students which is seen after the mentoring and this also strengthens the bond between the student and teacher.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

As an affiliated college under the Mangalore University, Padua College of Commerce and Management teaches the curriculum framed by the University. The College has offered two Undergraduate Programmes in Commerce and Business Management and the Choice Based Credit System (CBCS) was introduced by the Mangalore University in the year 2019-2020.

At the outset of the new academic session, meetings are organised with the faculty. All the important information related to the curriculum design and changes made by the University are presented before the teachers to help them plan out the process of Curriculum delivery. Staff Meetings are conducted regularly to evolve an appropriate plan of action for the effective implementation and delivery of the curriculum. The discussions of conducting various activities, internal examinations, assignments, mode of tests - are also decided.

Both offline and online mode of teaching is practiced to help students with their learning process. Students are encouraged to convert their knowledge into skills by motivating them to conduct seminars and presentations. Internal Evaluation is done based on internal tests, seminars, assignments, debates, quizzes, and power-point presentations.

The College takes annual feedback from the students, teachers, alumni/ae and parents. The Feedback form contains the questions regarding the syllabus and curriculum delivery.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of

Continuous Internal Evaluation (CIE)

- The academic calendar is prepared by the institution for the smooth functioning of curricular as well as extracurricular activities planned for the year. This is based on the academic calendar given by the Mangalore University. While preparing the calendar, the college takes precaution to avoid the clashing of internal exams with university activities.
- The academic calendar highlights the examination details, activity details, celebrations of various important days, and also the code of conduct for the students in the College. The dates of various extracurricular programs and days of public holidays are also mentioned in the calendar for the knowledge of the students.
- The performance appraisal of the students is done by conducting the two internals - 60 marks exam for 120 marks paper, 40 marks for 100 marks paper, and 20 marks for the elective paper.
- Three to four days are allotted for the two internal exams, and these dates are mentioned in the academic calendar of the College.
- The College commencement day and the last working day, the commencement of the semester exam day is published in the college calendar as per the dates given by the academic calendar provided by the University.
- No changes are made in the academic calendar unless the University or Government notifies them.
- During the pandemic, University has modified the academic year and timetable.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

<p>1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University</p>	<p>B. Any 3 of the above</p>
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File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility
1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented
1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented
02

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

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

01

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

51

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

51

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

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

The College aims at sensitizing the students on cross cutting issues relevant to professional ethics, on gender and human rights as well as on environmental issues and their sustainability into the curriculum through extension activities and by providing opportunities to the students for various co-curricular activities such as talks, awareness programs, workshops, seminars and webinars. Association activities become another powerful channel in helping students to realize this. All the associations arrange talks from resource persons who have distinguished themselves in

society on socially relevant issues like gender equality and gender sensitization and environment education.

College has organised environment related programmes like Love a Tree Day, Vanamohostva and webinar on "Terrace Gardening". Professional Ethics related programmes like Soft skill programme titled "Effective Time and stress Management Skills for Employability", webinars on "Financial Literacy and Investor Awareness Programme", "Employability Skills for the Future" and "Managing Finance during the Pandemic" were also conducted. Due to the pandemic, not many gender and human rights related programmes could be conducted. A webinar on "Essence of Being a Woman" was organised by Women's Forum and National Voter's Day was celebrated by NSS.

Through various such programmes students are made aware of issues relevant to Professional Ethics, Gender, Human Values and Environment. This way, the College, along with all the associations, tries to bring about the awareness on these issues.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

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

00

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

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

00

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above
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File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

300

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

141

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

2.2 - Catering to Student Diversity

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

The college assesses we the learning level of the students and organizes special programmes for advanced learners and slow learners in the following manner:

Slow Learners:

- The assessment of students as slow learners is done by conducting Multiple choice tests relating to the subject.
- Two internal exams are conducted to the students and assessment is made, based on the assessment remedial classes are conducted and their performance is improvised.
- Students are given important questions referring to the past question papers and made to study
- Group studies are encouraged, were the advanced learners teach the slow learners and help them in their studies.
- Slow learners are made to present certain subject related topics in class in order to improve their communication skills and subject knowledge.

Advanced learners:

- Advanced learners are given opportunities to present seminars in classes
- Advanced learners are also motivated to teach slow learners after the class hours as well as during revision holidays.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
560	17

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

To enhance the learning experiences of students, Students centric methods, such as experiential learning, participative learning and problem-solving methodologies are used.

- Students are given individual assignments and group assignments to enhance their participative learning abilities and to develop their problem solving capacity.
- Product launch given as an assignment to the final year students, where groups are formed with two or three students. The students have to launch a new product with its advertisement copy.
- Making use of the library is encouraged were the librarian assists the students in developing reading habits.
- Skill development programs are conducted for the students to make them efficient.
- Classes are conducted to students through PPT's and even the students are given opportunities to prepare the PPT's and present in class
- Budget preparation is done by students as a group work
- WhatsApp groups are created and study materials are made available to students.
- Every morning, prayer service is conducted by the

students' class wise.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

The College uses ICT (Information and Communication Technology) in education for presentation, demonstration, interaction, and collaboration.

- The College has LCD projectors through which the lecturers and also students prepare the PPT's and explain the subjects through the LCD presentations.
- Computer lab with the internet facility facilitates students to make use of it during the time of assignments, projects and computer classes
- Students are made to submit assignments through the online platform
- Easy-Lib and N-list software's are installed in the library for the benefit of the students as well as the faculty
- Faculty use the WhatsApp platform, Google meet platform and Google classroom to impart online education to the students
- Google meet platform is also used by the college to organize webinars and competitions

A television is installed in the college to benefit students with regard to current affairs

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

18

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year**

17

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

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

0

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

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

2.4.3.1 - Total experience of full-time teachers

104

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Internal assessment in the college happens in a very transparent manner

- Two internal exams are conducted in a semester for the internal assessment of the students
- Students are made to submit two assignments per course in a semester
- Written assignments as well as practical assignments are given to students in the form of the product launch, budget preparation and are made compulsory to students in order to improve their creativity and communication.
- A one to one basis parent teacher meeting is conducted after the internal exam and the marks card is provided to the parent to know the performance of their ward.
- The faculty members prepare the question papers as well the answer schemes of the internal exam
- Marks register is maintained by the faculty for the subjects they handle and is presented to the students when required by them for any clarification
- At the end of the semester the total internal marks are informed to the students
- EC/CC marks are awarded to students based on their performance in the club activities
- Re-exam is conducted to students who could not write the internal exam due to genuine reasons.
- Internal exams are made compulsory to all the students to develop in them a sense of seriousness towards

studies and examination.

- If any malpractice takes place during the internal exams, it is taken to the notice of the Principal, and the issue is discussed and resolved. The student is asked to an apology letter and also is made to rewrite the exam with a fine.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

The Mechanism to deal with examination related grievances is transparent, time-bound and efficient, and it is done in the following manner:

- Internal exams are conducted as per the University guidelines. If the students are not able to write the internal exams, the parents are supposed to inform the Principal about the genuine reason of absence as mentioned in the academic calendar. Such students are allowed to write the re-exam.
- Any malpractice during the examination is noted seriously, and strict action is taken. Parents of the students who are involved in malpractice are informed to meet the Principal and students are made to write an apology letter. The student is made to write the exam once again paying the penalty.
- If any students have any problem concerning marks, they can verify their queries with the concerned lecturer.
- A student is supposed to have 75% attendance in each subject to be eligible to write the semester exam
- The internal marks earned by the students are sent to the University, which will be then added to the end semester exam marks. As the University declares the results students can apply for revaluation through the College if they find any issues relating to their marks.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

Program outcomes, Program specific outcomes and Course outcomes are prepared and displayed on the college website. Teachers and students are informed about the PO's, PSO's and CO's. Teaching-learning strategies are formed in order to achieve the outcomes framed.

The PO's, PSO's and CO's are discussed in the staff meeting together with the syllabus of the courses; the same is also discussed with the students by the respective course instructors. The PO's and PSO's are also informed to the students during the orientation programme. Students are also explained the objectives and benefits of taking up a particular program. Choice is given to the students to decide the program based on the PO's and PSO's.

The faculty who take up the responsibility of monitoring and achieving the Course Outcomes do so through the internal exams, assignments, seminars, etc. wherein guest lectures are organized for the students on a specific topic which is more relevant and could be better explained for the realization of the Course Outcomes. Course related feedback is collected from the students to facilitate improvisation in the delivery of the courses. The college conducts certain certificate courses to benefit the students in achieving the PO's, PSO's and CO's.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

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

The college uses various methods for the attainment of the PO's and CO's.

Once the University Semester results are obtained, they are discussed in the staff meeting, the IQAC meeting, Local Management Committee and also with the students in the respective classes. Analysis of the results is made to know the performance of the students and also to take necessary measures for further improvement.

Course outcomes are analyzed and assessed through assignments and through the internal examinations. Students are made to submit two assignments in the form of written assignments, seminars, PPT's

Course Outcomes are assessed in two ways, firstly through assignments and secondly through internal examinations. Students are given the assignments; seminars which they conduct through Power Point presentations, help the faculty to assess how far the students have assimilated the subject content in the attainment of Course Outcomes. The two internal examinations conducted to find out the attainment of the Course Outcomes by the students. The results of all the students are discussed during the Faculty meeting and the PTA meeting. As the low result is an indication of difficulty on the part of the student to attain the Course Outcomes, the College through the concerned faculty member arranges remedial classes for those students who have not attained the desired results.

The College takes feedback from the students and the parents concerning the attainment of the Program Outcomes and Program Specific Outcomes. This feedback is evaluated in the faculty meeting, which helps in the better preparation and delivery of the curriculum.

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

2.6.3 - Pass percentage of Students during the year

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

160

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<https://www.paduadegreecollege.org/images/pdf/213.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

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

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

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

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

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

10

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

3.2 - Research Publications and Awards

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

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

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

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

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

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

3.3 - Extension Activities

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

Response:

Our Institution organizes various activities relating to social awareness to promote neighbourhood community development, whose objective is to sensitize and strengthen the link between the College and Society.

The College conducts neighbourhood community activities through NSS, Youth Red Cross, Women's Forum, Eco Club, Human

Rights Club and Dramatics Club. The essential activities include Celebration of NSS Day, World Heart Day, National Youth Day, International Yoga Day, Sadbhavana Day and Human Rights Day.

Apart from these several other noteworthy activities such as Awareness on Covid-19, Blood Donation Camp, cleaning the premises of Government Schools, Terrace Gardening, love a Tree day and Vanamahostavawere organised .

Our NSS Volunteers have taken part in spreading awareness regarding COVID-19 to general public in and around Mangalore City, they also rendered service in Vaccination centres during vaccination drive

YRC and NSS Unit regularly organize Blood Donation camps in collaboration with Lion's Club Mangalore, JCI MangaloreLalbagh and Fr. Muller's Hospital. The students also donate Blood during an emergency.

Impact on Students:

- The involvement of students in the Awareness on Covid-19 and Service at Vaccination Drive has taught them to observe life closely and gain real life experience and lessons which they not only inculcate in their daily life but also share this experience with others for their benefit.

- Participating in different activities helped in the personality development of students and provided an opportunity to become socially responsible.

- The above mentioned Activities have created awareness in students about their role in the campus, community, and neighbourhood which helps them to be a better citizen of our nation and motivate them to render community service.

- Celebration of Various Days like NSS Day, World Heart Day, National Youth Day, International Yoga Day, Sadbhavana Day, has made the students sensitive to the challenges of a society we are currently living in and be sensitive to the challenges they pose towards the developmentof people.

- Webinar on Terrace Gardeningand Vanamahostavahas sensitized the students to the various social issues and social responsibilities, which in turn has helped them in their

holistic development as responsible citizens with moral values.

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

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

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

1

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

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

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

7

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

220

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

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

0

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

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

2

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

- Total of 13 ventilated class rooms out of which, 6 classrooms with the seating capacity of 100 students and 7 classrooms with the seating capacity of 60 students. All the classrooms are furnished with adequate benches, desks, platform and equipped with intercom facility.
- Academic and cultural programs of the college are held in the Auditorium. LCD projector is fixed for the purpose of seminar, workshops and conferences.
- Library is facilitated with 7050 books for the students and faculty to increase their knowledge. Library is having a seating capacity of 60 students.
- Out of 34 computers 32 computers are placed in the Lab and 2 computers placed in the Library for student for teaching- learning.
- LCD projector is placed in 6 classrooms and 1 portable projector is used in other classrooms with fixed screen.
- Notice board consisting of the details of circulars and extracurricular activities for students.
- Television placed on the first floor, helps the students with the benefit of news updates.
- Every room in the college is provided with intercom facility so that academic/general information is conveyed to the students.

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

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

Facilities towards Sports:

- 400 meter track of college ground consisting sports building where gym, changing rooms (men and women separate), washrooms, Indoor sports rooms are built
- Outdoor sports facilities for games like football, Cricket, Throw ball, Volleyball, Kho-Kho, Kabaddi and athletics are available in the college ground
- Provision to practice Basketball and Badminton is available in the college premises.
- Security is provided for the safety of the students in the Ground by appointing security personnel with his family.

Facilities towards Cultural Activities:

- To give importance to cultural field college is formed Cultural Club and Choir
- Choir members are given in-charge to sing prayer songs in all the events.
- The college has open air stage which gives an opportunity to all the students to stage their talent through performing various cultural events.

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

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

07

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

07

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

0

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

4.2 - Library as a Learning Resource

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

Name of the ILMS software : Easylib

Nature of automation (fully or partially) : Partially

Version : 4.4.2 Client Server Version

Year of Automation : 2015

- The Integrated Library Management system is computerized with Easylib software for easy access of books and its availability. The library was automated

in the year 2015.

- OPAC (Online Public Access catalogue) facility is available in the library which allows the readers to search the books by Author, Title, Publisher, Subject, Keywords etc..
- The Circulation module of the software covers all the operations of the circulation
- The College library uses Dewey Decimal Classification Scheme for classifying the books. Classified Catalogue Code is used to prepare the catalogue entries in the library software
- The Library has 60 seating capacity with tables.
- Inclusion of library hours in students' time-table to motivate self-learning
- Total number of titles 4117 with 6955 volumes
- The library has subscribed for 5 Journals and also subscribed 3828 e-journals and 1,34,000 e-books under N-List

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to

journals/e- journals during the year (INR in Lakhs)**0.924**

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)**4.2.4.1 - Number of teachers and students using library per day over last one year****3028**

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

- All the classrooms are facilitated with LAN
- Internet is provided in the Computer Lab and in the Library with LAN server connection and UPS facility
- 2 computers and 3 laptops are placed in the staffroom for staff use with internet and wi-fi facility
- Internet facility is provided with a bandwidth of more than 50 MBPS
- INSTI CARE Software is installed in the office computer for SMS facility so that academic information is sent to the staff, students and parents
- Information regarding upcoming events is available on the college website www.paduadegreecollege.org which is contracted to eCreators web solutions, Mangalore, a software provider

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.paduadegreecollege.org/about-us/facilities/computer-lab

4.3.2 - Number of Computers

34

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

1171628

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

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

Routine service is done and a record book is maintained by the maintenance officer about the physical infrastructure of the college

Annual maintenance of the computers is given to Emdees Computers & Networking, with whom the college has signed the contract

The College is constantly connected with the website provider eCreator Web Solution, regarding the activities, changes, development or improvement in the website

The College is installed 65-70kVA generator for uninterrupted power supply during the time of power cut

Surveillance camera is installed throughout the campus to provide for the safety and security of the students, staffs and properties of the institution.

Entered in to an contract with Wizard Cable Net and Geographic Private Limited who provide continuous cable service to the institution.

The college library is having a Integrated Library Management System (ILMS) namely EasyLib Software and NLIST e-resource. A register book is maintained for the documentation of entry of the staff and students who will visit the library. A record is maintained about the borrowers and a last date to return the book. To bring system in the working of the library, there is a College Library Advisory Committee to see the

efficient running of the library activities. The committee includes members who conduct regular meeting where discussions are made regarding allocation and utilization of funds, purchase, and issue and up gradation of library facilities.

Fire extinguishers are available in the building to serve during the emergency.

Sports Stock Register is maintained where the usage and discard of sports materials are recorded

In the Gym, physical director is in charge who maintains a register book to keep track of those students who visit the gym.

NSS unit has been allotted a separate room, wherein all the equipments and materials are kept which was used during various NSS activities.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

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

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

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

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

B. 3 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

0

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

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

A. All of the above

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

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year**

5.2.1.1 - Number of outgoing students placed during the year

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

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

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

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

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

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural**

activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

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

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

1. The Student Council of our Institution has a total of seventeen members consisting of the President, Vice President, and Secretary, Joint Secretary, Cultural Secretary, Assistant Cultural Secretary, Sports Secretary, Asst Sports Secretary and nine Class representatives.
2. As this year was effected by pandemic , the usual elections could not be held, hence the Student Council was formed by Selection Method.
3. The criteria to be fulfilled in order to be selected for the Post contest are:
 - o Highest Scorers were selected from B.Com & BBA classes for each Post
 - o The post of President, Secretary, Cultural Secretary and Sports Secretary is reserved only for final year students.
 - o The post of Vice President is reserved only for second year students
 - o The post of Joint Secretary is reserved only for second year and Final year BBA students
 - o Asst. Cultural Secretary and Asst. Sports Secretary is reserved only for first and second year students.
 - o The post of Secretary and Asst. Cultural Secretary is reserved only for female students.
 - o The main class representatives also form a part of the

Student Council and these Class Representatives are a unanimous choice of the students and the Class Coordinators unless there are more than two contestants.

1. The student Council holds meetings under the leadership of our Principal and Vice Principal & Staff Co-ordinator.
2. Every class has two student Representatives - Main Class Representative and Assistant Class Representative who are the persons-in-charge of their respective classes for the participation of their class in different events and activities organised by the college.
3. The various clubs of the college - Eco club, NSS, Cultural Club, Music Club, Women's Forum, Konkani Club, Dramatics Club, Literature Club, Human Rights Club not only organise various activities in their clubs for all the students but also their leaders are co-opted in the student council when the major activities are organised.
4. Student representatives actively participate in different committees like Library Committee, Internal Complaints Committee, IQAC, Management association, Commerce Association

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

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

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

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File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

In the year 2017-2018 we started Padua College Alumni Association. A Telegram Group has been made for the Alumni and Vice Principal Prof. Roshan Santhumayor is the admin , who informs and posts all the necessary information in this group.

- The Alumni of our College attended our Blood Donation camp organised by NSS Unit and donate blood.
- The old students of our College are actively participating in the drama related technicalities like sounds, lights, music and setting and also enact in the drama.
- The membership fees for alumni association is Rs. 150 which is collected from the student as they pass out.

The Padua Alumni Association has been supporting each and every one of our events.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Our College is a religious minority institution that gives value-based education to all without distinction of caste, creed, and religion. Vision and Mission of the College are based on our motto "Vincit Labor" which means "Success through hard work". The Vision and Mission of the Institution are communicated to all the stakeholders. It is displayed at the College entrance, Principal Chamber, on the College website and printed in the College Calendar.

To instill and sustain a lasting desire to seek knowledge and to impart the basic human values and skills to the students our college conduct mentoring. In order to inculcate Team Spirit and Leadership skills, we have committees, Club activities, students Councils, every class has two class representatives guided by class coordinators. To instill pride in a nation and its culture we celebrate National Festival like Independence Day. In order to produce the future citizens of moral integrity who uphold the values enshrined in the constitution, we taught subjects relating to Indian Constitution, Human Rights, and Gender Equity. To foster creative ability and critical thinking amongst students we conducted webinars and competitions. In order to develop empathy towards society, we have different avenues like Padua Blood Corner, Padua Support Corner. The college provides co-education.

File Description	Documents
Paste link for additional information	https://www.paduadegreecollege.org/about-us/vision-mission-logo
Upload any additional information	View File

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

The administrative setup of our college includes the following:

1. **The Governing Board of CBE:** The Governing Board of CBE is the topmost authority that frames broader policies.
2. **Local Management Council:** The Local Management Committee formulates the vision and mission of the college with the guidance of CBE.
3. **Staff Council:** Staff Council prepares the norms of the college and provides constant guidance to the students.
4. **Student Council:** The Student Council was formed through a direct selection method due to pandemics.
5. **Parent Teacher Association (PTA):** The PTA supports the college for the development of students
6. **Alumni Association:** The Alumni Association constantly supports college activities.

College follows a decentralized organizational structure which includes shared responsibility, participative management and effective decision making, and implementation of activities. Broad policies are framed by the governing body of the College and Academic policies are framed by the Principal with the assistance of the Vice-Principal, main class coordinator, and assistant class coordinators. The college takes suggestions and feedback from all stakeholders for the betterment of college activities.

Due to pandemics, college activities are conducted virtually. The principal and staff shared the responsibility of conducting classes and activities. This will show the

effective execution of plans and cooperation among the principal, staff, and students.

Decentralization is explained as follows with a case study in relation to the webinar on Financial Literacy:

A Financial literacy webinar was planned with the consultation of the principal and staff in the staff meeting. The objective of the webinar is to give a forum to educate students with respect to financial literacy. The webinar responsibility is assigned to IQAC. The responsibility of organizing and executing the webinar was given to two staff members. It was decided to have a webinar on google meet. Prof Chaithanya was the resource person for the webinar. The webinar on financial literacy was successfully organized on 7th and 8th June 2021 through google meet. A total of 97 students was virtually present for the program.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The perspective plan for an institution for the year 2020-2021 is included and implemented as below.

- Upgrading infrastructure.
- Organizing Blood Donation Camp
- Memoranda of understanding with other institutions.
- Add on courses.
- Organizing Seminars, Workshops, and Webinars
- Accreditation from NAAC
- Encouraged staff and students to enroll in Swayam courses
- Encouraged faculty members to clear NET/ KSET.

Deployment:

- Installed LCD Projectors and screens in the classrooms.
- Up-gradation of computer lab
- Signed MOU with UNDP, Bajaj finserv, EDP

- Started Advance diploma in aviation and hospitality course in 2020-21
- Faculty members enrolled and got certificates under the Swayam platform.
- 5 faculty members cleared NET/KSET.
- Outreach programs and Add courses
- Organized Blood Donation Camp
- Seminars, Webinars, and workshops are organized
- College was accredited with B Grade

An activity successfully implemented based on perspective /strategic plan: BLOOD DONATION CAMP

As a part of the outreach and extension program, our college organizes a blood donation camp every year. The Blood Donation Camp for the year 2020-21 is organized on 13TH February 2021. The expenditure of the program is met by the college. The responsibility of organizing and executing the blood donation camp is given to NSS. Since the college believes in collaboration with external institutions for the betterment of society. It was decided to collaborate with Fr. Mullers Medical College Hospital, JCI Lalbagh, and Lions Club, Ashoknagar in conducting the camp. The camp has resulted in creating a healthy relationship between the staff, students, and professionals of the hospital. A total of 84 donors came forward to donate their blood. The blood donors are given certificates. In need of blood, the blood donors are given special priority with yellow cards through Padua Blood Corner which arranges blood for anyone in need of emergency for six months after the blood donation camp.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.paduadegreecollege.org/about-us/naac-accreditation
Upload any additional information	View File

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

The college is a religious minority institution, administered by CBE and locally managed by St. Sebastian Church Bendur which is accredited with B Grade and has 2f certification from UGC.

The CBE appoints the principal who takes all major decisions regarding the day-to-day administration of the College in consultation with the Vice-Principal and Staff Class coordinators.

Catholic Board of Education: It is the administrative society of the College.

President: The Bishop of Mangalore Diocese is the President of CBE who provides directions.

Secretary: The College functions under the guidance and instructions of the Secretary of the CBE.

Joint Secretary/Correspondent: At the College level, administrative and financial decisions are taken by the Correspondent.

Governing Council: The College functions under a well-structured Governing Council which is representational in nature.

Principal: He is the Head of the College, implements policies and decisions approved by the CBE as well as the Mangalore University.

Vice-Principal: He assists the Principal in general governance and leadership. He is responsible for student discipline and also responsible for the academic affairs of the departments and reports to the Principal regarding the departmental requirements.

HOD: HOD is responsible for the smooth functioning of the departmental activities

Faculty Members: These are appointed by the CBE through a three-tier interview process conducted by competent authorities.

Students' Council: The Office bearers of the Students'

Council are selected with the guidance of the Election Commission.

Extra-Curricular/Co-curricular associations: These are for the all-around development of the students.

IQAC/NAAC: The main objective of IQAC/NAAC is to plan and implement quality initiatives and evaluate them.

Library: The Librarian is responsible for the effective functioning of the library and maintains necessary records.

Physical Education Director (PED): PED is responsible for the physical wellness of the staff and students.

Counselor: The Principal, Vice Principal, and the faculty act as Counselors/who advise students on the courses offered and assist them constantly.

Mentor: The Principal, Vice Principal, and the faculty act as mentors under the mentor-mentee system

Parent-Teacher Association (PTA): PTA builds strong working relationships among parents and teachers.

Padua College Alumni Association: The College has an active alumni association named Padua College Alumni Association

Other Statutory Bodies/Cells: Anti Ragging, Internal Complaints Committee, Human rights, Grievance Redressal Cell, Tobacco free educational institution(TOFEI) , Anti-human trafficking cell and Gender Champions are other Bodies/Cells formed as per the University, State and Central Government norms.

Accountant: He is responsible for maintaining and recording the financial aspects of the college.

Administrative staff: Administrative staff looks after the overall administration relating to University correspondence, timely submission of internal marks, etc.

Support Staff: The support staff is responsible for the cleanliness of the College premises.

Recruitment procedure:The recruitment procedure is as per the

CBE guidelines.

Service Rules: This rule is framed by the CBE for all the employees of the College.

Promotional Schemes: Promotions for teaching and non-teaching staff of the College, are taking place as per the rules of the CBE as well as the University norms.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://www.paduadegreecollege.org/management/organogram
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Our College provides welfare measures to teaching and non-teaching staff. The facilities for the staff include:

The faculty is provided with staff rooms, access to the internet, printer, and cabin for HOD, purified drinking

water, ample parking facilities, computer lab, canteen, intercom, internet, auditorium, and the College ground for the staff to have social functions.

The members of the faculty are encouraged to attend Webinars, workshops, seminars, and Conferences

The college provides medical coverage to all teaching and non-teaching staff through "Star Insurance".

The members of the teaching and non-teaching staff are given non-financial incentives in the form of gifts on special occasions.

Uniform is provided to the faculty members where the same is worn by them during special events in the college.

As all staff is management paid, the college management has introduced a salary structure as per State Government norms. The 4 teaching staff are given PF and non-teaching staff are given ESI Medical Facility and Provident Fund (PF). Women faculty are provided 6 months of paid maternity leave. All the staff with five years of service is liable to receive gratuity.

A get-together is arranged on different occasions to celebrate the success of staff members.

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

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

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

0

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

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

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

3

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

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

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

10

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

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

The college takes quality as a priority in education with this view principal takes a personal interest in guiding the teachers. Vice-principal trains new recruits to help them to enhance their teaching.

Faculty feedback is done through student feedback. Feedback is drafted with specific questions according to the understanding level of the students. The feedback is circulated online in order to analyze the success of faculty to reach out to the advanced and slow learners in the classroom. Observation of lecturers is done by the principal and Vice-principal which helped the college to continue or discontinue with the teacher depending upon their performance. The Principal discusses the performance of the concerned faculty personally on one to one basis and gives suggestions for the improvement of their performance.

Non-teaching staff like the office staff, support staff, etc. are also evaluated by the Principal on the basis of observation. The appraisal of the non-teaching staff is conducted informally by the Principal and they are counseled to improve their work if necessary.

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

6.4 - Financial Management and Resource Mobilization

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

External auditing is done by Chartered Accountants in the year 2020-21. A firm of Chartered Accountants conducted statutory audits of the different schemes offered in the College.

Based on previous income and expenditure, an accountant with consultation with the principal prepared the budget and submit it to the Local management committee. All infrastructure requirements like academic, curricular, co-curricular necessities are taken into consideration. The salary, PF, ESI, professional tax, gratuity, and other recurring and nonrecurring expenditures are also included in the budget. After proper analysis of the budget is approved by the management committee

The audit firm Gonsalves and Nayak visit the college and verify vouchers, physical verification of cash, Fixed Deposit Certificates, Counterfoils, Stock Registers, etc. The observations made by them are recorded and discussed with the Accountant / Principal and clarifications are sought then and there. All the books connected with the accounts are submitted to the auditor which he inspects and gives audit reports after thorough scrutiny. The audit report is submitted to the Local Management Committee and Finance Committee for follow-up. So far no audit objections have been found.

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

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

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

0

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

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

Padua College of Commerce and Management is a self-financing institution locally managed by St. Sebastian Church Bendur. St. Sebastian Church has established a common fund for all its educational institutions called Padua Educational Institutions Building Fund. The Local Management Committee has various strategies of mobilizing funds which include special development fees, tuition fees, donations, and grants from the Church and collection from an organization of events.

The salaries of teaching and non-teaching staff are paid by the Management from the tuition fees collected from the students. Since Padua Educational Institutions Building Fund is a common fund of all the Padua Educational Institutions, whatever surplus is accumulated at the end of the year is transferred to this fund. In order to meet the expenses for construction, repair, and renovation of the college building

and premises, money from this fund is used.

The Principal is the Chief Disbursing Officer with regard to the payment of salary, other statutory contributions, and payments towards the day-to-day administration of the college. This is done in consultation with the Correspondent. All the infrastructural developments like that of construction, repair, and renovation of the college building and premises are looked after by the Correspondent. The accountant of our college takes care of all financial transactions.

The infrastructural facilities of the college are utilized to the optimum not only for the students and staff but also for the general public and for the Government's purpose. The staff and students of Padua institutions have access to all the facilities of the college. The general public is allowed to use the college auditorium, college ground, open-air stage, playground, classrooms, etc freely on the request. The college auditorium is freely given for use for meetings, training, practices, etc.

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

6.5 - Internal Quality Assurance System

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

IQAC is a topmost body in college-level focuses on quality aspects in education. Regular meetings are conducted to institutionalize the quality initiatives at the college level.

For the academic year 2020-21 IQAC has taken the initiatives to train and guide the students in the following ways:

1. Soft skill programme:

As an IQAC initiative, College organized a Soft skill

programme for Final Year students. The objective of this programme is to develop their employability skills. This programme helps the students to identify their innate skills which will help them for their future jobs.

2. Inter- class competitions:

In order to develop the student's creativity and critical thinking, IQAC recommended an Inter-class competition for all students. Due to pandemic inter-class competitions like speak to lead competition, poster making competition, talent hunt organized virtually by different clubs under the guidance of IQAC.

File Description	Documents
Paste link for additional information	https://www.paduadegreecollege.org/naac/members
Upload any additional information	View File

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

1. Internal Examinations and Assignments:

IQAC of our college conforming to the rules of Mangalore University monitors and guides to conduct internal examination as a part of internal assessment twice in a semester for each subject. Internal marks are awarded on the basis of marks secured in two internal examinations and two assignments. The candidate has to notify his/her absence for internal examination in case of emergency. Any student who absents himself for genuine reason will be given a re-exam and those who absent themselves without prior information will have to write the exam compulsorily after the payment of a fine. After the exam answer papers are distributed to the students and they are given the scope for clarification. The marks card is given to the students and the progress of the ward is discussed with the parent in the PTA meeting.

2. Product launch

IQAC tries to convert the knowledge that is disseminated in the class into attitudes and skills through the activity of product launch. Students in a group of two are asked to design a new product and launch that product with its features, price, logo, etc. Queries are asked at the end of the presentation. This exercise makes the students very innovative and creative in designing, launching, and marketing the product.

Incremental improvements made for the preceding year with regard to quality and post accreditation quality initiatives)

- Blood donation camps are organized
- There is also constant progress in regards to the availability of library books.
- Our faculty have attended seminars, published books
- Up-gradation of Computer lab
- LCD Projectors screens in classrooms.
- Well-equipped Library with N- List and Easylib software
- MOU's with UNDP, Bajaj Finserv, and EDP

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

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.paduadegreecollege.org/notice-board/news-events
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Our college believes in gender equity and works for gender sensitization as our college offers co-education

- We teach Gender Equity and Indian Constitution prescribed by the Mangalore University.
- College has ladies' room with the necessary provisions like washroom, bed, medical kit and campus is protected and surveillance with CC Cameras and Security Guard.
- Movement register ensures safety of the students.
- Women faculty are availing the facility of 6-month maternity leave with pay.
- We have various committees and clubs for the women to promote gender sensitization, namely The Women's Forum, Anti-Ragging Cell, and Internal Complaints Committee.
- To ensure gender equality two posts in the Student Council are reserved for Women students such as Secretary and Assistant Cultural Secretary.
- Under the guidance of Women's Forum a Webinar was organized named "Essence of being a Woman".

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.paduadegreecollege.org/images/AQAR-2020-2021/002%20(1).pdf

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

The different steps taken up by our College in the direction of waste management are:

- There is a provision made for three separate dustbins in every class, which differentiates the waste into three categories - biowaste, plastic waste, solid waste.
- The produced waste of everyday is collected and given to the Mangalore City Corporation vehicle for disposal.
- The solid wastes in form of newspapers, used books, old magazines are discarded through the scrap system.
- Plastic waste i.e., in the form of chocolate wrappers is collected in plastic bottles and it was planned to use them as bricks for the construction of a plastic bricks bench.

- We have a well-maintained drainage system on our campus. The liquid waste of the campus is discharged into the underground sewage system of the Mangalore City Corporation.
- E-Waste is managed efficiently in the college. Electronic devices and computers are regularly serviced by technicians. The E-waste on our campus is being sold as scrap to an agent who deals with E-waste.
- Biomedical waste like sanitary pads is disposed of through incinerators. Any chemicals brought into the college for cleaning purpose is kept separately and disposed to Mangalore City Corporation.

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

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

C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

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

B. Any 3 of the above

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

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

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

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

D. Any 1 of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading

E. None of the above

**software, mechanized equipment 5.
Provision for enquiry and information :
Human assistance, reader, scribe, soft
copies of reading material, screen
reading**

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

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Institutional efforts in providing an inclusive environment

- Arehole Natakostva was organised by Padua Ranga Adhyana Kendra in association with Arehole Prathistana.
- Blood Donation Camp was organised by the NSS Unit and YRC.
- Gummat Workshop was organised by the Konkani, Dramatics and Music Club on Konkani Traditional Folk Songs.
- Honesty Store concept was introduced by JCI Lalbhag whereby stationary items kept for sale unattended.
- Dance workshop was organised by Cultural Club on classical dance form.
- To promote National Integration and Communal Harmony among all people and religion Sadbavana Day was celebrated.

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

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

Sensitization of students and employees of the institution to the constitutional obligations

- We teach our students 'Indian Constitution' subject in first semester which is prescribed by the Mangalore University.
- To encourage more young voters and take part in election process and to educate the students on voting Voters Day was celebrated by the NSS Unit.
- FIT INDIA Day was celebrated by the NSS unit on occasion of FIT INDIA movement to instil the importance of fitness among students.
- Covid-19 Vaccination Drive was held for staff and students.
- NSS volunteers gave their service by cleaning the campus of Government School, Bikarnakatte.
- Water Literacy Awareness Program was held by NSS to educate the students to educate them

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to

B. Any 3 of the above

monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

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

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

Efforts of the institution in celebrating national and international commemorative days, events and festivals.

- Independence Day was celebrated by the Padua Educational Institutions.
- World Heart Day was celebrated by the NSS in association with JCI Lalbhag.
- NSS Day was celebrated by the NSS Unit in association with Padua College of Commerce and Management.
- Teachers Day was celebrated by the management of Padua Educational Institutions on occasion of birth of Dr.Sarvepalli Radhakrishnan.
- To highlight the youths who are future of nation and birth anniversary of Swami Vivekananda Youth Day was celebrated by the NSS unit.
- Sadbhavana Day was celebrated by the NSS on birth anniversary of former prime minister Rajiv Gandhi.
- International Yoga Day was celebrated by the Sports Club to give awareness and to explain benefits practicing the yoga.
- Poster Making Competition was held by the NSS on occasion of Gandhi Jayanthi.

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

7.2 - Best Practices

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

I Product Launch

2.Objectives

- Fostering entrepreneurial ideas.
- Giving wings to the creativity.
- Practical experience of market.

3.The Context

The students of today are learning more on theoretical side of the education. As this case they lack the practical exposure which is necessary in real life and workplace.

4.The Practice

Product Launch is a unique activity where by a team has to launch a new unique product which is not existence in the market.

5.Evidence of success

The result of this activity is the students involved take an effort to conduct research and gather information and current affairs of the market.

6.Problems Encountered and Resources Required

Language barrier, stage fear, they are not able to communicate their ideas in a creative way.

II. Research Oriented Assignments

2. Objectives

- To encourage students to conduct research
- To enhance their information gathering skills.
- To study the problems encountered by the society and market.

3. The Context

Research base assignments help the students to collect real information.

4. The Practice

The students are given research-based assignments and presentation.

5. Evidence of success

Students are motivated to collect data and analyse on the chosen topic.

6. Problems Encountered and Resources Required

- Lack of knowledge.
- Time Constraint.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

Mentoring

Our College has the unique facility of Mentoring, whereby each teaching staff is allotted a group of students whom they have to take under their wing and mentor. The students will be under the guidance of the same mentor for the period of three years. The mentee's meet their mentor's at least three times in a semester, so totally in a year the mentor mentee meet for at least six times.

This system is very beneficial to both the teachers and the students as this gives an opportunity to understand a student from all the spheres. The students can be open and share a lot of important things, concerns, problems which otherwise will not be shared. This is also a platform which aids the teachers to encourage their wards to participate in activities, to apply for competitive exams, to perform better in the semester and internal exams, prompt them to be regular to the class, to apply for scholarship and so on. This system also acts as a type of counseling and guiding the students. There is a lot of improvement in the students which is seen after the mentoring and this also strengthens the bond between the student and teacher.

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

7.3.2 - Plan of action for the next academic year

Plan of Action 2021-2022

- **Alumni Registration :** With a view to improve and strengthen the bonds and ties with our out gone students , we have decided to formally register our alumni Association.
- **Soft Skill Course :** In order to enhance the intellects of our students we have planned to introduce a few more soft skill courses whcih will help our students to improve their overall skill set and also employability
- **Coaching for Competitiveexam :** A step willfurther be taken to coach our students to attempt and clear Competitive Exams.
- **Placement Activity :** Placing our students in good jobs is our responsibility thus we will strengthen our

Placement cell.

- MOU linkage : It was decided to sign in more MOU's with different organisation through which our college and students will be benefiting.
- Research : We have planned to inculcate research as a part of academics and also a apart of staff.
- IT facility : In order to improve the IT facilities specially for the BCA students and also for other students , more computers are supposed to be purchased , Stronger internet connection , and installing projectors in all the classrooms .