



## YEARLY STATUS REPORT - 2021-2022

### Part A

#### Data of the Institution

##### 1.Name of the Institution

PADUA COLLEGE OF COMMERCE AND  
MANAGEMENT

- Name of the Head of the institution **Fr.Arun Wilson Lobo**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**

- Phone no./Alternate phone no. **0824-2217711**
- Mobile No: **9482597161**
- Registered e-mail **paduadegreecollege@gmail.com**
- Alternate e-mail **iqac@paduadegreecollege.org**
- Address **KADRI HILLS, NANTHUR**
- City/Town **MANGALORE**
- State/UT **KARNATAKA**
- Pin Code **575004**

##### 2.Institutional status

- Affiliated / Constitution Colleges
- 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. **0824-2217711**
- Alternate phone No. **9482597161**
- Mobile **9606318147**
- IQAC e-mail address **iqac@paduadegreecollege.org**
- Alternate e-mail address **paduadegreecollege@gmail.com**

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

<https://www.paduadegreecollege.org/images/aqar21-22/001.pdf>

**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/320.pdf>

**5. Accreditation Details**

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

**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
<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

**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 02**

- 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 18/05/2022 with KGTTI (Karnataka German Technical Training Institute) to train students in the field of Tally and CISCO IT essentials.

IQAC organised a FDP titled 'Application of Research Tools and Techniques in Social Science' on 10-02-2022.

IQAC had organized a campus placement drive to the final year students on 30th of July as well as Mega Job Fair on 8th of October 2022

To Showcase the talents of various students a Inter College Fest (PADUA VERVE 2k22) was held on 13th of December in our Campus

Almost 12 Seminar/ Workshop/Webinar on various topics were conducted to the students to Increase the Knowledge of the 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
Provide more attention to bridge course and induction program	Organised bridge course (1-11-2021 to 11-11-2021) and induction program (01-09-2022)
Provide more attention to peer teaching and remedial teaching	Conducted Remedial teaching and peer group teaching
Conduct Value education, Gender equality programme and academic seminars	Conducted Value education, gender equality programme and academic seminars for the students
Improve the activities of the career guidance to provide proper guidance for competitive examinations	Organised academic seminars and career guidance programme for students
Organise Faculty development programmes for teaching and non teaching community	Organised Faculty development programmes for teaching and non teaching staff
Decided to submit AQAR in online portal	AQAR has been submitted
Upgradation of website	Website has been upgraded
Improvise academic calendar	Improvise college calendar and uploaded in the website
Encouragement of students to enrol for Swayam courses.	Students enrolled for Swayam Courses

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

- Name of the statutory body

Name	Date of meeting(s)
<b>IQAC</b>	<b>22/12/2022</b>

14. Whether institutional data submitted to AISHE

**Part A****Data of the Institution**

<b>1.Name of the Institution</b>	<b>PADUA COLLEGE OF COMMERCE AND MANAGEMENT</b>
• Name of the Head of the institution	<b>Fr.Arun Wilson Lobo</b>
• Designation	<b>Principal</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>0824-2217711</b>
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<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://www.paduadegreecollege.org/images/aqar21-22/001.pdf">https://www.paduadegreecollege.org/images/aqar21-22/001.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.paduadegreecollege.org/images/pdf/320.pdf">https://www.paduadegreecollege.org/images/pdf/320.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.43	2021	05/10/2021	04/10/2026
<b>6.Date of Establishment of IQAC</b>			13/10/2015		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>			02		
• 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"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>	
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
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<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
IQAC	22/12/2022
<b>14. Whether institutional data submitted to AISHE</b>	



Year	Date of Submission
2021-2022	19/12/2022

### 15. Multidisciplinary / interdisciplinary

#### Multidisciplinary/Interdisciplinary courses

The college is a multidisciplinary college that offers Commerce and Science programs. The vision of the college stresses providing value-based quality higher education to students. NEP introduced during the academic year incorporates a holistic multidisciplinary approach to in-still skills among the learners and teachers.

The faculty members, students, and parents are given the required inputs for the implementation of NEP. The orientation program is conducted at the beginning of the year regarding the open elective courses offered in the college and which they can select along with their curriculum across the stream. Open electives help the students to study the important area of other streams which helps to get some knowledge for their future.

Multidisciplinary /Interdisciplinary courses adopted in our college are as follows:

1. Accounting for everyone, a B. Com course is taught to I SEM BCA students (NEP)
2. E-commerce, a BCA course is offered to IV SEM BCOM and BBA students (CBCS).
3. Monetary Economics, a BA Course is offered as an interdisciplinary subject to II SEM B.COM and BBA students (NEP).
4. Public Finance, a B.COM course is given as an interdisciplinary subject to II SEM BCA students (NEP)
5. Business Economics, a BA course offered to I Sem B.COM students (NEP)
6. International Economics, an interdisciplinary BA course, is offered to III Sem BBA, BCOM, and BCA students (NEP)

#### Best practice

BCA students are given to do a minor study by visiting factories and collecting information regarding the working of the factory, specifying production and welfare facilities.

Students were divided into seven groups consisting of ten members each and were assigned a particular industry/factory to conduct a study on its working.

Students gathered information about facilities provided to the staff and also information about the working process at the factory.

#### **16.Academic bank of credits (ABC):**

Academic Bank of credit (ABC) is a virtual and digital storehouse that contains information on the credit earned by individual students throughout their learning journey. Right from evaluating teaching-learning practices to bringing innovations in the field of education, UGC introduces various schemes from time to time for quality assurance. UGC has introduced the "Academic Bank of Credits" (ABC), continuing the building of a transformative educational setup. It helps faculty to manage & check the credits earned by students. It enables the students to open their accounts and gives multiple options for entering and leaving colleges and universities.

The Academic Bank of Credit referred to as ABC in short is a virtual machine that will deal with the credits earned by students of Higher Education Institutes in India and which are recognized by the University Grants Commission (UGC).

It is a credit facility originally envisioned by the Government of India in the National Education Policy (NEP) 2020. The scheme has the provisions of creating a digital infrastructure that will store the academic credits earned by the students of various higher education institutes within the country.

The ABC will be entrusted with the responsibilities such as opening, closing, and verifying the individual academic accounts of students. It'll also be responsible to gather the academic credits earned by the students from their respective higher education institutions, verify the credits, store the credits, transferring or redeem such credits, and promote them as and when required among its stakeholders.

#### **Best Practice**

A seminar on The ABC Account's Opening was organized, to educate the students on the working of the ABC:

The first thing the students must do is open an academic bank account. To create the ABC account, they might need information such as their name, address, diplomas, course information, etc. Students can log in at any time to check their earned credits using a special ID and password that will be established for them.

The UGC anticipates that ABC's use in the next years will have a favorable effect. HEIs participating in the scheme will benefit greatly due to the smooth management of credits. The necessity of the hour is for an inter- and multi-disciplinary approach. HEIs will be able to assist students in learning the courses of their choice and turn into "skill-oriented" graduates thanks to the Academic Credit Bank.

SWAYAM courses are offered to students, enabling them to earn credits with their curriculum credits.

#### **17.Skill development:**

Skill Development is for determining the skill gaps and overcoming them. Skills are required to define one's ability and this ability is the sole reason behind the successful implementation of plans.

Skill development helps build a strong foundation for students at the college level. It helps build self-esteem, confidence, and leadership skills. It develops problem-solving skills and collaboration.

It helps students become independent thinkers and encourages them to plan for their future.

Our college encourages skill development, and students are motivated and encouraged to develop their skills by organizing programs on skill development, skill development programs organized have brought out higher productivity from students and has helped them in their job prospect.

NEP introduced skill enhancement courses (SEC) as compulsory courses for all students. Under skill-based courses, Digital Fluency is introduced for first-year students.

Health and wellness, Yoga, NSS, culture development, and sports

are introduced as value addition to the curriculum

Besides these skill enhancement courses, the college offers certificate courses based on skill development like Accounts Executive -Tally ERP 9, CISCO-IT essential (Hardware and Networking), Communicative English, and Banking. College offers University recognized Diploma and Advanced Diploma courses in Aviation and Hospitality.

The Institution gives importance to communication skills by encouraging students to participate in Role-Play, Advertisement of a product, Pick and Speak, seminars, paper presentations, model bank presentations, essay writing, etc. Assignments are given to improve writing skills. Students are taught to type in a computer (type master). Training is given to students who apply and prepare for the NATS (National Accounting Talents search) examination.

The professional day was organized in college where the students conducted mock interviews. The college conducts a student capacity-building program where students get pieces of training on the topic of how to face interviews, and prepare for competitive exams.

Every year college organizes a Job Fair where a lot of job opportunities are created for the students based on their skills. Students are enrolled in SWAYAM courses. The college encourages students to take up internships in any organization. Talent's day is conducted for students to bring out their talents of students (events like marketing, best manager, and gaming are conducted)

The college has MOUs with different organizations for the overall development of the students. Code Unnati and EDP programs were organized for students to bring out their entrepreneurship skills and develop their personality

Best practice: Professional Day

On 29/07/2022 a professional day was conducted for the final-year students. Different sessions were organized for the students to develop their Employability skills. The resource person for this seminar was Mr. Jaikishan Bhat, Principal and Director of Poornaprajna Institute of Management, Students were formed into groups and group discussions were conducted to develop their team spirit. Mock interviews were conducted to make students know the experience of facing interviews. Students were taught to write

resumes. Students were asked to wear a formal dress just like attending the actual interviews.

### **18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

National Education Policy (NEP) 2020 refers to the traditional knowledge of India that is both sustainable and strives for the welfare of all. In order to become the knowledge power in this century, it is imperative that we understand our heritage and teach the world the 'Indian way' of doing things. Ministry of Education has established the Indian Knowledge System (IKS) Division in AICTE in 2020 with a vision to promote interdisciplinary and transdisciplinary research on all aspects of Indian Knowledge Systems (IKS) and preserve and disseminate IKS knowledge for further research and societal applications.

The college offers Hindi, Kannada, and Konkani as a second language as part of the curriculum. Along with curricular activities, the college has given equal importance to extracurricular activities like drawing, music, drama, cultural activities, etc. which are conducted by the students of several clubs and associations.

College celebrates all festivals like Onam, Deepavali, Christmas, and Ramzan. The main purpose of celebrating festivals is to know the culture and traditions of the Nation. Competitions like Pookalam, Onam tug of war, Onam boat making competition, Deepavali Gudu Deepa making competition, rangoli making, greeting card competition, and star-making are held in the college.

To develop the Indian culture among students' the college gives opportunities to do drama in Tulu, and Konkani languages. In the college magazine," Prathidwani" students are encouraged to write articles in Tulu, Konkani, and Kannada. The College language department organized a seminar on the importance of language on the occasion of Matrabhasha Divas. A multilingual pick-and-speak competition was also organized for the students on this occasion

Multilingual essay writing and elocution competitions are organized in the college to encourage the students in Indian languages. to promote Indian culture. Students are given opportunities to perform Bharatanatyam, Kathak, Aati kolanja dance, and Tiger dance for college day, talents day, Padua Sambram(fancy fete), or college fest. Students are sent to other colleges to attend seminars related to Indian culture or

languages. Chande a drum art is used in the traditional and classical music of South India and this is displayed in college day by the students. Yakshagana a theatre art of Karnataka is performed in college for various events organized in the college.

#### BEST PRACTICE

##### College Day

College day was held on 05.08.2022. College day was a mixture of linguistics, art, and culture of rich Indian heritage. Various different talents and culture-related activities and competitions were conducted throughout the year and winners of these competitions were awarded during the college day.

Bharatnatyam dance was performed as a welcome dance. Folk dance (Garba), a dance of Gujarat was performed by the students. Multilingual (Konkani, Hindi, Kannada) orchestra, Tulu drama was a center of attraction. Pili dance and Chande were given importance for the college day.

#### **19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

Outcome-based education (OBE) is an emphasis on a clearly articulated idea of what students are expected to know and be able to do, that is, what skills and knowledge they need to have when they leave the school system. It is sometimes also called performance-based education and is an attempt to measure educational effectiveness based on results rather than on inputs such as time students spend in class. The student learning outcomes constitute the criteria by which curriculum is developed or redesigned, instructional materials are selected, teaching methods are adopted, and evaluation is conducted.

As the college is affiliated with Mangalore University, board-specified program outcomes and course outcomes are discussed at the university level. Every teacher is expected to focus on outcome-based education while delivering the content of the course.

The College conducts one week Bridge course for the 1st year students at the beginning of the academic year. Students are given assignments and activities to help them improve there in the academics

Internal exams are conducted for the students, which helps the

teacher to identify slow learners and advanced learners based on a mark. Slow learners are given remedial classes where individual attention is given to them to make them understand the concepts found difficult by them

Various teaching methods are applied by the teachers to reach the objectives, like senior students teaching lessons to the junior class, Group discussion on related topics, seminars, project work which helps the students to get practical knowledge of subjects, internship on an hourly basis, and industrial visits.

Assignments such as factory visit, visit to the bank and study the interest rate, surveys on several topics, product launch, paper presentations, video making, seed bombing, brand rangoli, vegetable gardening, visit to a biological park, currency information, organizing the real-life event, story review, online quiz, budget preparation, business plan preparation, Seminar, Student adoption( primary students ), advertisement enacting, group discussion, visit the corporate society, advertisement copy preparation, and case study analysis.

BBA students were encouraged to take on project work. Aviation and Hospitality Diploma and Advanced Diploma students prepare the minor projects.

Best practice: Paper presentation competition:

On 24th February 2022, a paper presentation competition was held in the college. 11 teams participated in this competition. Topics for the paper presentations were (1) Effects of Covid-19 on employability (2) Students' mental health during and after Covid-19 (3) Impact of Covid 19 on education (4) Positive and negative effects of covid -19 on business.

2 participants made a team. Participants submitted the abstract of the paper which was not more than 300 words followed by at least 5 keywords. The abstract included the subject of the paper, and highlights as to how the author proposes to develop the subject with its overall objective, and outcome.

The full paper submitted by the students had a maximum of 2000 words typed in MS word, A4 Size paper, font style Times New Roman, Font size 12, 1.5 lines spacing, a 1-inch margin on all sides, and the paper APA style on referring sorted alphabetically at the end, page numbers inserted. The cover page of the manuscript included the title of the paper, author's name, class,

and college name.

Students prepared a PowerPoint presentation and presented the paper. The papers selected were published in the college's annual magazine. This competition is conducted in the college for consecutive three years

**20.Distance education/online education:**

The college gives importance to education in online mode, where students can access education sitting at home.

WhatsApp groups are created class-wise, where the subject-wise lecturers send the required study material to the students. Information regarding the Exams, submission of assignments, and important questions to focus on are also sent or informed to the students through the WhatsApp platform

Google Classroom is also created by the subject lecturers to assign assignments to the students, whereby the students also submit the assignments through the same. Marks are allotted through the classroom and students are made known of the same.

Google forms are also used to collect information from the students on a personal basis, which makes it easier to take some decisions

SWAYAM courses are provided to the students, where the students can have an extra certificate course in a semester adding to their educational value. Assignments, payment of fees, and exams are all online mode.

Test Moz Quiz is conducted on students subject-wise to test their knowledge of students. Multiple choice questions are prepared and the quiz is given to students to fill in on the basis of which marks are assigned to students.

Best practice: Google Classroom

Students are made to submit assignments through google classroom which makes it easier to allot marks to students and also make notes of those who have not submitted the assignments.

**Extended Profile**

**1.Programme**



1.1	137
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1	510
Number of students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.2	210
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.3	178
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	16
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	16
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	<b>13</b>
4.2 Total expenditure excluding salary during the year (INR in lakhs)	<b>49.37127</b>
4.3 Total number of computers on campus for academic purposes	<b>45</b>
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>Padua College of Commerce and Management established in 2011 is an affiliated college under the Mangalore University, and the College teaches the curriculum framed by the University. The College is offering three Undergraduate Programmes, they are Bachelor of Commerce, Bachelor of Business Administration and Bachelor of Computer Applications. Mangalore University introduced the Choice Based Credit System (CBCS) in the year 2019-2020 and later on in the year 2021-2022 introduced the New Education Policy (NEP).</p> <p>Every new academic year, is planned out in advance where 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 meet regularly and in these Meetings a discussion is held 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.</p> <p>Both offline and online mode of teaching is practiced to help</p>	

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	<a href="#">View File</a>
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 - for CBCS students the internal exams are for 60 marks for 120 marks paper, 40 marks for 100 marks paper, and 20 marks for the elective paper. For NEP students the internal exam is for 25 marks.
- Three to four days are allotted for the two internal exams, and these dates are mentioned in the academic calendar of the College as per the dates mentioned by the University.
- 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.
- University has modified the academic year and timetable many times during the year due to the aftermath of pandemic.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
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**

**C. Any 2 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## **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**

**03**

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 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)

02

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

74

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

74

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 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 Vegetable Gardening, Vanamohostva, World Environment Day Celebration, Distribution of saplings and Seed Bombing, where students collected seeds of various trees and thrown in the Kuduremukha Reserve Forest. Professional Ethics related programmes like Career Guidance and Career Counselling Workshop and Investor Awareness programme were also conducted.

A workshop on "Swaraksha for Women", Eye Check-u for women students and a Women's Day celebration was organised in the College which benefitted a lot of the women students. Along with all these programmes like Human Rights Day, Red Cross Day Celebration, Awareness f Blood Donation and the Blood Donation was organised by various different associations and clubs of the College.

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	<a href="#">View File</a>
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

01

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
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)	<a href="#">View File</a>

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

25

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 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)	<a href="#">View File</a>

**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	<a href="#">View File</a>
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

280

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

#### 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

119



File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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:

- Internal exams are conducted to the students and assessment is made, based on the assessment remedial classes are conducted and their performance is improvised.
- Individual attention is given to students who have scored less marks
- Bridge course is conducted to help students improve their communication skills and grammar
- 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.
- Advanced learners are assigned with project work
- Students who score highest marks are honoured and a banner with their marks is displayed in the college campus

File Description	Documents
Link for additional Information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
510	16

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

#### 1. Experiential learning

- Industrial visits: Group of students are allotted to visit certain factories and gather information relating to the working of the factory
- Bank replica: students are formed into groups and made to represent a bank and answer all the queries of the staff representing as customers
- Product launch: Individual or in group, students are asked to launch a new product

#### 2. Participative learning

- seminars/workshops: students are assigned seminars and are also motivated to attend workshops to improve on their knowledge
- PPT presentation : students are given the opportunity to do powerpoint presentations, where they learn to improve on their knowledge based as well as communication skills
- UNDP program is initiated to the students to instill in them interview skills and develop their personality

- EDP programme is initiated to motivate students to take up entrepreneurship

### 3, Problem solving

- Case study: Students are divided into groups and they are given a case to study upon
- Quiz: Subject wise quiz is conducted to enhance the knowlge of the students
- NATS: National accounting talents search exam is conducted to improvise on their accounting skills
- SWAYAM: Students are made to undergo courses as an extra benefit to their curriculum

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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
- Zoho books is also taught to students with the help of zoho software
- Tally with GST is offered as a certificate course

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

17

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

16

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 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)	<a href="#">View File</a>

### 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

115

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 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 and the guidelones reagrding this are mentioned in the college calendar

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 endof

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.

File Description	Documents
Any additional information	<a href="#">View File</a>
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	<a href="#">View File</a>
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	<a href="https://www.paduadegreecollege.org/images/pdf/322.pdf">https://www.paduadegreecollege.org/images/pdf/322.pdf</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.paduadegreecollege.org/images/aqar21-22/008.pdf">https://www.paduadegreecollege.org/images/aqar21-22/008.pdf</a>

### 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

**163**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<b>Nil</b>

### 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/aqar21-22/004.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)

**00**

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)	<a href="#">View File</a>

### 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

00

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
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

18

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

## 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**

00

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

**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**

00

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**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

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 and Human Rights Club. The essential activities include Celebration of World Environment Day, International Yoga Day, Red Cross Day, Women's Day and Human Rights Day. Celebration of Various Days 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.

Apart from these several other noteworthy activities such as Blood Donation Camp, cleaning the premises of Government Schools, Vanamahostava, Seed Bombing initiative, Hemoglobin Test Drive, Voter ID Drive, Sanitary Kit Distribution, Eye Check-up were organized. These activities have 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	<a href="#">View File</a>

### 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

6

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
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

8

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

### 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

369

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 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

2

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
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

4

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

## 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.

The institution has the following facilities.

- Classrooms are furnished with adequate benches, desks, platform and equipped with intercom facility.
- Well-furnished Staff Room.
- Wi-Fi connectivity.
- Filtered drinking water facilities for both students and staff.
- Television placed on the first floor, helps the students with the benefit of news updates.
- Canteen facilities.
- Generator for power back up.
- Adequate number classrooms with ICT tools.
- Well-equipped library.
- Computer Lab.
- Auditorium.
- Notice board consisting of the details of circulars and extracurricular activities for students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<b>Nil</b>

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

**Sports Facilities:**

Padua College of Commerce and Management has adequate facilities for sports, games, Yoga centre, Gymnasium and cultural activities.

- 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.
- Well qualified and experienced Physical Education Director takes care of the strategies and handles the day to day activities of the Department.
- Yoga Sessions are organized in the auditorium. Every year yoga day is celebrated in the College.
- Security is provided for the safety of the students in the Ground by appointing security personnel with his family.

**Cultural Activities:**

- The institution is well known for its cultural spirit. It has an open stage with an open space to accommodate 800 audience.
- Auditorium with a capacity to accommodate 400 audience and with supporting facilities like Audio-Visual Aids, lighting facilities and necessary equipment are also available for conducting various cultural events.
- To give importance to cultural field college is formed Cultural Club

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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.**

7

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

7

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)	<a href="#">View File</a>

**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)**

8.65518

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

**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 following modules are available in Easylib 4.4.2 Client Server Version.

1.Cataloguing and Accessioning 2.Membership Management  
3.Circulation Management 4.Serial Control 5.Digital Library 6.OPAC  
7.Customizable Reports 8.Security and Set Up

- The Padua College of commerce and management Library was started in the year 2011-12. At present we have a total collection of 7,324 books, student strength of 510 and a staff of 25.
- 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
- There is a College Library Advisory Committee to see the efficient running of the library activities
- The Library has 60 seating capacity with tables.
- Total number of titles 4326 with 7324 volumes
- 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 library has subscribed for 5 Journals and also Subscribed 3828 e-journals and 1,34,000 e-books under N-List
- 3 computers have been installed in the Library with internet facilities for staff and students activities

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

#### 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)

**1.03400**

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

#### 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

**17**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

- Department of Computer Science have computer lab which are provided with internet connection.
- The computers in lab is equipped with UPS such that there is no power interruption while using the systems.
- Internet facility is provided with a bandwidth of more than

**50 MBPS**

- 2 computers and 3 laptops are placed in the staffroom for staff use with internet and wi-fi facility
- INSTI CARE Software is installed in the office computer for SMS facility so that academic information is sent to the staff, students and parents
- The college has a website which is updated frequently by the web developer eCreators web solutions, Mangalore
- The entire campus has CCTV surveillance.
- The library is automated with Easy-lib software. 3 computers are placed in the Library for student and staff use with internet and facility

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

**4.3.2 - Number of Computers****47**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

**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	<a href="#">View File</a>

**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)**

49.37127

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

Every classroom has sufficient furniture and its maintenance is supervised by the class in-charges and the student representatives.

The services of the house keepers are utilised to maintain the cleanliness in and around the campus.

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

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

The Director of Physical education coordinates the sports and games activities of the Institution. Sports Stock Register is maintained where the usage and discard of sports materials are recorded

Librarian is responsible for the maintenance and utilization of the Library. On request from each department, a list of required books are prepared and procured for the next academic year. The college library is having an Integrated Library Management System (ILMS) namely EasyLib Software and NLIST e-resource.

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

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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

05

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
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)	<a href="#">View File</a>

#### 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**

97

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**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**

**A. All of the above**

File Description	Documents
Link to institutional website	<a href="https://www.paduadegreecollege.org/notice-board/news-events">https://www.paduadegreecollege.org/notice-board/news-events</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

310

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

310

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

<b>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</b>	<b>A. All of the above</b>
---	----------------------------

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<b>No File Uploaded</b>

## 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

10

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**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**

05

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**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**

0

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
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.**

18



File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
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)	<a href="#">View File</a>

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 )

Student Council is a main body which represents the students in the college. This Council has a President , secretary , Sports secretary, cultural secretary , joint secretary, also has one representative from each class. The decisions concerning the students are put forth in the student council meeting for approval. Student Council body is also responsible for the overall discipline of the students in the campus. Every committee , club and association has a Student President and Student Secretary. The different committees are library committee IQAC, Cultural club, women's forum , NSS, Youth Red Cross, Sports club, Literature club, Commerce and Management club, IT club, Human Rights club, Internal Complaints Committee and so on. The students are also trained to participate in the intercollegiate fests whereby they represent our college in both sports and cultural activities. Our students also formed committee and organized Padua Soccer League an inter group football match and Padua Premier League a inter group cricket match. Every class has a main Class representative , an assistant class representative , sports representative and a cultural representative, these four are representing the class in their chosen field. There is also a college choir which focuses mainly on singing prayer songs specially on every official occasion held in the college. Morning assembly is also the responsibility of the students , one week is allotted to each class whereby the students have to prepare the prayer song , read the value reflection and also sing the national Anthem.

File Description	Documents
Paste link for additional information	<b>Nil</b>
Upload any additional information	<a href="#">View File</a>

### 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

82

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<b>No File Uploaded</b>
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)	<a href="#">View File</a>

### 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

Even though the Padua Alumni Association has been founded recently , it is very vibrant and active. Padua Alumni Association holds meeting atleast once in a year to build connection and good rapport with the old students. The old students connected with the Alumni Association help our institute in every event organized by us. The old students show their support by attending NSS annual camp and also donating food items and providing service also by giving performances in the camp. Old students also come forward to donate blood during blood donation camp. When the sports club organized Padua Soccer League , the old students enthusiastically participated and showed their support by being the umpires and also owners of certain teams. To involve in the college activities and to consult in the smooth running of the activities the IQAC also has a old student as their member. Old students were also

given an opportunity to showcase their talents and extend kinship with the existing students by giving dance performance during the annual college day. We also invite our old students to be the judges for certain events and also invited to be resource persons for specific programs . The Old students with the help of Alumni Association are always ready to offer full fledged help in every activity and event of the college. The Alumni Association also helps in maintaining a positive and happy relationship between the institute and the old students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

<b>5.4.2 - Alumni contribution during the year (INR in Lakhs)</b>	<b>E. &lt;1Lakhs</b>
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File Description	Documents
Upload any additional information	<a href="#">View File</a>

## 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

Padua College of Commerce and Management is a religious minority institution managed by St. Sebastian Church Bendur, under the leadership of Local Management Committee. The college provides Co-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 and Value Education Classes. 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 seminars and competitions. In order to develop empathy towards society, we have different avenues like Padua Blood Corner, NSS Activities.

File Description	Documents
Paste link for additional information	<a href="https://www.paduadegreecollege.org/about-us/vision-mission-logo">https://www.paduadegreecollege.org/about-us/vision-mission-logo</a>
Upload any additional information	<a href="#">View File</a>

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:**

1. The Governing Board of CBE
2. Local Management Council
3. Staff Council
4. Student Council
5. Parent Teacher Association
6. Alumni Association

College follows a decentralized organizational structure which includes shared responsibility, participative management, 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 and staff.

Decentralization is explained with a case study in relation to College Day Celebration:

A College day was planned in consultation with principal and the staff. The objective of the college day is to celebrate the success of academic year and to showcase our student talents to

the parents and public. The responsibility is assigned to all staff and student Council. The College day was organized on 5th August 2022. This program was presided over by the Rev.Fr.Antony Shera, Secretary, Catholic Board of Education, Mangalore. The chief guest was Dr. Joseph, Principal, Sacred Heart College and Guest of Honour was Rev.Fr.Vincent Monteiro, our Correspondent. The prizes were distributed to the winners of various competition and highest scorers. The college day concluded with cultural program

File Description	Documents
Paste link for additional information	<a href="https://www.paduadegreecollege.org/notice-board/news-events/947-college-day-2022">https://www.paduadegreecollege.org/notice-board/news-events/947-college-day-2022</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The perspective plans for an institution for the year 2021-2022 is included are.

- Upgrading infrastructure.
- Organizing Blood Donation Camp
- MOU with other institutions.
- Organizing Seminars, Workshops, and Webinars
- Encouraged staff and students to enroll in Swayam courses
- Organizing Campus Placement Drive.
- Encouraged students to write Junior Level NATS Exam

Deployment:

- Installed LCD Projectors and screens in the classrooms.
- Renovated Canteen
- Up-gradation of computer lab
- Signed MOU with UNDP, Bajaj finserv,
- Organized Blood Donation Camp
- Seminars, Webinars and workshops are organized
- Student Successfully Completed SWAYAM courses
- Student Successfully Completed Junior Level NATS Exam
- Organized Campus Placement Drive.

An activity implemented is BLOOD DONATION CAMP:

Our college organizes a blood donation camp every year. The Blood

Donation Camp for the year 2021-22 is organized on 11th August 2022. The responsibility of organizing and executing the camp is given to NSS & YRC. It was decided to collaborate with Fr. Mullers Medical College Hospital, JCI Lalbagh and Lions Club in conducting the camp. The camp resulted in creating a healthy relationship between the staff, students, and professionals of the hospital. A total of 76 donors donated blood.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="https://www.paduadegreecollege.org/notice-board/news-events/950-blood-donation-camp-3">https://www.paduadegreecollege.org/notice-board/news-events/950-blood-donation-camp-3</a>
Upload any additional information	<a href="#">View File</a>

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 Catholic Board of Education appoints the principal who takes all major decisions regarding the day-to-day administration of the College in consultation with the Vice-Principal

**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/HOD:** He assists the Principal in general governance and leadership.

**Faculty :** 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.

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

**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, ICC, Human rights, Grievance Redressal Cell, TOFEI, Anti-human trafficking cell are other Bodies/Cells formed as per the University, State and Central Government norms.

**Recruitment & promotion procedures** as per the CBE guidelines.

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

File Description	Documents
Paste link for additional information	<a href="https://www.paduadegreecollege.org/management/college-management">https://www.paduadegreecollege.org/management/college-management</a>
Link to Organogram of the Institution webpage	<a href="https://www.paduadegreecollege.org/management/organogram">https://www.paduadegreecollege.org/management/organogram</a>
Upload any additional information	<a href="#">View File</a>

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

**B. Any 3 of the above**

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

### 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 nonteaching 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, locker Facilities to staff, 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 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 is given PF and non-teaching staff are given ESI Medical Facility and Provident Fund (PF). Women faculties 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	<a href="#">View File</a>

**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**

00

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)	<a href="#">View File</a>

**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**

02

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	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**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**

05

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	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 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 filled Feedbacks are given to staff for self appraisal. 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	<a href="#">View File</a>

### 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 2021-22. 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 submits 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	<a href="#">View File</a>

#### **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)**

00

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)	<a href="#">View File</a>

## 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 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. 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 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	<a href="#">View File</a>

## 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 top most 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 2021-22 IQAC has taken the initiatives to train and guide the students in the following ways:**

1. **Placement Drive:** As an IQAC initiative, College organized a

Placement drive with the Collaboration of Placement Cell & UNDP Code Unnati for Final Year students. The objective of this programme is to employ our student in different reputed Companies. This drive helps the students to identify their interested job profile and help the college to maintain the good relation with different companies.

2. Inter- class competitions: In order to develop the student's creativity and critical thinking, IQAC recommended an Inter-class competition for all students. The inter-class competitions like Greeting card competition, Brand rangoli, Model making, Pick and Speak Competition, Treasure Hunt, Essay Competition, Eastern singing Competition ,organized by different clubs under the guidance of IQAC.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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 /Activities: 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 / Activities. The candidate has to notify his/her absence for internal examination in case of emergency. 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 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.

3. Model Bank: As per the recommendation of IQAC, Faculty members organize the model bank activity to the students. In this activity

student has to play a role of banker. Bank environment is created to get a practical exposure to deal with the given role.

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

- Blood donation camps are organized
- Constant progress in regards to the availability of library books.
- Our faculty have attended seminars and workshops
- MOU's with UNDP, Bajaj Finserv
- Infrastructure Development

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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	<a href="https://www.paduadegreecollege.org/naac/about-igac">https://www.paduadegreecollege.org/naac/about-igac</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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	<a href="https://www.paduadegreecollege.org/images/aqar21-22/007.pdf">https://www.paduadegreecollege.org/images/aqar21-22/007.pdf</a>

**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	<a href="#">View File</a>
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.
- 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

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
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

C. Any 2 of the above



**Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**7.1.5 - Green campus initiatives include**

<p><b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b></p> <ul style="list-style-type: none"> <li><b>1.Restricted entry of automobiles</b></li> <li><b>2. Use of Bicycles/ Battery powered vehicles</b></li> <li><b>3. Pedestrian Friendly pathways</b></li> <li><b>4. Ban on use of Plastic</b></li> <li><b>5. landscaping with trees and plants</b></li> </ul>	<p><b>B. Any 3 of the above</b></p>
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File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<b>No File Uploaded</b>

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

<p><b>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</b></p>	<p><b>D. Any 1 of the above</b></p>
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

<p><b>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</b></p> <p><b>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b></p>	E. None of the above
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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

<p>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).</p> <p><b>Institutional efforts in providing an inclusive environment</b></p> <ul style="list-style-type: none"> <li><b>Human Rights Education Cell organised a talk on Importance of Human Rights and how they gained importance on 10th December 2021.</b></li> </ul>
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- Pick and Speak Competition was held on 21st February 2022 in four languages Kannada, Konkani Hindi and English.
- Matrabhasha Divas was celebrated on 21st February 2022 by the IQAC and Language Department.
- Human Rights Education Cell organised a talk on "Awareness on Cyber Crimes" on 5th March 2022.
- On the occasion of World Red Cross Day, Youth Red Cross visited White Doves Psychiatric Nursing and Destitute Home on 9th May,2022.
- On 23rd March 2022, YRC in association with Indian Red Cross Society, Dakshina Kannada distribute Sanitary Kits to Municipality workers.
- Essay Writing Competition was held by Literature Club & Electoral Club on 2nd of June 2022, in four languages, Kannada, Konkani, Hindi and English.
- Talents Day was celebrated on 14th July, 2022 to a platform to showcase the cultural abilities and skills of the students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
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.
- On the occasion of "National Voter's Day" oath taking ceremony was conducted during morning assembly on 25th January 2022.
- An webinar was organized on "Importance of Voter's Day" by the Electoral Literacy Club on 2th January,2022.
- Passport and Pan card Drive was conducted from 28th February to 2nd March,2022.
- Voter's ID Drive was held on 18th March 2022 to the students.

- **University Level Patriotic Singing and Freedom Run on the occasion of "Azadi Ka Amrit Mahotsav" were held in our college on 30th July 2022.**

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**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**

**A. All of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>

**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 are**

- **Human Rights Day was celebrated by Human Rights Association**

Cell in association with IQAC on 10th December, 2021.

- Christmas Day was celebrated by Padua Educational Institutions on 23rd December, 2021.
- Republic Day was celebrated by Padua Educational Institutions on 26th January 2022.
- Women's Day was celebrated on March 8th, 2022 by Women's Forum.
- World Red Cross Day was celebrated on 9th May 2022 by Youth Red Cross Unit.
- World Environment Day was celebrated by on 6th June, 2022 by Eco Club and YRC.
- International Yoga Day was celebrated on 21st June 2022 by Sports Club in association with YRC and NSS.
- Vanamahostva was celebrated on 28th July, 2022 by NSS & Eco Club.
- 75th Independence Day was celebrated by Padua Educational Institutions.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
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.

1. Title of the Practice Product Launch 2. Objectives of the Practice

? Fostering future entrepreneurial ideas.

3. The Context Students lack the practical exposure which is necessary in real life and workplace. 4. The Practice Every team has to launch a new unique product which is not existence. 5. Evidence of success The effort to conduct research and gather information and current affairs of the market. 6. Problems Encountered and Resources Required As some students face issues like language barrier, stage fear, they are not able to communicate their ideas in a creative way. Best practice 1. Blood

donation 2. Objectives of the practice ? Inculcate the habit of donating blood among students

3. The context Scheduling the blood donation camp as per the discretion of the collaborated hospital was a bit of hindrance. 4. The practice The institution holds blood donation camp once and sometimes twice a year. 5. Evidence of success For this blood donation camp the goal was to collect 100 units of blood. We were able to collect 73 units of blood. 6. Problem encountered and resources required Aligning the dates as per the requirement of the collaborated hospital might cause a hindrance to the daily working of the college.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
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

#### Value Education

A vital part of our mission is to turn our students into better citizens and also to create better human beings and to reach this goal our institution practices imparting value education classes to all the students. One hour every Wednesdays is set aside to impart value education to our students because we believe imparting values is very essential part of learning process. The topics chosen are those which are of the relevance in the current times. The allotted class will be taken by different teachers rather than the same teacher in order to provide a different dimension of teaching and learning. The students are also provided with the opportunity to present seminars in the value education classes whereby they impart knowledge on values. This practice helps develop the minds of the learners and also helps the other students to understand the topic in a better way as real life experiences are shared. There is also an opportunity to deliberate on a given topic which again enhances the minds of the learners and provides an opportunity to acknowledge what is right and wrong.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.3.2 - Plan of action for the next academic year

**Future Plans**

- To officially register the Alumni Association in the immediate future so as to connect and continue a good rapport with our old students
- To train the students by providing additional add on courses and certificate courses
- We are planning to increase the number of MOU's or tie ups with reputed institutions and industries
- Exposing our students to the industries
- A initiative to exchange students and teachers with other colleges in order to better understand the needs of the students and also to give something better and new to the students
- Encouraging the students as well as the faculty to focus more on research related work, assignments etc
- We are initiating a upgrade on the computer lab with faster and new computer system and other necessary additions
- To create industry exposure to the students we will be encouraging them to opt for internship in companies , also to take students more on industrial visits
- To organise additional FDP programs, seminars and workshop.
- Increasing the enrolment in competitive exams and other related courses like NATS exam , SWAYAM courses and other competitive exams