



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

**PADUA COLLEGE OF COMMERCE AND
MANAGEMENT**

KADRI HILLS, NANTHUR
575004

www.paduadegreecollege.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Padua College of Commerce and Management is a Religious Minority institution that imparts value-based education, without the distinction of caste, creed and religion, is administered by the Catholic Board of Education(CBE) under the Local Management of St. Sebastian Church, Bendur. The College motto is “Vincit Labor” which means “Success through hard work.” Padua College of Commerce and Management is an off-shoot of Padua High School that was founded by the then Bishop, Rt Rev. Victor R. Fernandes. It was upgraded to a Pre-University College in the year 2000. The Padua College of Commerce and Management was founded in the year 2011 by our founder Principal Rev. Fr. Micheal Santhumayor, and the Correspondent Rev Fr. Peter Noronha.

Padua College of Commerce and Management believes in the ongoing improvement of its students, and for this reason, we continuously upgrade our curriculum and add innovative activities every year. The faculty motivates, encourages and trains the students to perform in various collegiate and inter-collegiate activities. To keep our students safe and sound, we have different committees such as Anti- Ragging Cell, Committee against Harassment of Women, Grievance Cell and Disciplinary Committee. We also have a Placement Cell which caters to the needs of the students to be placed in good companies. The different clubs organise innovative and creative competitions for students to discover and develop hidden capacities and build their personality through a healthy competitive spirit. The College offers exciting learning experiences through the activities like terrace gardening, campus cleaning, trekking, currency exhibition, training in marriage lullaby, Traffic warden squad, so on.

Our College has an efficient team of 18 Teaching Staff and 07 Support Staff who are ably guided and led by the Principal, Rev. Fr. Alwin Serrao. The faculty members are keen on acquiring new knowledge and actively participate in seminars/workshops, and contribute to research publications. Management rewards the efforts of the staff to motivate them to perform better. Presently there are 601 students, and we give them ample opportunities in sports, co-curricular or extracurricular activities, both in intra-college and inter-collegiate events and competitions where they have earned laurels in different spheres.

Vision

An integral development of whole human person guided by value based quality higher education to help the students to evolve into competent citizens of the nation to be better service to the society .

Mission

In keeping with this vision statement, Padua College of Commerce and Management has the following mission:

1. To instill and sustain in the students a lasting desire to seek knowledge and to impart to them the basic human values and skills to acquire it .

2. To inculcate team spirit and leadership skills in the students to ensure success in their professions and to assume career responsibilities.

3. To instill in the students a deep sense of pride for the nation and its culture along with the progressive and global outlook.

4. To produce future citizens of moral integrity who uphold the values enshrined in the Constitution, without prejudices to the religion.

5. To train men and women who go on expanding their consciousness.

6. To foster creative ability and critical thinking.

7. To develop a sense of concern towards the poor and the weak.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Our College is situated beside the National Highway 66, which gives us the location advantage. Students from far and near have easy accessibility to the College.

2. Majority of the teaching staff are young with high levels of creativity and energy. They are interested in learning and improving their qualification.

3. The in-house Chapel caters to the spiritual need of the students.

4. The mid-day meal scheme with subsidised rates gives scope to students to have healthy, hygienic, hot and tasty food.

5. The snack corner ensures easy accessibility of food for both staff and students on the campus.

6. The spacious ground with 400 meters track with the provision of Football, VolleyBall, Throwball, cricket courts, Jumping and throwing pits provide an opportunity for the students to get adequate training in sports and keep sports vibrant.

7. The Multi-facility Sports building with an inbuilt Gym upholds the notion of fitness.

8. Padua Blood Corner stands as a testimony with service to society.

9. Padua Support Corner, offering reusable items for free, complements education with service.

10. A functional Placement Cell tries to provide a brighter future for the students.

11. Mass for the catholic students and Value Education Classes for other students on every Wednesday strive to

augment the moral and the spiritual quotient of students.

12. The opportunity to undertake education from Nursery to under graduation in onecampus provides a complete educational experience without disruptions.

13. Training in dramatics and Theatre helps the students to discover the actor in them.

14. Open air theatre in which various theatre troupes participate, brings about communal harmony and friendship

15. Padua P.U. College, as our own feeder institution with four batches of Commerce, provides us with at least 50% of students required for Degree.

16. Six Hostels within a radius of two Kilometers provide accommodation to the students who want to join our College.

Institutional Weakness

1. The limited campus area poses the problem of further expansion
2. The proximity of the College to the main road poses the problem of noise
5. The College does not provide private transportation like college bus.
6. The Alumni Association which was started in 2017-18 (04/02/2018) is yet to gain momentum
7. The College does not receive any funds or grants from the Government.
8. The infrastructure of the College can be improved.

Institutional Opportunity

1. Scope to start new courses like BCA and BA at the undergraduate level
2. Expansion of Undergraduate program to Post graduation studies i.e. from B.COM to M.COM
3. Offering in-house hostel facility in the place of the present hostel facility which is not within the campus and is not under the control of the Management
4. Because of our theatre activities, there is scope to start diploma in theatre and get a recognition from University.

Institutional Challenge

1. The fee concession provided by the Management to the economically weak students poses the challenge of a financial burden as the majority of our students are economically disadvantaged
2. The medium of instruction which is English poses a challenge to those students who come from the Kannada Medium or rural, remote areas
3. The Express bus stop which is half a kilometre away from the College makes students cover the distance on foot
4. Protecting the students from drug menace is a big challenge.
5. Many new Government Colleges coming up and for the less fees.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The College affiliated to Mangalore University is bound to the University in terms of curriculum content and academic calendar. However, the institution is committed to the effective delivery of curriculum in a well-planned and documented way with the help of the academic system of subject allotment, lesson plan, work diary and feedback obtained from the students and other stakeholders. The College prepares an Academic Calendar every year following the University norms.

Learning outcomes of each subject are achieved through continuous evaluation. Internal assessments are carried out throughout the year in the form of written examinations, presentations, assignments, projects and class tests. Remedial classes are conducted for slow learners. MOUs with various institutions and organisations ensure that the students and the faculty obtain the best possible exposure to multiple learning experiences. Most of our faculty members have undertaken University-related responsibilities of valuation and question paper setting. They have also been on the Academic Council and BOS of various Colleges and have designed and developed the curriculum for Certificate Courses.

The University followed credit Based Semester Scheme till the academic year 2018-19. The University introduced a Choice-Based Credit System in the academic year 2019-20, and the institution follows the same. To strengthen the curriculum specified objectives, we have developed Certificate courses along with a Diploma in Aviation and Hospitality. The curriculum has always incorporated into the core courses cross-cutting issues of human values, gender, environment and sustainability. Other than the prescribed syllabus, the College tries to inculcate these core values through various activities such as talks, awareness programmes, workshops, camps, street plays and Theatre. Association activities act as powerful channels in helping students realise this.

Students are encouraged to take up project work so that they can put to use the theories they learnt throughout the course practically and also enjoy the privilege of interacting with various organisations. As a learning organisation, we are engaged in a continuous process of obtaining feedback from students, parents, faculty and the Alumni in a formal-informal manner, enriching the whole process of teaching and learning.

Teaching-learning and Evaluation

At Padua, the constant endeavour is to cater to various teaching-learning aspects for effective and efficient curriculum delivery, knowledge enhancement and skill development for the growth of the students in a systematic manner. The College is transparent in its admission process and follows the rules laid down by the governing bodies. The College provides co-education with equal representation from both the genders. Orientation programme, induction programme and PTA meetings conducted by the College enable to build a strong bond among the students, staff and the parents. Student-centric methods of teaching are adopted to facilitate the positive and progressive development of the students.

While making use of traditional methods of teaching, the faculty, equipped with the ICT facility, gives equal importance to modern techniques. The faculty prepares the course objectives and the lesson plans, together with the maintenance of a work diary to keep a record of the day-to-day teaching. Two internal examinations are conducted in order to evaluate the academic performance of the students. Assignments, seminars, class behaviour and attendance also form a part of the internal assessment.

Students are given ample opportunities to learn through the use of the library, computer lab and ICT facilities. BBA students are allowed to take project work as a subject. Remedial classes are conducted for the slow learners after their regular classes to offer a constant hand-holding to improve their academic progress. Advanced learners have a broad scope to participate in various inter-collegiate competitions, present papers at State level and National level seminars are also motivated to take up internships. Mentor-mentee programme introduced by the institution provides for a healthy interaction of the student with the Teacher, resulting in a timely review of the performance and attitude of the student. Students are given opportunities to visit orphanages and industries to expose themselves to service-mindedness, experimental learning and working knowledge of the corporate world. The College specifies the PO's, PSO's and the CO's, making it easier to carry on with the academic tasks smoothly. Once the semester results are declared, a subject-wise and class-wise detailed evaluation of the result is prepared.

Research, Innovations and Extension

As our College is in its infancy stage it does not receive any grants for research projects from Government and non-government agencies. In order to create a knowledge pool and to improve the learning capacity of the students our College, with the aid of various Clubs and Associations, organises seminars, conferences, workshops on a variety of themes such as resume writing, phonetics, socialmedia, traffic rules, scholarships, wealth from plastic waste, etiquette, GST and career opportunities.

The staff members who are keen to improve themselves and gain higher insight, take the initiative to publish research papers in UGC approved journals. Two faculty members have published books relating to Commerce. Along with excellence in the academic performance, the College aims at the holistic development of the students through extension activities which are carried out in the neighbourhood community. Students involve themselves in social issues such as creating awareness in health and sanitation, rainwater harvesting and blood donation. They take up activities such as campus cleaning, NSS Special Annual Camp, visit Orphanages, lending helping hand during natural calamities/crisis and leadership training programs. We are very proud of the fact that in the short span of 10 years of our existence our College has received three prestigious awards namely- National Young Leader Award(2015-2016), The Pride of the Catholic Church Award (2016-2017) and Aarehole Prathishtana Award (2019-2020).

To instil practicality of learning in the students, we organise field trips to different companies and industries such as KMF Milk Dairy, Campco, Eco Bliss, NMPT, Achal Cashew factory, Infosys, Silk Industry and many more. We also have a faculty exchange program where the faculty of the other Colleges visit and teach in our Campus and Vice versa. Our College also has various working Memorandum of Associations with different institutions, which allows us to deliver education in an adequate and manner.

Infrastructure and Learning Resources

Our College, located in Nanthur, beside the National Highway 66, is spread over a campus of 1.94 acres. The College aims to develop its infrastructure and IT facility in order to enhance the knowledge of staff and students and to enable them to utilise these resources to reach greater heights. Information about the various activities of the College, notifications and circulars are uploaded on the college website. The institution has adequate infrastructure and physical facilities for teaching-learning. At present, there are 12 Classrooms, Auditorium, Library, Computer Laboratory, Ladies Room, NSS Room, AV Room, Counseling Room, Drama Room and an Open-Air Stage on the college campus. The college library with the seating capacity of 60 students and 6072 books helps in augmenting knowledge.

Teaching methods using the LCD projector pave the way for modernisation in education. Our College has a spacious sports building with gym facility, separate washroom and changing room for boys and girls are built. Most of the sports materials are kept in the sports building, and 24-hours security is provided. To provide the students with cultural richness, the College conducts College day, Talents day and various cultural competitions throughout the year. The Cultural club, Music club and Dramatic club encourage the students in the cultural field. Padua Blood Corner puts to practice the lofty ideal of blood donation. Students and staff donate blood and receive a card, and their contribution makes it possible for the College to answer many SOS calls. Student Support Corner, which is a new initiative by our College, offers to the students the scope to donate and borrow reusable things such as stationery, calculators, books and uniforms. This practice enhances the emotional quotient of the lender and eases the learning process of the borrower.

Student Support and Progression

The students avail of Government Scholarships under various categories such as SC/ST, Backward Class, Mangalore University Fees Concession, Handicap Scholarship and Mangalore City Corporation Scholarship. The College helps the needy students with various financial aids such as PTA Scholarship, Sports Scholarship, Economically Backward Section Scholarship and Merit Scholarship. Adhering to the growing needs of the market, we aim at inculcating various skills in our students by organising seminars on handwriting, resume writing, soft skills, interview skills, etiquette and public speaking. Besides, the College conducts Communicative English, Managerial Skills, Tally ERP 9 and Nudi Certificate Courses. Focusing on the career growth of our students, we organise IBPS Training, CA Coaching and Seminars on Career Development. There are detailed guidelines in the College calendar regarding the mechanisms employed to redress student grievances as also brief pointers to the rules and regulations.

The parents and the students sign an undertaking form during admissions and re-admissions. There are posters and notice boards displayed on the campus for the benefit of the students. We are proud to declare that while many of our students take up further studies instreams such as M.Com, MBA, CA and B.Ed, a sizeable number of our students are placed in good establishments. Our students have made their mark felt at the International, National, State, Taluk and University levels in both sports and cultural events. Our students engage themselves

in all the activities of the College. The various committees in our College also have student representatives. In addition to organising programs in the College, the Student Council monitors and guides students in various inter-Collegiate events. Keeping in mind the overall development of the students, our College organises various competitions, Sports and Cultural events. Our Alumni Association is still in its infancy stage as it was conceived in the year 2017-18. Our Alumni Association actively participates in the College Activities such as Blood Donation Camps, Job Fairs, NSS Camps, Inter-Collegiate fest Padua Verve and Drama.

Governance, Leadership and Management

Our College being a religious minority institution is administered by the Catholic Board of Education under the local Management of St. Sebastian Church, Bendur, Mangalore is a premier institution which imparts value-based education to all without distinction of caste and creed. Meaningful decentralisation of the administration of the College flows through the organisational structure framed by the Catholic Board. The involvement of stakeholders in Committees/Boards at various levels helps in sustaining institutional capacity and educational effectiveness. The College has implemented E-Governance in the areas of administration and student admission / support/examination.

As per the State Government norms, all adequate welfare facilities are available for the faculty, and performance appraisal is conducted regularly. The College provides adequate financial support to the faculty for their professional development by encouraging them to attend conferences and workshops. The College organises professional development programmes for the teaching faculty in order to improve their skills and to make them excel in their field. Methods such as Teacher's evaluation by students, informal evaluation of non-teaching staff, an academic audit of administrative staff are employed for the appraisal of the faculty and the administrative staff.

The management audit is conducted by the officials of the Catholic Board of Education. Chartered Accountants do external auditing from the audit firm Gonsalves & Nayak, at the end of every financial year. St. Sebastian Church has established a common fund for all its five educational institutions called Padua Educational Institutions building fund. The College has an Internal Quality Assurance Cell (IQAC) which consists of both internal and external members to review the academic and support system. It plays a proactive role in reviewing the current status and evolves programs, policies and suggestions to improve quality in the overall performance of the institution.

Institutional Values and Best Practices

Institutional Values and Best Practices are a pointer to the excellence of an educational institution. The following description shows our consistent efforts to offer the best to all our stakeholders.

- Gender Sensitization and Empowerment of women students.
- Practice of green initiatives in our campus by restricting usage of plastics, planting the saplings, ground water recharge, distribution of saplings to the students and protection of those plants.
- Awareness on Ecology and Environment through street plays, the hazards of plastic, conservation of water, importance of agriculture etc.
- Trekking to Western Ghats and celebration of *Vriksha Bandhan*.
- Joining hands with the Government in the *Swach Bharath Abhiyan*.
- Tried to create an inclusive environment towards communal, Linguistic and Cultural harmony through

Staging of multilingual plays, networking with various cultural groups, organizing seminars on various subjects, visits to the various orphanages etc.

- Sensitized students and employees towards constitutional rights and duties to in still patriotism by celebrating important National festivals.
- Created awareness on various social problems through the medium of Theatre – street plays and stage plays.
- Through the concept called theatre journey conducted successful theatre activities with the help of workshops, preparing stage performances, and presenting the same in various locations.
- Helped our students to build their personality by training them to acquire various soft skills like Communication, group discussion , public speaking , sound and light management, props making etc.
- Through the mid day meal scheme we have helped our economically weaker students.
- Tried to inculcate moral values through the continuous value education classes, retreats and talks.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	PADUA COLLEGE OF COMMERCE AND MANAGEMENT
Address	Kadri Hills, Nanthur
City	MANGALURU
State	Karnataka
Pin	575004
Website	www.paduadegreecollege.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Rajan V.n.	0824-2217711	9449639150	824-2217711	paduadegreecollege@gmail.com
IQAC / CIQA coordinator	Roshan Vincy Santhumayor	0824-2225308	9743078519	824-2225308	roshuvsp@gmail.com

Status of the Institution	
Institution Status	Private

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	Yes Minority Order.pdf
If Yes, Specify minority status	
Religious	yes
Linguistic	
Any Other	

Establishment Details				
Date of establishment of the college	12-05-2011			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name	Document		
Karnataka	Mangalore University	View Document		
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC	21-09-2016	View Document		
12B of UGC				
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Kadri Hills, Nanthur	Urban	1.94	2199.167

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BBA,Management	36	PUC	English	60	23
UG	BCom,Commerce	36	PUC	English	240	162

Position Details of Faculty & Staff in the College

Self Study Report of PADUA COLLEGE OF COMMERCE AND MANAGEMENT

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				18			
Recruited	0	0	0	0	0	0	0	0	8	10	0	18
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				6
Recruited	2	4	0	6
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	1	2	0	3
PG	0	0	0	0	0	0	7	8	0	15
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	0	1	0	1	

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Self Study Report of PADUA COLLEGE OF COMMERCE AND MANAGEMENT

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	97	2	0	0	99
	Female	84	2	0	0	86
	Others	0	0	0	0	0
Diploma	Male	10	0	0	0	10
	Female	10	0	0	0	10
	Others	0	0	0	0	0
Certificate / Awareness	Male	23	0	0	0	23
	Female	13	0	0	0	13
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	5	9	4	0
	Female	7	3	3	2
	Others	0	0	0	0
ST	Male	2	3	1	0
	Female	2	3	1	0
	Others	0	0	0	0
OBC	Male	99	117	92	95
	Female	80	114	80	103
	Others	0	0	0	0
General	Male	6	0	1	0
	Female	4	1	2	3
	Others	0	0	0	0
Others	Male	1	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		206	250	184	203

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
101	100	98	97	96
File Description		Document		
Institutional data in prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
2	2	2	2	2

2 Students

2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
601	615	625	562	551
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
150	150	150	150	120

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
216	186	199	176	159

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
16	16	16	16	15

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
16	16	16	16	15

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 13

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
57.6	79	75	45.4	54.6

4.3

Number of Computers

Response: 35

4.4

Total number of computers in the campus for academic purpose

Response: 27

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

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

Response:

Padua College of Commerce and Management, an affiliate of Mangalore University, teaches the curriculum framed by the University. The staff and students of the College strive their best to implement the motto "Success through hard work", for a balanced development of the qualities of the body, mind and soul.

Between the years 2015 to 2020, the College has offered two Undergraduate Programmes in Commerce and Business Management, nine Certificate Courses and one Diploma Course. Along with the core subjects Soft skills, Value Education, Human Rights, Indian Constitution, Gender Studies and Environmental Sciences have been integrated both in the curriculum and extracurricular activities in the College.

Staff Meetings are conducted regularly to evolve an appropriate plan of action for the effective implementation and delivery of the curriculum in the College. The lecturers prepare a plan-of-lessons before the commencement of the semester, which helps them to complete the syllabus in time. During the meetings, the plan for delivering the curriculum, conducting various activities, internal examinations, assignments, mode of tests - are also decided. The Principal takes a review of all the aspects of teaching and provides valuable guidance and instructions. The proceedings of the meetings are maintained.

The College has signed MoU with St Agnes, Milagres and St Ann's colleges to have staff and student exchange programs in teaching aids, theatre skills, emotional intelligence and English pronunciation. We had MoU with organizations like Trisha Classes for training the students for the CA Foundation Course and Enetech Academy for training the students in the basics of computers and Tally. Presently, we have MoU with organizations such as Indian Computer Academy which is providing Tally classes to the students. We also had MoU with ICT Academy for Faculty Development. Students are taken for Industrial Visits and are guided in project work to interact with industries regarding the safety and social security measures and other HR practices.

The faculty practices a transparent approach whereby the goals and purposes of learning, along with the performance, are made clear and explicit to students and parents. Chalk and board method of teaching is often used, while the use of Power-Point Presentation is also seen from time to time. The faculty encourages students to convert their knowledge into skills by motivating them to conduct seminars and presentations. Projects like Model Banking, Product Launch helps the students to make their understanding practicable.

Internal Evaluation is done based on internal tests, seminars, project-viva, assignments, debates,

quizzes and power-point presentations. The faculty conducts remedial classes and re-exams to help students to do better.

The College takes annual feedback from the students. The Feedback form contains the questions regarding the curriculum, faculty, library and facilities provided in the College. The College also obtains feedback and suggestions from the Alumni/ae during the discussions held in the annual alumni meets. During the parent-teacher meetings, feedback regarding the syllabus is collected from the parents. Actions are taken based on the feedback obtained.

File Description	Document
Upload Additional information	View Document

1.1.2

The institution adheres to the academic calendar including for the conduct of CIE

Response:

- The University prepares an academic calendar, discusses the same with the Principals of affiliated colleges, makes amendments if there are suggestions, before the commencement of the academic year and publishes it on the University website. While preparing the calendar, the University takes precaution to avoid the clashing of university activities, with that of internal exams in the College so that the desirous students get a chance to participate in the university level activities. Based on the academic calendar by the University, the College prepares an Institutional level academic calendar for the smooth functioning of curricular as well as extracurricular activities planned in the current year.
- Every student is given the college calendar once the College commences. 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 mentioned in the calendar for the knowledge of the students.
- The calendar contains a short history of the College and details of the teaching and the non-teaching staff. The yearly responsibilities of the teaching staff and their membership in various committees are included in the calendar, which helps them to plan their activities. Information on various clubs to which the students are supposed to join for their current year is also explained in the calendar.
- The performance appraisal of the students is done by conducting the two internal - 60 marks exam for 150 marks paper, 40 marks for 100 marks paper, and 20 marks for the elective paper of 50 marks .
- Three to four days are allotted for the two internal exams, and these dates are mentioned in the academic calendar of the College.
- The College commencement day and the last working day along with the commencement of the semester exam date 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.

File Description	Document
Upload Additional information	View Document

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 last five years

- 1. Academic council/BoS of Affiliating university**
- 2. Setting of question papers for UG/PG programs**
- 3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**
- 4. Assessment /evaluation process of the affiliating University**

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document

1.2 Academic Flexibility**1.2.1**

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

Response: 100

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

Response: 02

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document

1.2.2

Number of Add on /Certificate programs offered during the last five years**Response:** 15**1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.**

2019-20	2018-19	2017-18	2016-17	2015-16
05	02	02	03	03

File Description	Document
Institutional data in prescribed format	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document

1.2.3

Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 18.22**1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
212	87	80	91	70

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document

1.3 Curriculum Enrichment**1.3.1**

Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum

Response:

Our College is affiliated to Mangalore University, and therefore we have mandatory courses prescribed by Mangalore University which address the cross-cutting issues relevant to gender, Environment and Sustainability, Human Values and Professional Ethics in the Curriculum. Human Rights, Indian Constitution, Gender Equity and Environmental Studies are a part of the curriculum for B.Com and BBA students. All the first-year students currently study the Indian Constitution in their first semester and Human Rights in their second semester and will be studying Gender Equity and Environmental Studies in their second year.

Other than the prescribed syllabus, the College tries to inculcate these core values through various activities such as talks, awareness programs, workshops, camps, street plays, and theatre. Association activities become another powerful channel in helping students to realize this. Women's Forum conducts talks on women's development, women's health issues, and training in self-defense for women. 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, along with various clubs like NSS and Youth Red Cross, has been conducting Blood Donation Camp every semester and highlights the importance of donating blood. Campaigns on awareness of traffic rules are organized. Various associations conduct activities like the Clean and Green India competition, visit Terrace Gardens, organize Vanamahotsava, Swacch Bharath Campaigns which help educate students on the importance of the environment. We have joined hands with "Directorate of Field Publicity" in organizing Awareness programs by processions and talks regarding '*Swacch Bharath Abhiyaan.*'

The College organizes the students' outreach programs like visiting Orphanages, Old Age Homes, to instil humane values among students. Several programs and activities that reflect the core issues concerning our society are also conducted through Street plays on topics like water conservation, agriculture and the effects of drugs.

Inter-class competitions are conducted throughout the year, and meritorious students are honoured College Day. Through various competitions like Moral Skit, Clean and Green India, we encourage students to make their friends aware of these issues. This way, the College, along with all the associations, tries to bring about the awareness on these issues.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document

1.3.2

Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 0.6

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
01	01	01	00	00

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
Institutional data in prescribed format	View Document

1.3.3**Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)****Response:** 2.16**1.3.3.1 Number of students undertaking project work/field work / internships**

Response: 13

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

1.4 Feedback System**1.4.1**

Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders

*1) Students**2) Teachers**3) Employers**4) Alumni***Response:** B. Any 3 of the above

File Description	Document
URL for stakeholder feedback report	View Document

1.4.2

Feedback process of the Institution may be classified as follows:

Options:

- 1. Feedback collected, analysed and action taken and feedback available on website**
- 2. Feedback collected, analysed and action has been taken**
- 3. Feedback collected and analysed**
- 4. Feedback collected**
- 5. Feedback not collected**

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Average Enrolment percentage (Average of last five years)

Response: 71.92

2.1.1.1 Number of students admitted year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
185	206	250	184	203

2.1.1.2 Number of sanctioned seats year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
300	300	300	300	240

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.2

Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 71.6

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
92	103	125	92	100

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

2.2 Catering to Student Diversity

2.2.1

The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

Response:

Yes, at Padua College of Commerce and Management, we evaluate the learning level of the students after admission and organize special programmes for advanced learners and slow learners in the following manner:

Slow Learners:

- Multiple-choice tests are conducted for the students to appraise their knowledge. Based on the test results, remedial classes are conducted, and their progress is evaluated.
- After the first internals remedial classes are conducted for the slow learners in order to prepare them for the second internals, once the second internals is completed, during the study holiday's remedial classes are again conducted for the slow learners, and individual attention is given to them.
- Study material is provided in order to make it easier for their academic performance.
- Re-exams are conducted for the slow learners when their performance in the internal exams is not up to the mark.

Advanced learners:

- Advanced learners are given the opportunities to participate in seminars, conferences and present papers both within and outside the College.
- The talents and skills of advanced learners are used in the organization for programs and events.
- Advanced learners are also motivated to teach slow learners after the class hours as well as during revision holidays.
- Students are encouraged to take up internships.
- Project work is made compulsory for the advance learners. An option is given to the slow learners to choose between Project and theoretical subject (Auditing).
- Merit certificates are awarded to the advance learners who score highest marks in their semester examinations in order to motivate them to excel in the coming examinations.
- The University awards students who get perfect scores that are 150 out of 150 in Financial Accounting (5th& 6th semester) a Gold Medal. The College honours the Gold Medalist along with his/her parents during the College Annual Day.
- Students with highest marks are also honoured during the college induction day program so that the advance learners are encouraged, and the newly admitted students are inspired to achieve

more significant progress.

- Top scorers are also appraised for their performance by displaying their results in the banner, College calendar and College magazine.
- Fee concession is given to students who have scored acceptable grades during the semester examinations.
- PTA scholarships are also awarded to the advanced learners who have excelled in their academics.
- Advanced learners are enrolled to SWAYAM, as an initiative towards online certificate courses.

File Description	Document
Upload any additional information	View Document

2.2.2

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

Response: 33.39

File Description	Document
Any additional information	View Document

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

Response:

Yes, Students centric methods, such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences.

- Students enhance their moral and social responsibilities by visits to
- **Orphanage:** Where the students are made to communicate with the inmates and write a report on their experience with them.
- **Industrial visits:** Every year final year students are taken to Cochin or Bangalore for an industrial visit for two days to industries and organizations like KMF, steel industry, silk industry, soap industry etc., whereby students experience the process of production, management and sales. They also visit Infosys, where the students learn about various infrastructural facilities and incentives provided to the employees.
- **Zeus gym:** The Sports club organized a visit to the gym to educate them on various fitness types of equipment, facilities and sportswear.

- **Local industrial visits:** Various clubs such as Cultural Club and Commerce Club organized visits to industries like KMF, Cashew factory and New Mangalore Port Trust (NMPT) at Mangalore. These industrial visits aim to provide our students with real-life industrial exposure concerning production and sales.
- Final year students are given an assignment where they are formed into groups and made to create a replica of Model Bank where they play the role of a bank official and deal with the banking transactions. Staff play the role of customers who will approach the bank officials to facilitate their transactions.
- Product launch is also given as an assignment to the final year students, where groups are formed with two or three students. The students have to launch a new product with its advertisement copy.
- Final BBA students have research project as a subject; every student is assigned a lecturer who will direct his/her research. Students have to prepare a research report of 60 to 80 pages. These research reports are evaluated by conducting a viva voce, where an external evaluator will appraise the performance of the students.
- Students are encouraged to use the library and develop reading habits for which a library hour is also allotted, whereby the librarian conducts classes for the students in the library providing them information with relation to the usage of N-list and also makes the various journals, magazines and reference books available.
- Value education is conducted for Non-Catholic students, and Eucharistic celebration is held for Catholic students every Wednesday to instil in them spiritual and moral values.
- Soft skill development programs are conducted for the final year students to make them ready for the competitive world.
- Subject related videos and PPT's are shown to students during their free time to make teaching-learning effective.
- Study material is provided to students through WhatsApp groups which make them easier to access the information.
- Common Assembly is organized through the intercom whereby a group of students are allowed to conduct prayer service.

File Description	Document
Upload any additional information	View Document

2.3.2

Teachers use ICT enabled tools for effective teaching-learning process.

Response:

As far as possible, the College uses ICT (Information and Communication Technology) in education for presentation, demonstration, interaction, and collaboration.

- For the presentation purpose, the College has seven LCD projectors: one in the auditorium and others in classrooms. Lecturers and also students prepare the PPT's and explain a subject through

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

2.4.1

Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
List of the faculty members authenticated by the Head of HEI	View Document
Institutional data in prescribed format	View Document

2.4.2

Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 0

2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

2.4.3

Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

Response: 5.88

2.4.3.1 Total experience of full-time teachers

Response: 94

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

2.5 Evaluation Process and Reforms

2.5.1

Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

- The internal assessment is very transparent and fair and is followed as instructed by the Mangalore University. Two internals are conducted and the average for a paper of 150 marks: total internal marks is 30, out of which 20 marks are of the internal exam, five marks for assignment and five marks for attendance & class behaviour. Students submit two assignments for every subject in a semester where assignments are made compulsory to be submitted.
- For a paper of 100 marks: total internal marks is 20, out of which ten marks are of the internal exam, five marks for assignment and five marks for attendance & class behaviour.
- For the elective papers, the total marks are 50: out of which five marks is for internals, five marks is for assignment, attendance & class behaviour.
- Students are allotted assignment marks based on the case study, report writing, book review, seminars, presentation and written assignments are given to them.
- Practical assignments in the form of the mock interview, product launch, creative dialogue writing, ad making and model bank are made compulsory to students in order to improve their creativity and communication.
- Marks card is provided once the internals exams are conducted, and a Parent- Teachers meeting is organized on one to one basis where every student has to meet their course-related faculty and obtain insights on their performance.
- Question papers and answer schemes are prepared for each internal exam, before distributing the answer papers to the student's answers are discussed and then the students are allowed to clarify any discrepancies.
- At the end of the semester, the total Internal Marks are informed to the students, and their signature is obtained against their marks.
- Students are also awarded EC/CC marks for the various club meetings they attend and for their participation in various activities for their personal development.
- Re-exam is conducted to students who could not write the internal exam due to genuine reasons.
- Internal exams are made compulsory to all the students to develop in them a sense of seriousness towards studies and examination.
- If any malpractice takes place during the internal exams, it is taken to the notice of the Principal, and the issue is discussed and resolved. The student is asked to an apology letter and also is made

to rewrite the exam with a fine.

- Relaxation in writing internal exam during a fixed period is given to students who participate in intercollegiate sports and cultural activities.

File Description	Document
Any additional information	View Document

2.5.2

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

Response:

Yes, 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. The dates for the internal exams and the rules regarding the internal exams are mentioned in the College calendar. 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.
- Answer sheets are provided to the parents if they want to check on the performance of their ward.
- Students are supposed to attain an attendance of 75% in each subject. The names of the students who have below 75%, attendance are displayed on the notice board every month. The same with its consequences is informed to the parents as well is mentioned in the college calendar. End semester exams are conducted as per the University guidelines. Once the semester time-table arrives, students are informed about it by displaying it on the college notice board.
- 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 reevaluation through the College if they find any issues relating to their marks.

File Description	Document
Any additional information	View Document

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.

Response:

Program Outcomes, Program Specific Outcomes, and Course Outcomes for all the programs offered by the College are based on the syllabus designed by the Mangalore University. The syllabus of every program and its Program Outcomes, Program Specific Outcomes & Course Outcomes are displayed on the college website. Students and teachers are then communicated with the outcomes of the various programs and courses for which they can respond freely. The faculty designs the outcomes for all the courses of B.Com and BBA programs. Faculty members through discussion and deliberation select the teaching-learning and assessment strategies for the programs in such a way that it enables the students to achieve these outcomes.

The faculty becomes aware of the Program Outcomes, Program Specific Outcomes, and Course Outcomes during the syllabus discussions in the staff meetings. Students are informed of the Program Outcomes and Program Specific Outcomes during the orientation program at the beginning of the year. The Course Outcomes are informed to the students by the respective instructors or faculty. Usually, the course teachers during the initial classes not only dictate the syllabus of the specific course but give the learning objectives that are to be achieved at the end of the course and its practical importance to the students in the daily life. Objectives of Program Outcomes and Program Specific Outcomes are also explained to the students during his or her admission to the College so that he or she is enlightened about his/her choice of Course and career path.

Students are given a choice to change their program after the discussion regarding the Program Outcomes and Program Specific Outcomes. During the staff meeting, the syllabus of various courses is discussed in detail and is allocated to the faculty who voluntarily find themselves competitive to teach the course. The faculty who take up the responsibility of monitoring and achieving the Course Outcomes do so through an internal test; project works, assignments, seminars, industrial visits, 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. The feedback taken from the students on the course syllabus enables the College to know the student's perspective for the improvement of the achievement of Course Outcomes. Accordingly, the College has designed the certificate courses which equip students in various employable skills.

File Description	Document
Upload COs for all courses (examples from Glossary)	View Document

2.6.2

Attainment of programme outcomes and course outcomes are evaluated by the institution.

Response:

Keeping in mind the all-round development of the students, our College uses different types of methods and mechanisms for the assessment of the attainment of Program Outcomes, Program Specific Outcomes and Course Outcomes. For the assessment of the Program Outcomes, Program Specific Outcomes and Course Outcomes the College heavily depends on the University results in the semester examination. The results are discussed in the staff meeting and the IQAC meeting and the Local Management Committee.

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

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

File Description**Document**

Upload any additional information

[View Document](#)**2.6.3**

Average pass percentage of Students during last five years

Response: 79.69

2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
182	143	177	130	115

2.6.3.2 Total number of final year students who appeared for the university examination year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
215	186	196	175	159

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey**2.7.1****Online student satisfaction survey regarding teaching learning process****Response: 3.57**

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description

Document

Institutional data in prescribed format

[View Document](#)

3.1.2

Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

3.1.2.2 Number of departments offering academic programmes

2019-20	2018-19	2017-18	2016-17	2015-16
2	2	2	2	2

File Description	Document
Institutional data in prescribed format	View Document

3.1.3

Number of Seminars/conferences/workshops conducted by the institution during the last five years

Response: 28

3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
06	07	07	06	02

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

3.2 Research Publications and Awards**3.2.1**

Number of papers published per teacher in the Journals notified on UGC website during the last five years

Response: 0

3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

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

3.2.2

Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.51

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	04	04	0	0

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

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 last five years.

Response:

- Our Institution organizes various activities relating to social awareness to promote neighbourhood community development, whose objective is to sensitize and strengthen the link between the College and Society.
- The College conducts neighbourhood community activities through NSS, Youth Red Cross, Women's Forum, Eco Club, Human Rights Club and Dramatics Club. The essential activities include Celebration of World Yoga Day, Women's Day, Anti Drug Day.
- The annual NSS special camp is held every year to cater to the needs of the community by stabilizing village mud roads, creating Awareness on Health and Sanitation, Rainwater Harvesting so on.
- Apart from these several other noteworthy activities such as Awareness on Covid-19, Dengue, Blood Donation, Visit to Oldage Homes, cleaning the premises of Government Schools and Hospitals, Law Awareness Programme, Awareness Programme on *Swatch Bharath Abhiyan*, Distribution of Saplings, Election Awareness Programme so on
- Our college conducts Awareness on Water Conservation, Social Media and Youth, Social Problems of Youth by staging Street Plays at strategic locations in the city. The camps and awareness programs have sensitized their understanding of various social issues.

- The Institution has reached to the needy by lending a helping hand to the victims of natural calamities by collecting and sending the essentials required items that would help the victims of Kerala State and Kodagu District of Karnataka.
- Students are motivated to participate in the Awareness Programs like Hazards created by plastic in the environment and realize the need for cleanliness in human welfare. They also participate in various leadership programs organized by constituent and affiliated colleges of Mangalore University.
- YRC and NSS Unit regularly organize Blood Donation camps in collaboration with Lion's Club Mangalore, JCI Mangalore Lalbagh, Fr. Muller's Hospital, District Wenlock Hospital. The students also donate Blood during an emergency.

Impact on Students:

- The involvement of students in the Flood Evacuation Programme has taught them to observe life closely and empathize with a suffering community and help them.
- The Annual NSS Programme has enabled the students to understand the life of the underprivileged individuals and develop an attitude of empathy and humanity and become responsible citizens.
- Swachh Bharath Abhiyan, Election Awareness Program, Plastic Awareness Programme, reminded the students about their responsibility to contribute towards nation-building.
- Participating in different activities helped in the personality development of students and provided an opportunity to become socially responsible.
- These activities have created awareness in students about their role in the campus, community, and neighbourhood for service orientation and Good Citizenship.
- Women's Day, Anti Drug Day has made the students sensitive to the challenges of a developing society like ours and note the challenges they pose towards the development potential of people.
- The street plays on water conservation, and plastic menace has sensitized the students to the various social issues and social responsibilities, which in turn has helped them in their holistic development as responsible citizens with moral values.

File Description	Document
Upload any additional information	View Document

3.3.2

Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 0

3.3.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
0	00	00	00	00

File Description	Document
Institutional data in prescribed format	View Document
e-copy of the award letters	View Document

3.3.3**Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years****Response:** 20**3.3.3.1 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
08	06	02	02	02

File Description	Document
Reports of the event organized	View Document
Institutional data in prescribed format	View Document

3.3.4**Average percentage of students participating in extension activities at 3.3.3. above during last five years****Response:** 46.09**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., year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
499	370	168	168	168

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document

3.4 Collaboration

3.4.1

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

Response: 17

3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
4	8	2	2	1

File Description	Document
Institutional data in prescribed format	View Document
e-copies of linkage related Document	View Document

3.4.2

Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

Response: 2

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

2019-20	2018-19	2017-18	2016-17	2015-16
01	01	00	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document
e-Copies of the MoUs with institution./ industry/ corporate houses	View Document

Criterion 4 - 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.

Response:

Padua College of Commerce and Management is located in Nanthur, beside the National Highway 66 and is spread over a campus of 1.94 acres. Ample physical and infrastructure facilities are provided for teaching- learning, which is described as follows:

- **Class Rooms:** The College has a total of 12 ventilated classrooms out of which, six classrooms are with the seating capacity of 100 students and six classrooms with the seating capacity of 60 students. All the classrooms are furnished with benches, desks, platform and equipped with intercom facility.
- **LCD Projectors:** 7 classrooms, including the auditorium, is facilitated with an LCD projector for presentation and seminars. Wi-Fi and LAN facility is provided in classrooms for quick internet access and better learning experience.
- **AV Room:** Seminar, Presentations and Audio Visual classes are conducted in the AV Room.
- **Intercom:** Every room in the College is provided with the intercom facility so that academic/general information is conveyed to the students.
- **Photocopy Machine:** Students can avail the photocopying facility and also computer prints in the staff room.
- **Computer Facilities:** (i) Computer Lab is situated on the top floor of our building which consists of 24 Computers and a printer. These are equipped with internet facility, which is used by the students for assignments, project work, seminar preparation and practical computer classes. (ii) Two computers with the Internet and printer is placed in the staff room for the use of staff members., They are also provided with three Laptops. (iii) The college office also consists of three computers used for the office purpose (iv) Library is facilitated with three computers connected with the Internet and one printer for the benefit of the staff and student.
- **Library:** With the seating capacity of 60 students and 6072 books in the Library, helps the faculty and students to increase their knowledge. A weekly library hour is allotted in the time-table to inculcate the habit of reading among students. Our Library uses the National Library and Information Services Infrastructure for Scholarly Content(NLIST) which includes 6000+ E-Journals and 30,35,000 Ebook. User ID and passwords are generated to individual faculty and students, and the users can access the resources remotely.
- **Auditorium:** LCD projector fixed in the auditorium is used for seminar, workshops and conferences. Most of the academic and cultural programs are held in the auditorium. The seating capacity of the auditorium is 560.
- **Television:** It is placed on the first floor, helps the students with the benefit of news updates.

File Description	Document
Upload any additional information	View Document

4.1.2

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

Response:

Facilities towards Sports

- The College has a ground which is located 200 meters away from the college premises with the 400-meters track. The total area of the ground is 6.26 Acres which includes a Sports building.
- The Sports building consists of a gym with suitable fitness materials, changing rooms (men and women separate), washrooms and indoor sports room for table tennis.
- There are outdoor sports facilities for games like football, Cricket, Throw ball, Volleyball, Kho-Kho, Kabaddi and athletics in the college ground.
- 24-hour security is provided for the safety of the students in the ground by appointing security personnel with his family.
- The college premises also consists of a playground, where a provision to practice Basketball and Badminton is made available to the students.
- Indoor games like chess, table tennis and carom are also facilitated to the students.
- Three professional trainers train the students in Volleyball and the Throw ball.

Facilities towards Cultural Activities:

- To train the students in the cultural field, the College has a Cultural club, Dramatics club and Music Club.
- The College offers certificate courses in Kathak, Bharatanatyam and Dramatics.
- Opportunity was given to our Kathak students to perform in Delhi, Hampi Utsav, Alva's Nudisiri, Vishwa Tuluvera Ayano.
- To encourage the interested students to learn about different culture and dance form, the College organized training in Siddhi folk dance form for which Sunil Siddhi (actor) from Siddapur was the resource person.
- In all cultural events, the expenses of the costume are borne by the College.
- In the field of singing, Music Club members form a part of the college choir and are given in-charge for prayer with keyboard facility for music for all the events.
- The College has an open-air stage which gives ample opportunities to all the students to stage their talent through performing various cultural events.
- Students pursuing a certificate course in dramatics are very active and have given many shows in various National and International level programs.
- The College has established Padua Ranga Adyayana Kendra, a centre for training students in dramatics and theatre. It trains the students in dramatics in Kannada, Tulu and Konkani languages.
- Our Principal writes plays in Konkani, which are enacted by our students and staff. So far, many

students had the opportunity to act in these plays for which there was large number of audience.

- The students prepare all the props for the plays under the training of Mr Satish PB, Ninasam, a graduate of Ninasam. A separate room is provided to store these props, and the students are encouraged to look after their maintenance.
- The College also conducts College day, Talents day and provides a forum for the students to exhibit their talents.

File Description	Document
Upload any additional information	View Document

4.1.3

Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 53.85

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 07

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

4.1.4

Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 30.28

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
11.5	21.5	34.0	24.5	2.7

File Description	Document
Upload audited utilization statements	View Document
Institutional data in prescribed format(Data template)	View Document

4.2 Library as a Learning Resource

4.2.1

Library is automated using Integrated Library Management System (ILMS)

Response:

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 Library functions as the primary information resource centre and stored house of books, journals, Magazine, newspapers & e-resources for staff and students activities at the institute.
- Apart from textbooks, Library houses a growing collection of reference books, journals, dictionaries, encyclopedias, etc. Also, the library facilitates access to a number of e-journals & e-books through NLIST/INFLIBNET.
- At present 6,072 books, 6 journals, 8 magazines and 4 newspapers are available in library.
- Student's projects books are maintained in library to enable the students to go through it.
- DDC system is adopted for classification and cataloguing services are provided on OPAC
- Previous years Question Papers are made available for the students.
- Library is functioning with seating capacity for 60 users at a time
- CC Camera is been installed in the library as a safety measure. Adequate light and ventilation are

ensured inside the library.

- There are three computers in the library, out of which two computers are made available for the students.

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

4.2.2

The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: C. Any 2 of the above

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

4.2.3

Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 0.73

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

2019-20	2018-19	2017-18	2016-17	2015-16
1.10385	0.49419	0.86770	0.65195	0.54277

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document

4.2.4

Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year

Response: 5.35

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

Response: 33

File Description	Document
Details of library usage by teachers and students	View Document
Any additional information	View Document

4.3 IT Infrastructure**4.3.1**

Institution frequently updates its IT facilities including Wi-Fi

Response:

The College has been upgrading its infrastructure and IT facility in order to enhance the knowledge of staff and students so that they can utilize these resources to reach greater heights. To enable this, the Institution frequently upgrades these facilities to innovative teaching, learning and evaluation system and thus enable the staff and students to update and enhance their knowledge.

LCD projectors, computers and all the IT related requirements are put to use. Internet facility is provided with a bandwidth of 50 MBPS. Additionally, the Institution has provided with a LAN connection in most of the classrooms, including the staff room. The surveillance cameras are installed at certain places, which helps to monitor the campus activities and serves security purpose.

The College has 35 computers, 24 in the laboratory for students and the staff for the academic purpose. The Computer Laboratory has a LAN server connection and UPS facility. The staff is facilitated with two computers along with three laptops, which helps the staff members for classroom presentation. There are classes on Basic Computers- MS Office (Word, Excel, PowerPoint and Nudi) and Tally conducted for the students as a certificate course.

INSTI CARE Software was installed in the office computer through which SMS's are sent to the staff, students and parents regarding examinations, meetings, information during vacation and reopening of classes. Regular SMS's are sent to the parents in case a student is absent from the classes.

Information regarding upcoming events is available on the college website www.paduadegreecollege.org which is contracted to eCreators web Solutions, Mangalore, a software provider. This information includes the time and date, along with details about the event. Apart from this the various college activities, notifications and circulars are also uploaded in the website. A separate site map is created for Grievances, to help the students to lodge complaints regarding any grievances, which are kept confidential. Student feedback is also collected through this website. There is a website coordinator who ensures that the College website is updated from time to time with pertinent information duly approved by the coordinator and Principal.

File Description	Document
Upload any additional information	View Document

4.3.2

Student - Computer ratio (Data for the latest completed academic year)

Response: 17.17

File Description	Document
Upload any additional information	View Document

4.3.3

Bandwidth of internet connection in the Institution

Response: A. 750 MBPS

File Description	Document
Upload any additional Information	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1

Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 2.25

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

2019-20	2018-19	2017-18	2016-17	2015-16
1.75	1.47	1.35	1.24	1

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document

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.

Response:

- **Maintenance of campus:** The College follows the established system and procedure for maintaining and utilizing the infrastructures. For this purpose, we have a Maintenance Officer who is in charge of all the infrastructure of the campus. He looks into the maintenance repair and service of the building and any other requirements of physical infrastructure. He keeps the record about the maintenance and repair of infrastructure and reports to the superior about the breakage, defectives and repairs. If there is a requirement of any additional academic infrastructure in the College, the maintenance officer will communicate the same to the Principal.
- The College benefits regular service facility from electricians, plumbers, carpenters and other personnel. They provide service for repairs and maintenance regarding the physical infrastructure of the College.
- **Cleanliness:** The college non-teaching staff maintains the cleanliness of the classroom, staff room, office, computer lab, auditorium, Library, corridors and washrooms daily.
- **Computer Lab:** A separate staff-in-charge is given the responsibility to look after the maintenance of the computer lab. The person in-charge reports to the Principal regarding any repair or requirements. Annual maintenance of the computers is given to Emdees Computers & Networking, with whom the College has signed the contract.
- **Internet:** The Internet facility which was availed by our College was BSNL, which was then switched to a monthly plan of Prisac Aviation Technologies Pvt. Ltd.
- **Website:** The College is continuously connected with the website provider ECreator Web Solution, concerning the activities, changes, development or improvement in the website. The responsibility of updating the website is handed over to a staff-in-charge who uploads all the necessary information on the website regularly.
- **Generator:** The College has installed 65kVA generator for uninterrupted power supply during the time of power cut.
- **Surveillance camera:** There are 25 surveillance cameras installed throughout the campus to

provide for the safety and security of the students, faculty and property of the Institution.

- **Television:** Cable Facility is connected to the LED Television with Wizard Cable Net and Geographic Private Limited who provide continuous cable services to the Institution.
- **Classroom:** Permanent classrooms are allocated for all B.Com and BBA batches which are furnished with desks, benches, table, chair and platforms. Regular supervision is done regarding repairs, painting and polishing with a carpenter and other personnel as and when required.
- **Library:** The college library is having an Integrated Library Management System (ILMS), namely EasyLib Software and NLIST e-resource. There is an annual maintenance charge for EasyLib Software. A register book is maintained for the documentation of entry of the staff and students who visit the Library. A record is maintained about the borrowers and the last date to return the book. Three computers with the Internet are facilitated to the staff and students in the Library.
- The College Library Advisory Committee sees to the efficient running of the library activities. The committee conducts the regular meeting and discusses regarding allocation and utilization of funds for the purchase of books, and the up-gradation of library facilities.
- **Fire extinguisher:** It is available in the building to serve during the emergency.
- **Sports Complex:** All the sports pieces of equipment are kept in the sports room and are maintained by the Physical Director. He also maintains the Sports Stock Register where he records the usage and discard of sports materials.
- **Multi Gym:** To keep our students fit and active, we have a multi-gym in our sports building. The physical director is in-charge of the gym who maintains a register to keep track of those students who visit the gym.
- **NSS Room:** NSS unit is allotted a separate room, wherein all the types of equipment and materials are kept which is used during various NSS activities.
- **Counselling Room:** It is provided to the students for availing counselling services
- **Parking:** There is ample parking space allotted for the faculty and students to park their vehicles. Markings are done for parking based on two-wheelers and four-wheelers
- **Canteen:** Canteen facility is available on the campus to all the students & faculty.
- **Chapel:** Faculty and students are provided with a spacious prayer hall in order to cater to their spiritual needs. The Eucharistic Celebration takes place every Wednesday at 8.45 A.M for the students and staff
- **Student Support Corner:** To support the students academically Padua Student Support Corner collects the old textbooks, uniforms, and stationery items from students and donates these things to needy students. Separate registers are maintained for issue and procurement.
- **Blood Corner:** Padua Blood Corner was initiated by the College to avail the required blood during emergencies. For this purpose, blood donation camps are conducted every year. A register is maintained to note down the details of the beneficiary.
- **MOU's:** We gain insights and valuable knowledge with the help of MOU's with various well-known Institutions. Presently we are in MOU with St. Agnes College, Milagres College, St. Ann's College of Education, Indian Computer Academy. The MOU is entered into by signing the legal documents required.
- **Medical Checkup:** annual medical Checkup is conducted on the students, and the Physical Director maintains the health record.
- **Washrooms:** There are separate washroom for boys and girls are provided.
- **Ladies Room/ Rest Room:** Ladies room has two beds with attached washroom. Medical kit and Locker system are also provided to them.
- **Aqua-water purifier:** It is provided for the students on each floor.
- **Sanitary Napkin Vending Machine:** There is a provision of Sanitary Napkin Vending Machine

in the girl's washroom, where the sanitary napkin can be procured on the drop of Rs.10. The biowaste of sanitary pads is discarded through the incinerator.

- **Security Room:** There is 24-hour security in the campus as the watchman resides in the premises with his family.

File Description	Document
Upload any additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 10.04

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2019-20	2018-19	2017-18	2016-17	2015-16
49	62	75	49	62

File Description

Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Institutional data in prescribed format

[View Document](#)

5.1.2

Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 6.99

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2019-20	2018-19	2017-18	2016-17	2015-16
00	09	70	61	63

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

5.1.3

Capacity building and skills enhancement initiatives taken by the institution include the following

- 1.Soft skills**
- 2.Language and communication skills**
- 3.Life skills (Yoga, physical fitness, health and hygiene)**
- 4.ICT/computing skills**

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4

Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 31.64

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
216	186	199	176	159

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

5.1.5

The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

- 1.Implementation of guidelines of statutory/regulatory bodies**
- 2.Organisation wide awareness and undertakings on policies with zero tolerance**
- 3.Mechanisms for submission of online/offline students' grievances**
- 4.Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Upload any additional information	View Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1

Average percentage of placement of outgoing students during the last five years

Response: 6.93

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
07	14	07	17	17

File Description	Document
Upload any additional information	View Document
Self attested list of students placed	View Document
Institutional data in prescribed format	View Document

5.2.2

Average percentage of students progressing to higher education during the last five years**Response:** 40.74**5.2.2.1 Number of outgoing student progressing to higher education.**

Response: 88

File Description	Document
Upload supporting data for student/alumni	View Document
Institutional data in prescribed format	View Document

5.2.3

Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

Response: 0

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) year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

5.3 Student Participation and Activities**5.3.1**

Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 0

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) year-wise during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	00	00

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters and certificates	View Document
Any additional information	View Document

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)

Response:

The Student Council of our Institution has a total of seventeen members consisting of the President, Vice President, Secretary, Joint Secretary, Cultural Secretary, Assistant Cultural Secretary, Sports Secretary, Asst Sports Secretary and nine Class representatives. The direct election is held according to the guidelines of the Lyngdoh Commission on the campus. The contesting students are allowed to the campaign but only on the actual day of the election. There are specific criteria that the students have to fulfil to contest for the elections. The criteria to be fulfilled to contest for the elections are:

- All the contestants should have cleared their previous semester exams.
- The post of President, Secretary, Cultural Secretary, and Sports Secretary is reserved only for final year students.
- The post of Vice President is reserved only for second-year students
- The post of Joint Secretary is reserved only for the second year and Final year BBA students
- Asst. Cultural Secretary and Asst. Sports Secretary is reserved only for first and second-year students.
- The post of Secretary and Assistant Cultural Secretary is reserved only for female students.
- The Main class representatives also form a part of the Student Council, and these Class Representatives are a unanimous choice of the students and the Class Coordinators unless there

are more than two contestants.

The Student Council holds meetings regularly under the leadership of our Principal and Vice-Principal. Suggestions are taken from the Student Council before the implementation of decisions regarding the enhancement and welfare of students. Through the leadership of the Student Council, the members have helped the needy students by collecting financial aid in different situations. Student Council members are also responsible for the overall discipline of the students on the campus and these members also take the initiative in organizing and implementing various inter-class and intercollegiate programs in our College. They also actively take part in different intercollegiate events organized by different colleges. Every class has two student Representatives – Main Class Representative and Assistant Class Representative who are the persons-in-charge of their respective classes for the participation of their class in different events and activities organized by the College. The various clubs of the College - Eco club, NSS, Cultural Club, Music Club, Women's Forum, Konkani Club, Dramatics Club, Literature Club, Human Rights Club not only organize various activities in their clubs for all the students but also their leaders are co-opted in the student council when the significant activities are organized. Student representatives actively participate in different committees like the Canteen Committee, Library Committee, Women Anti Harassment Committee, and Anti Ragging Cell. Ms. Vismitha served as a member of Mangalore University NSS Advisory Committee for the year 2016-2017

File Description	Document
Upload any additional information	View Document

5.3.3

Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 23.4

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

2019-20	2018-19	2017-18	2016-17	2015-16
29	31	25	17	15

File Description	Document
Upload any additional information	View Document
Report of the event	View Document
Institutional data in prescribed format	View Document

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

Response:

Padua College of Commerce and Management was established in the year 2011-2012. Though our College is just a nine years old Institution, Padua High School which is a parent institute of all the other institutions is 75 years old, which has its own Alumni Association named Padua Alumni Association (PAA).

The old students of Padua College of Commerce and Management were tagged to PAA till 2016-2017. In the year 2017-2018, we started Padua College Alumni Association. Alumni Association meetings are held regularly and usually held on Sundays, so it is easier for the old students to attend the meetings.

Our old students have an alumni WhatsApp group for every batch, and the alumni association Staff coordinator is the admin of this group, and if there is any information, this is conveyed through this official group.

The various activities conducted by our Alumni Association are:

- Padua College Alumni Association, in collaboration with JCI Mangalore under the leadership of Alex Stewart the then President organized a job-fair in the year 2018 on our campus for our students as well as other students.
- Padua College Alumni Association, in collaboration with NSS, also organized a blood donation camp in the year 2019 wherein 88 donors came forward to donate their blood.
- Some of our old students attend every blood donation camp organized by our College and donate their blood and help us in this noble cause.
- Our old students also helped our NSS unit evacuate the people of Pacchanady during the time of Mangalore floods and also donated other grocery and food items to the flood victims (9th and 10th August 2019)
- The old students of our College are actively participating in the drama related technicalities like sounds, lights, music, and setting and also enact in the drama.
- The membership fees for alumni association is Rs. 150, which is collected from the student as they pass out.
- Some old students also sponsored money and other things for our Inter-collegiate fest, 'Padua Verve.'
- The Alumni Association organized a Cricket tournament on March 3rd, 2019 wherein eight teams participated

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

File Description	Document
Upload any additional information	View Document

5.4.2

Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

Criterion 6 - 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

Response:

- Padua College of Commerce and Management is a Religious Minority Institution administered by the Catholic Board of Education under the Local Management of St. Sebastian Church, Bendur, Mangalore. It is a premier institution that imparts value-based education to all without distinction of caste, creed, and religion. The Vision and Mission of the College are formulated keeping in mind our motto "Vincit Labor" which means "Success through hard work".
- The College ensures to communicate the Vision and Mission of the Institution to all its stakeholders. The Vision and Mission statements are displayed at the College entrance, College website, and are printed in the College Calendar and the Prospectus. It is also displayed at a strategic point within the College for maximum effect and retention.
- The Faculty are guided and trained in this regard through periodical meetings between the Management and the staff. Other stakeholders- the parents and society are familiarised with the vision and mission of the College through Parent-Teacher meetings, College Website, Alumni Meetings, Annual Day Report, and College Annual Magazine.
- To instil and sustain a lasting desire to seek knowledge and to impart the fundamental human values and skills to the students, our College conducts Value Education classes for Non-Catholic Students and Mass for Catholic Students. We also organise special seminars on moral issues once a year.
- To inculcate Team Spirit and Leadership skills, we have Student Council, various clubs, and committees in our College. Student representatives are responsible for the events conducted by the respective clubs and committees. Every class has two Class Representatives: Main Class Representative and Assistant Class Representative who are the persons-in-charge for their respective classes, for the participation of their class in different events and activities organised by the College.
- To instil pride for the nation and its culture, we celebrate National Festivals like Independence Day, Martyrs Day, Gandhi Jayanthi, and so on.
- To produce the future citizens of moral integrity who uphold the values enshrined in the constitution, we teach the Indian Constitution, Human Rights, and Gender Equity
- To foster creative ability and critical thinking amongst students, we conduct various competitions, seminars, guest lectures, product launch, model banks, industrial visits, and educational visits regularly.
- To develop empathy towards the poor and weak of society, we take the students to visit orphanages. We also have different avenues like Padua Blood Corner, Padua Support Corner, and Non-financial aid for the flood survivors.
- The college providing co-education admits students from diverse backgrounds. All these years we had a more or less equal number of men and women students. The majority of our students are from an economically poor background and rural areas, and some lack of basic communication skills. They are enrolled in the College to fulfil the mission – the quality education to all despite

their diverse economic, religious, social background.

File Description	Document
Upload any additional information	View Document

6.1.2

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

Response:

The following bodies through the process of decentralisation enable the smooth administration of the College.

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

- Under the guidance of the Governing Board of CBE, the Local Management Committee frames the vision and mission of the College.
- Staff Council adhering to it prepares the norms of the College and provides constant guidance to the students.
- The Student Council formed through a direct election under the supervision of the staff council sees the efficient involvement of the students.
- The PTA works for the welfare of the students.
- The Alumni Association gives valuable suggestions and constant support in the college activities.
- Meaningful decentralised organisational structure is followed in the College through shared responsibility, participative decision-making, and implementing them. The Vice-Principal assists the Principal, and Class staff Coordinators in decision making. If the Governing Body sets the broad policies of the College, the executive decisions on academic matters are taken by the Principal. Departmental level decisions are communicated to the Principal in the semester evaluation meetings. The Institution takes the suggestions and the feedback given by all the stakeholders. The students give their suggestions through the Students' Council, Faculty through the Staff Council, parents through Parent-Teacher meetings, and Alumni through the Alumni Association.
- The Principal, staff, and students share the responsibility of smooth functioning of the College.

The various activities conducted by the Students with the guidance of the Faculty results in the effective execution of plans and promote cooperation among them.

Decentralisation is explained as follows with a case study concerning Padua Verve- an Intercollegiate Commerce and Management Fest:

The idea of hosting an Inter-collegiate Commerce Fest, 'PADUA VERVE' came from the Student Council as one of the activities of the Academic year. Considering the request, the Principal brought it to the Staff Council which unanimously decided for its execution. The objective of the fest was to provide a forum to the students and staff to work as a team, to bring out their innate talents, and to sharpen their organisational and leadership skills.

Responsibility of organising and executing the program was assigned to the Student Council, with the support of the Faculty. They constituted an organising committee and decided to meet the well-wishers, alumni, and sponsors to raise funds for the fest. The Organizing Committee held many informal meetings to finalise the events, prepare the brochure, the invitation, arrange the judges, gather logistics, and decide guests for the inaugural and valedictory program. The Convener assigns the event responsibilities to all the faculty members and event heads. Event heads who are assigned with volunteers carry out the various events.

The Padua Verve for the year 2019-2020 was held on 14th January 2020. Considering the suggestion of the Student Council and deliberation with the staff members' new events were introduced in this year's fest.

File Description	Document
Upload any additional information	View Document

6.2 Strategy Development and Deployment

6.2.1

The institutional Strategic / Perspective plan is effectively deployed

Response:

The perspective plan for the Institution for the years 2015-2020 is included and implemented as below.

- Extension of the college building with upgraded infrastructure
- Provision of a spacious canteen facility.
- Construction of open-air stage and interlocking
- Connecting the college drainage system to the municipality drainage system.
- The building of washrooms, changing rooms, pavilion, indoor sports facilities, and gym in the playground.
- Organisation of Blood Donation Camps
- Memorandum of understanding with other colleges and institutions

- Industrial tours and visits.
- Add-on courses.
- Organisation of Seminars, Workshops, and Conferences
- Organising job fair.
- Securing certification from various statutory bodies

Deployment:

- Installed CC TV, LCD Projectors, and screens in the classrooms.
- Signed MOU with ICT Academy, Trisha Classes, Indian Computer Academy, Milagres College, Mangalore, St. Ann's College of Education Mangalore, and St. Agnes College (Autonomous), Mangalore.
- Started Aviation and Hospitality course in 2017-18.
- Promotion of Research & Development culture among Faculty and students
- Outreach programs and Add on courses started from 2015-16.
- Introduction of CA/CS programs in the year 2015-2016.
- Organized Blood Donation Camps every year.
- The organisation of Seminars and workshops every year
- Provision of a spacious canteen facility.
- Construction of open-air stage and interlocking
- Connected the college drainage system to the municipality drainage system.

- Enclosed the college playground.
- Built washrooms, changing rooms, pavilion, indoor sports facilities, and renovated gym in the playground.
- Constructed 400-meters track, Volleyball, Throw ball, Football courts.

- Organised Job fairs every year
- Obtained 2(F) and Minority Status certificate certification from UGC

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

To develop a sense of concern and to sensitise students towards the humankind, the College decided to conduct blood donation camps every year. They are a part of the outreach/extension programs of the College. The College meets the expenditure on the program. The responsibility of conducting the camp was assigned to the NSS. Since the College believes in collaboration with external agencies for the betterment of the society, it was decided to collaborate with leading hospitals like Father Muller Medical College Hospital, Wenlock Government Hospital, etc., in conducting the camps. Internally it was decided to involve the Students' Council and the Alumni in the planning and implementation of the camp. The camps have resulted in creating a healthy liaison between the staff, students, alumni, and the professionals of the collaborated hospitals. The blood donors in the camps are distributed certificates and are given special priority when they require blood. 'Padua Blood Corner', through the yellow card secured by the blood donors arranges blood for anyone in need in case of emergency for the six months after the blood donation camp. To continue this program college has started organising blood donation camps every six months.

File Description	Document
Upload any additional information	View Document
Strategic Plan and deployment documents on the website	View Document

6.2.2

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

Response:

Padua College of Commerce and Management is a unit of the Catholic Board of Education (CBE) is affiliated to Mangalore University and recognised by UGC under section 2(f) and locally managed by St. Sebastian Church Bendur. The CBE appoints the Principal, who acts as a liaison between the CBE and the College. The Principal takes all significant decisions regarding the day-to-day administration of the College in consultation with the Vice-Principal and Staff Class coordinators.

- **Catholic Board of Education:** It is the administrative society of the College.
- **President:** The Bishop of Mangalore Diocese is the President of CBE who provides directions.
- **Secretary:** The College functions under the guidance and instructions of the Secretary of the CBE.
- **Joint Secretary/Correspondent:** At the College level, administrative and financial decisions are taken by the Correspondent.
- **Governing Council:** The College functions under a well-structured Governing Council which is representational.
- **Principal:** He is the Head of the College, implements policies and decisions approved by the CBE as well as the Mangalore University.
- **Vice-Principal:** He assists the Principal in general governance and leadership. He is responsible for student discipline and also responsible for the academic affairs of the departments and reports to the Principal regarding the departmental requirements.
- **Faculty Members:** The CBE appoints these through a three-tier interview process conducted by competent authorities.
- **Students' Council:** The Office bearers of the Students' Council are elected by the students directly with the guidance of the Election Commission.
- **Extra-Curricular/Co-curricular associations:** These are for the all-round development of the students.
- **IQAC :** The main objective of IQAC is to plan and implement quality initiatives and evaluate them.
- **Librarian:** The Librarian is responsible for the effective functioning of the library and maintains

necessary records.

- **Physical Education Director (PED):** PED is responsible for the physical wellness of the staff and students.
- **Counsellor/Mentor:** The Principal, Vice-Principal, and the Faculty act as Counselors/Mentors who advise students on the courses offered and assist them regularly.
- **Parent-Teacher Association (PTA):** PTA builds strong working relationships among parents and teachers.
- **Padua College Alumni Association:**The College has an active alumni association named Padua College Alumni Association
- **Other Statutory Bodies/Cells:** Anti Ragging Committee, Committee against the Women Harassment, Human rights and Grievance Redressal Cell are other Bodies/Cells formed as per the University, State and Central Government norms.
- **Accountant:** He is responsible for maintaining and recording the financial aspects of the College.
- **Administrative staff:** Administrative staff aids in the smooth carrying out of day-to-day administration relating to University correspondence, and timely submission of internal marks.
- **Support Staff:** The Support staff is responsible for the cleanliness of the College premises.

- **Recruitment procedure:**The recruitment procedure is as per the CBE guidelines.
- **Service Rules:**The CBE frames the rules for all the employees of the College.
- **Promotional Schemes:** Promotion of the teaching and non-teaching staff takes place as per the rules of the CBE as well as the University norms.

File Description	Document
Upload any additional information	View Document
Link to Organogram of the Institution webpage	View Document

6.2.3

Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: B. 3 of the above

File Description	Document
Screen shots of user interfaces	View Document
Institutional data in prescribed format(Data template)	View Document
ERP (Enterprise Resource Planning) Document	View Document

6.3 Faculty Empowerment Strategies

6.3.1

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

Response:

Our College has a tradition of providing welfare measures to its teaching and non-teaching staff. Management treats staff as family members. The facilities for the staff include:

- The Faculty is provided with spacious staff rooms, access to internet, printer, and cabins for HOD, purified drinking water, ample parking facilities, computer lab, canteen, intercom, internet, auditorium, and the College Ground for the staff to have social functions.
- The members of the Faculty are encouraged to attend workshops, seminars and to take up research.
- Management is always ready to give financial assistance to staff in times of distress. The College provides medical coverage to all teaching and non-teaching staff through "Star Insurance".
- The members of the teaching and non-teaching staff are given non-financial incentives in the form of gifts on special occasions like Orientation Program, Teacher's Day, and Christmas.
- Uniform is provided to the faculty members every year where they wear the same during special events in the College such as Induction Day, Teachers Day, Talents Day, Padua Verve, and College Day.
- Realising that fruitful work can be performed by the employees, only when their needs are taken care of, the Management has initiated many welfare measures, besides an attractive salary package. As all staff is Management paid, the college management has introduced a salary structure as per State Government norms. The senior teaching staff is given PF, and non-teaching staff is given ESI Medical Facility and Provident Fund (PF). Women Faculty are provided six months of paid maternity leave. All the staff with five years of service is liable to receive gratuity.
- An annual picnic is arranged for the staff both teaching and non-teaching, to create a forum for bonding and rapport building. A get-together is arranged on different occasions to celebrate the success of staff members.

File Description	Document
Upload any additional information	View Document

6.3.2

Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.

Response: 30.58

6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and

towards membership fee of professional bodies year wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
01	00	09	07	7

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

6.3.3

Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.6

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

2019-20	2018-19	2017-18	2016-17	2015-16
00	01	02	00	00

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

6.3.4

Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 7.5

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

2019-20	2018-19	2017-18	2016-17	2015-16
06	00	00	00	00

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

6.3.5

Institutions Performance Appraisal System for teaching and non-teaching staff

Response:

- The College upholds quality as a priority. Based on the performance and feedback, the Principal takes a personal interest in guiding the teachers. Vice-Principal grooms the recruits to help them to enhance their teaching and improve their performance.
- The Principal and Vice-Principal do the observation of lectures. Initial monitoring of lectures through observation has helped the College to continue or discontinue with the teacher depending upon their performance. In the rare instance where teachers have not been able to adjust to the work ethos of the Institution, they have been requested to pursue their careers elsewhere.
- To support the newly recruited staff, we organise orientation programs and staff enrichment programs.
- Faculty Appraisal is done through student feedback. A well-drafted feedback form with specific questions according to the comprehensive level of the students is distributed annually to evaluate how far the teacher has been successful in reaching out to the advanced as well as slow learners in the classroom. From the year 2018-19 feedback from students was also collected online.
- The Principal discusses the performance of the concerned Faculty personally on one-to-one-basis and gives suggestions for the improvement of their performance. Evaluation is based on punctuality, sincerity, subject knowledge, lecture preparation, communication, presentation skills, syllabus coverage as per schedule, classroom management, approachability, clarification of doubts, the knowledge gained at present on the subject, and overall rating of the teacher that is intimated to the concerned Faculty in the academic meeting and suggestions for development or appreciations are made.
- The Appraisal Forms are assessed by the Principal and Vice-Principal of the College, and positive and constructive feedback is reciprocated. The Principal counsels the Faculty members to improve their performance if necessary.
- Every Faculty is evaluated after the completion of a given responsibility or event. Feedback is given to the respective Faculty in charge to improve the performance.
- Non-teaching staff - the office staff and support staff - are also evaluated by the Principal based on the parameters such as task execution and punctuality, work perfection, work interest and motivation, ability to work independently and in groups, the capability to maintain discipline among staff, dress code and neatness, willingness to assume responsibility, professionalism, and

cooperation. The Principal appraises their performance based on the quality and quantity of their work, nature of the work, enthusiasm, skill sets, and efficiency. The appraisal of the non-teaching staff is conducted informally by the Principal, and they are counselled to improve their work if necessary.

File Description	Document
Upload any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1

Institution conducts internal and external financial audits regularly

Response:

- All the statutory audits are conducted in the College periodically according to official requirements. A firm of Chartered Accountants conducts statutory audits of the different schemes offered in the College.
- The Management audit is conducted by the officials of the Catholic Board of Education. The inspectors of the Catholic Board of Education visit the College and inspect all the files and records and submit a report to CBE. The copy of which is submitted to the institutional head by the Secretary of CBE. Inspector seeks clarifications from the accountant, office staff, and Principal and gives his observations or corrections if any, and for required rectifications. (A copy of such an internal management audit report is enclosed.)
- Chartered Accountants do external auditing at the end of every Financial Year.
- After making a study of the previous year's Income and Expenditure, the College office staff in consultation with the Principal prepares the budget and submits it to the Local Management Committee. While preparing the budget, all the infrastructure requirements like the academic, curricular, and co-curricular necessities are taken into consideration. The salary component, statutory contributions like PF, ESI, Professional Tax, Gratuity, and other recurring and non-recurring expenditures are also included in the budget. After careful discussion, the budget is approved by the Local Management Committee.
- A team of accountants sent from the audit firm Gonsalves and Nayak visits the College and scrutinises vouchers, physical verification of cash, Fixed Deposit Certificates, Counterfoils, and Stock Registers, etc. The observations made by them are recorded and discussed with the College 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 an audit report after thorough scrutiny.
- Thus submitted audit report is discussed in the Local Management Committee and Finance Committee for the follow-up. So far no audit objections have been found.

File Description	Document
Upload any additional information	View Document

6.4.2**Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)****Response:** 0**6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers year-wise during the last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.4.3**Institutional strategies for mobilisation of funds and the optimal utilisation of resources****Response:**

Ø Though the Catholic Board of Education administers Padua College of Commerce and Management, it is locally managed by St. Sebastian Church, Bendur through its Local Management Committee. St. Sebastian Church has five educational institutions under its umbrella for which the Parish Priest of St. Sebastian Church is the Correspondent, and he is also the Joint Secretary of the CBE by its society rules. St. Sebastian Church has established a common fund for all its educational institutions called Padua Educational Institutions Building Fund. The burden of strategies for the mobilisation of finances to these funds falls on the shoulders of the Local Management Committee, i.e. St. Sebastian Church, Bendur.

Ø The Local Management Committee has various strategies for mobilising funds which include Special Development Fees, tuition fees, donations, and grants from the Church and collection from the organisation of events.

Ø The Management pays the salaries of teaching and non-teaching staff from the Tuition Fees collected from the students. A proportionate annual hike in the tuition fees is done to meet the increment in the

staff salary and other statutory contributions. 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. To meet the expenses for construction, repair, and renovation of the college building and premises, money from this fund is used. The Local Management Committee also appeals for donations to this fund, in case of need only. Moreover, St Sebastian Church also advances and donates in times of emergency to meet the expenses for construction, repair, and renovation of the college building and premises.

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

Ø Infrastructural facilities of the College are utilised to the optimum not only for the students and staff but also for the general public and the Government's purpose. The staff and students of Padua institutions have access to all the facilities of the College. The general public is allowed to use the college auditorium, college ground, open-air stage, playground, and classrooms, freely on request. College Auditorium is freely given for use for meetings, training, and practices. The college stage is given to perform plays and other shows. Classrooms and all the infrastructure facilities are given to use to conduct elections, various competitive examinations, and many other governmental purposes. Various organisations are given the ground for use on request. College is a Good Samaritan shelter to the Police in case of emergencies.

File Description	Document
Upload any additional information	View Document

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

Response:

- The Internal Quality Assurance Cell (IQAC) was established in 2015 as per NAAC regulations. Regular meetings are held to give a proper direction towards the functioning of the College and also to provide specific guidelines towards the academic advancement of the Faculty and all-round development of the students.
- A perusal into the IQAC reports of the College shows the various quality initiatives recommended by IQAC. Two of the vital recommendation suggested by IQAC were Skill Development programs and Talents Day - Inter Class Talent Hunt- which has contributed significantly to institutionalising the quality assurance strategies and policies

1. Skill Development program

Based on the recommendation given by the IQAC, College organises Skill Development programs for Final Year students. The objective of these programs is to develop their employability skills. These sessions enhance the knowledge of students regarding the art of Resume writing and the intricacies of the job interview.

Under the same scheme, it is made mandatory for all the final year students to update their resume/CV, and corrections are made for the same. Mock interviews are conducted by competent trainers who are invited by the IQAC wherein the student receive first hand experience to face interview. Our final year students are also given insights by Corporate to make them capable of facing the competitive corporate world. IQAC members monitor the program and give feedback for improvements.

2. Talents Day – Inter Class Talent Hunt

Every year with the support of IQAC our College organises Talents Day, which provides a platform to display the talents and skills of our students. The date, time, and the person-in-charge to organise a particular competition is earmarked. The objective of these competitions is to build a healthy mind in a healthy body. Various clubs of the College take leadership in organising various events. The different events organised are Quiz, Padua got talent, Cartooning, Collage, Turn-Court, Art-Out-of-Waste, Poster making, Best Manager, Face Painting, Vegetable Carving, Mock Press, Group Dance, Photography, and Mad-Ads. These inter-class competitions help to build healthy competition, team spirit, good communicative skills, leadership skills, organising skills, and better human relations skills. It also makes the college life of the students exciting and enjoyable. Usually, an accomplished local Cine or Theatre Artist is invited as Chief Guest to inaugurate the program on that day to motivate the students for the cultural activities.

Students who are reluctant to participate in any event are inducted in the Organising Committee to help the Faculty in charge to organise the competitions. Talents Day acts as a stepping stone and preparatory stage for those students who will be participating in intercollegiate events.

File Description	Document
Upload any additional information	View Document

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

(For first cycle - Incremental improvements made for the preceding five years with regard to quality

For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

1. Internal Examinations and Assignments

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

2. Practicalisation of theory:

At Padua, we try to convert the knowledge that is disseminated in the class into attitudes and skills through the following activities:

i) Product Launch:

Students in a group of two are asked to design a new product and launch that product with its features, price, logo, etc. Queries are asked at the end of the presentation. This exercise makes the students very innovative and creative in designing, launching, and marketing the product.

ii) Model Bank:

A class is divided into a group of 15 members and is asked to prepare the model bank. It is a method of human interaction that involves realistic behaviour in imaginary situations. Here the students play the roles of certain characters such as Bank Manager, Clerk, Cashier, and Watchman, and the staff members play the role of customers.

iii) Industrial Visit:

The students are taken to industrial visits to learn about organisational structure, the process of manufacturing, personnel management, the process of production, labour-management practices, implementation of various legislations, employee welfare schemes, and social security schemes that are given to the employees.

iv) Educational Visits:

Students are taken to the educational visits to the museum, orphanages, hospitals, fitness centres, religious and historical places, and trekking.

Incremental Improvements from 2015 to 2020

- The CA Foundation course was started in 2017-18
- Certificate and Diploma course in Aviation and Hospitality were introduced in 2018-19
- LCD Projectors screens and CC TV installed in classrooms.
- Well-equipped Library with N- List and Easylib software
- The computer lab is equipped with 24 computers with an internet facility
- The staffroom is provided with computers, the internet, photocopying machine, and printer facility.
- The NSS students also learn sustainability by camping in remote areas
- Blood donation camps are organised every year.
- Construction of Washrooms, changing rooms, Gym, Indoor games room, 400-meters track, Volleyball, Throw ball, Football courts, and enclosure of the ground.
- There is also constant progress in regards to admission, results, certificate courses, availability of library books.
- Our Faculty have attended seminars, published books, presented papers, and also motivated students to present papers, win intercollegiate prizes.

File Description	Document
Upload any additional information	View Document

6.5.3

Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)**
- 3.Participation in NIRF**
- 4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: C. 2 of the above

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Paste web link of Annual reports of Institution	View Document

Criterion 7 - 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 last five years.

Response:

Our College practices gender equity and gender sensitization. The following are the various areas we try to gender- sensitize our staff and students.

Curricular Aspects:

We teach for one semester a full course on Gender Equity prescribed by the Mangalore University and Indian Constitution in the first semester, which highlights gender equality.

Infrastructure and Learning Resource

- There is a separate Ladies Room with the necessary provisions like washroom, bed, medical kit, and lockers.
- Separate washrooms for boys and girls are provided in the college campus.
- 24*7 residential Security Guard with his family in makes our campus more safe and secure.
- Women students are provided with sanitary pad vending machine in one of the ladies washroom whereby they can avail sanitary napkins in case of emergency and discarded through incinerator.
- Our college and campus is equipped with CC cameras, which helps with surveillance and discipline.
- Movement Register is kept in Principal's Chamber, wherein the students have to make an entry when they have to go out of the campus during college timings, ensures their whereabouts.
- A faculty is given the charge to look after the discipline of every floor during the break time, which ensures that no in-disciplinary acts take place.
- There is the provision of fire extinguishers in our building in case of an emergency.
- We have a first-aid kit in the Office and Ladies Room for cases of medical emergencies.
- The college sports building is equipped with separate lockers, washrooms, and changing rooms for the women students.

Organization and Management

- Ample opportunities are given to the women students and faculty members to represent themselves in different committees of the college.
- Our women faculty avail facility of 6-month maternity leave with pay.
- To ensure equal opportunities for our women students, we have various committees and clubs exclusively for them, namely The Women's Forum, Anti-Ragging Cell and Anti-Harassment Cell for Women.
- Some posts in the Student Council like, Secretary and Assistant Cultural Secretary are reserved to women students to ensure gender equality.

Pro-Activities towards Gender Equality

- The Women's Forum organises talks for women students regarding Women's Health Issues, Self-Defense, Adolescent Gynaecology, and Women Empowerment.
- The College, in collaboration with the Rexona Group, has organized an Interview Skills program to improve confidence among women students.
- A National Level conference titled Intellectual Property Rights and Women Entrepreneurship was organized by the Department of Commerce and Management in association with IQAC.
- The college has conducted stage plays related to women's issues.

Counselling

- Every Class Co-coordinator monitors the behaviour of the student and in case of any change in behaviour takes responsibility to counsel her/him.
- An external counsellor visits the college for counselling.
- Women students are mentored and monitored only by women faculty for three years to ensure the comfort of sharing.
- The Principal is a trained counsellor, provides psychological support to the students whenever required.

File Description	Document
Annual gender sensitization action plan	View Document
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document

7.1.2

The Institution has facilities for alternate sources of energy and energy conservation measures

- 1.Solar energy
- 2.Biogas plant
- 3.Wheeling to the Grid

4.Sensor-based energy conservation**5.Use of LED bulbs/ power efficient equipment**

Response: D. 1 of the above

File Description	Document
Geotagged Photographs	View Document

7.1.3

Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

Steps taken up by our College in the direction of waste management are:

1) Solid Waste Management

- There is a provision made for three separate dustbins in every class, which differentiates the waste into three categories – bio waste, plastic waste, solid waste.
- The waste produced on everyday is collected and given to the Mangalore City Corporation vehicle for disposal.
- The solid wastes in the form of newspapers, used books, old magazines are sold to the scrap system.
- Paper waste is reduced because printing is done on both sides of the paper. One side used papers are again used for further printing.
- Art-Out of Waste competition is conducted to motivate students to reuse waste and reduce waste.
- Plastic waste, i.e., in the form of chocolate wrappers, is collected in plastic bottles to make plastic bricks.
- Seminars are held to create awareness among students to create a pollution-free environment.
- NSS volunteers under the program "Swatch Bharat Abhiyan" cleaned the college environment as an initiative towards a clean and green campus.

2) Liquid waste management

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.

3) E-Waste Management

E-Waste is managed efficiently in the College. Technicians regularly service electronic devices and computers. The E-waste on our campus is being sold as scrap to an agent who deals with E-waste.

4) Waste Recycling System: Nil**5) Biomedical Waste Management & Hazardous Chemicals and radioactive waste management:**

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	Document
Geotagged photographs of the facilities	View Document
Relevant documents like agreements/MoUs with Government and other approved agencies	View Document

7.1.4**Water conservation facilities available in the Institution:**

- 1. Rain water harvesting**
- 2. Borewell /Open well recharge**
- 3. Construction of tanks and bunds**
- 4. Waste water recycling**
- 5. Maintenance of water bodies and distribution system in the campus**

Response: C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document

7.1.5

Green campus initiatives include:

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

Response: B. 3 of the above

File Description	Document
Geotagged photos / videos of the facilities	View Document

7.1.6

Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

- 1.Green audit**
- 2.Energy audit**
- 3.Environment audit**
- 4.Clean and green campus recognitions / awards**
- 5.Beyond the campus environmental promotion activities**

Response: D.1 of the above

File Description	Document
Any other relevant information	View Document

7.1.7

The Institution has disabled-friendly, barrier free environment

- 1.Built environment with ramps/lifts for easy access to classrooms.**
- 2.Divyangjan friendly washrooms**
- 3.Signage including tactile path, lights, display boards and signposts**
- 4.Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment**
- 5.Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

Response: D.1 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document

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 500 words).

Response:

- In College, the day begins with prayer, and our prayer is more secular. For this purpose, we have a book titled 'Aiming at Excellence'. The prayer songs, stories, reflections, messages, and thoughts are secular, which has nothing to do with any religion.
- No discrimination is done against any student based on caste, class, or religion in the participation of any activity.
- The Theatre Hub of the college allows presenting plays of different regional languages like Kannada, Konkani, and Tulu.
- The college stages play of various ideologies and religions from various parts of the state and welcome trainers from national repute.
- Every year we conduct a blood donation camp which is the perfect example of communal harmony where not only our students but also parents, old students, and outsiders of different religions come and donate the blood.
- To uplift the linguistic importance of the region, the college has conducted various programs such as "Voviyo Verse", "Bharathakke Basha Nithi Agathyave?", "Tulunadina Sankrithi Pallatagalu" in Konkani and Tulu languages.
- Every year we conduct a day of prayer and reflection usually at the beginning of the academic year to our students whereby we invite resource persons from various walks of life to enhance the spiritual values of our students.
- Every Wednesday's value education classes for non-catholic students and mass for catholic students is held for the spiritual strengthening of our students.
- The college has donated money to an orphanage under the scheme "skip-a meal" program during the Lenten season of Easter.
- The folk dance workshop for seven days was conducted in collaboration with Sandesha Arts and Foundation in South Indian Folk Dance to inculcate the inclusive spirit for language and culture.
- The Talents Day and College Day activities will give opportunities to present their talents and culture.

File Description	Document
Any other relevant information.	View Document
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document

7.1.9

Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).**Response:**

The college conducts the following activities for inculcating the values, rights, duties, and responsibilities of the citizen and particularly in the students.

- The day begins with prayer, which includes a story, reflection, reading of the newspaper, and National Anthem to show love for our country.
- Various National Days like Independence Day, Teachers Day, Gandhi Jayanthi, and Martyrs Day are celebrated.
- The teaching of the Indian constitution, Gender Equity, and Human Rights aims at making the student's right and duty conscious and gender-sensitive.
- To uphold the multilingual diversity of our country we promote in the annual magazine the articles in Hindi, English, Kannada, Konkani, Tulu, out of which four are scheduled languages.
- To uphold the religious diversity of our country, we celebrate feasts like Deepavali and Christmas.
- To inculcate respect for traffic rules we have organized Road Traffic Awareness Programme by the Traffic Police.
- During the club week the Traffic Wardens were honoured for their free service.
- One of the staff members voluntarily works as a Traffic warden in the evening after college working hours.
- The College conducts direct elections to elect the college Student Council members according to the directions of the LYNGDOH Commission.
- To create an awareness among new voters, we have in the college Electoral Club
- Before the National General Election, we have organized a demo of the use of EVMs for the students who are first-time voters.
- We have made arrangements for the procurements of passport, Identity Card, and PAN card for the students and outsiders.
- Through street plays, we have created awareness on the importance of voting, water conservation, plastic menace, and the importance of agriculture.
- To inculcate our duties towards the senior citizen and sick, Konkani Club members organized visits to Old Age Homes and Ashrams.
- Our NSS volunteers are engaged in Swatch Bharath Abhiyan.
- The College has organized a Currency Exhibition where various Indian and Foreign Currencies were presented in the exhibition.
- The college has organized a seminar on Financial Education and Consumer Awareness for our students.
- The College organized a seminar on "Social Media, Cyber Crime" and "Ragging" by Advocate Eugene D'cunha.

File Description	Document
Any other relevant information	View Document
Details of activities that inculcate values; necessary to render students in to responsible citizens	View Document

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.

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

Response: B. 3 of the above

File Description	Document
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.	View Document

7.1.11

Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

To infuse enthusiasm in the minds and hearts of our students, our College celebrates various events and festivals. Glances on the events are as follows.

- Independence Day is celebrated, which includes flag hoisting, a message from the Chief Guest, singing of patriotic songs, and distribution of sweets.
- Sports club organizes cross country race on the occasion of Independence Day, and the winners are felicitated on Independence Day.
- A competition is held to draw the Indian Map with a particular theme which makes the students involve themselves in being patriotic.
- The Management of Institute and Student Council organizes Teachers Day Program to celebrate

and honour the birth of Dr S. Radhakrisna

- We pray for peace on the death anniversary of Mahathma Ghandi by observing two minutes of silence on 30thJanuary.
- Dramatics Club organized Gandhi Namana programme which was preceded by showing the movie "Gandhi" on the eve of the day of Mahatma Gandhi Jayanthi.
- The occasion of the canonization of Mother Theresa was celebrated on our campus by organizing St.Mother Teresa film festival whereby the movie of Mother Theresa was played throughout the day for the students of Padua Institution.
- Vanamahostva is celebrated to teach our students the importance of the environment. The NSS Unit and ECO Club members take the responsibility to distribute saplings and also plant saplings in our college premises.
- The Institution holds Christmas Celebration for staff and students and cake is distributed to all.
- To empower the women's students of our college, the Women's Forum of our college organizes thought-provoking programs on International Women's Day.
- The College celebrated Anti-Suicide day on to create an awareness regarding the importance of life. On that day the college drama team staged a play called "Hangers" which concertized people on the importance of life.
- World Theatre Day was celebrated to reflect the relevance of the message of the day given by the International Theatre Institution.
- On the happy occasion of "Golden Jubilee of NSS" our NSS unit hosted a stage program whereby all the previous NSS leaders were invited to share their thoughts and experiences of being a part of NSS.
- Anti-Drug Day is celebrated by the Human Rights Club and NSS, which includes an informative session for all first and second-year students.
- International Yoga Day is celebrated in co-ordination with NSS and Sports Club.

File Description	Document
Any other relevant information	View Document

7.2 Best Practices

7.2.1

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

Response:

Title of the Practice: "Theatre for Education and National Integration "

Objectives of the Practice:

To understand the issues faced by society and to make the students and the general public aware of these issues.

To improve communication and management skills among students.

To inculcate moral and social values.

To provide a platform to perform and involve in theatre and theatre-related activities.

To enrich the theatre knowledge of the audience and give them a chance to review the plays.

To impart confidence among youngsters to face the crowd.

To open the boundaries of traditional style and known type of plays.

To show, the most nominated movies to the public and discuss its aspects.

To train interested students and others in the theatre.

To give everyone an opportunity and bring theatre close to people.

To organize workshops and one-day camps for interested candidates.

To give a source of income for passing out students by helping them to earn minimum balance from theatre

The Context:

As the theatre activities in Mangalore were declining, and the existing theatre activities were giving importance only for the traditional theatre, the only hope of reviving the theatre was catching the young minds to instil interest in them for theatre. With this objective in mind, we initiated the theatre classes in our College by forming a group of interested first-year students and trained them in theatre skills, and a full-length play was produced for the public, for which there was a massive crowd of nearing three thousand people. Thirty-five student-artists were given training in all theatre aspects.

The students who participated in theatre activity overcame the stage fear, performed well in studies, ready for manual work, ready to learn and interested in reading. The above changes prompted us to start Padua Ranga Adhyayana Kendra, the dramatics club of the College to train students for three years during their extracurricular activities and other times in the theatre and theatre-related activities like film review, script reading, storytelling, enacting poetry, learning technical skills such as sounds engineering, lights operating, designing the properties, stage backdrops, which are most useful in glamorizing the event.

The Practice:

1. Training and Production:

Before taking a new project, the team reads the script and discusses. Once the Production starts casting is

done, and each person works on his character. The director then approves and helps in development. Along with the actors, offstage management like Light designing and music arrangements are simultaneously prepared. Repeated practices before the show and review after the show from the audience and actors is sought for improvement.

2.Theatre journey :

The Theatre journey is a platform for awareness and understanding of social issues. It also focuses on the inculcation of values. Theatre Journey provides to the students theatre-related learning, an opportunity and experience to perform in various institutions and constant exposure to theatre. Under Theatre Journey the team has performed several full-length plays, street plays on various issues. The Theatre Journey consists of actors and a technical team who go around and perform. Performance is followed by a constructive review is taken.

3.Theatre Hub:

Theatre Hub is a platform to perform, involve in theatre-related activities to enrich the theatre Knowledge of the audience and give them a chance to review a play and most nominated movies. Along with the students, the Theatre Hub provides a chance for other theatre troupes to perform in our campus. Ten professional theatre groups have come together in organizing this weekend's program, and have staged 52 performances to date. Theatre Hub has encouraged the Students to act and direct short films.

4. Theatre Expo :

Theatre Expo is a platform to train students and others in the theatre. It organizes workshops and one-day camps. The expertise learnt enables outgoing students to earn from the theatre.

The daughter troupes of 'Padua RangaAdhyayana Kendra' are "**Logo's Theatre Troup**", and "**Astitva**" lead many programs and camps. Recently 100 days workshop for twenty selected applicants took place, which consisted of training from eminent resource personalities graduated from the *National School of Drama, Rangayana, and Neenasam*. Under this program, short plays have been directed in various schools and colleges for cultural functions. Our teammates teach theatre subject in B.Ed Colleges.

5. Evidence of Success:

1. The overall development of students in the field of theatre
2. The team has performed in 10 National Level Festivals and 12 Multilingual Theatre Festivals and 1 International Theatre Festival held in Dubai
3. Theatre journey has completed 252 shows
4. Theatre Hub has organized 52 shows.
5. Overall Padua Ranga Adhyayana Kendra is associated with nearly 304 theatre performances from the past five years.
6. The Theatre journey has completed shows in Karnataka, Mumbai, Goa.
7. Theatre Journey had an international performance in Dubai.
8. The plays and movies have changed the ideology of people about the traditional and known style of theatre.
9. The Institution has successfully hosted 3 Multilingual Theatre Festivals and 2 State Level Theatre Festivals in association with Arehole Prathishtana.

10. Along with all this, the team has hosted several book release programs.
11. PRAK has awarded seven personalities recognizing their work 'off the stage' in Tulu, Kannada, and Konkani theatre.
12. Students have learnt to direct plays
13. The community has been enriched
14. We have been nominating and hosting CGK State Level award for the past two years.

6. Problems Encountered and Resources Required:

1. The unavailability of our transport.
2. Financial stringency
3. Lack of time to conduct all the events and workshops
4. Unavailability of resource persons to conduct theatre classes

7. Notes:

We feel that the adoption of this practice in other Institution may have enabled the students followingly:

1. An increased confidence level of the students and removed stage fear.
2. Enabled them to become a good communicator.
3. Improved language, pronunciation, and diction
4. Created interest in literature
5. Helped to earn a small income.
6. Made them expert in at least one aspect of theatre
7. Provided a platform to launch into the silver screen
8. Made them socially conscious people

Best Practice 2:

Title of the Practice: *"Mid-Day meal scheme for needy students."*

Objectives:

1. To provide healthy and hot food for the students as many of our students come from far away places, and find it challenging to prepare and bring their food.
2. To share nearly 50% of the burden of the meal of the students.
3. To avoid the students being late to the classes as the lunch break is short and as there are no many hotels around the College.
4. To avoid losing attendance and the lecture
5. To provide free meals to the poorest of the poor students and selected sports students

The Context: Though preparing the meal here in the College could have reduced the price per meal; it

was not possible for us due to the lack of space in the kitchen.

The Practice:

The government indeed provides mid-day meal for the students till the 10th standard. However, it is a rare practice in private Undergraduate Colleges. But in our College, the venture has become a success. The meal is served in the verandah of the Auditorium. Students eat sitting in the classroom or the Auditorium. A lecturer is given in charge of this task. He assigns a group of students for serving the meal for a week.

The students are provided with meals at a subsidized rate of nearly 50%. Finance for this purpose is collected by way of donations from generous people and the parents of the students and by organizing fancy-fete and lucky draws. Both vegetarian and non-vegetarian food is served during the mid-day meal.

Evidence of Success:

More than 50% of our students indeed bring their mid-day meal from home, but another significant section of the students opt for the mid-day meal. Students enquiring about the mid-day meal and eating mid-day meal itself is the evidence for its success.

Problems Encountered and Resources Required:

- Since the provision of the food is outsourced to a caterer, sometimes there are complaints regarding quality.
- Students bear only 50% of the cost of the meal. Making arrangements for the rest of the amount by the College becomes a difficult task for the College.

File Description	Document
Any other relevant information	View Document
Best practices in the Institutional web site	View Document

7.3 Institutional Distinctiveness

7.3.1

Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

The College has the vision "An integral development of whole human person guided by value-based quality higher education to help the students to evolve into competent citizens of the nation to be of better service to the society". It functions with the motto "Success through Hard Work."

Something very distinct about the College is that the minorities, marginalized, and economically weaker sections feel emboldened to enter the portals of the College seeking admission. The College revolves around the policy that none qualified for admission will ever be denied.

Our programs are oriented towards empowering the youth through value-based education to enhance the quality of life and build a better future. Our mission statement is

To

1. Instil and sustain lasting desire to seek knowledge.
2. Inculcate team spirit and leadership skills and competency.
3. Foster creative ability and critical thinking
4. Produce resourceful citizens of moral integrity.
5. Train men and women to expand their consciousness.
6. Instil pride for the nation along with a progressive, global outlook.
7. Develop a sense of empathy towards the needy.

The College organizes a two days annual retreat for catholic students and Value education sessions for non-catholic students to inculcate core spiritual and moral values, These sessions are conducted by the resource persons who are inspirational, highly motivating and guide students towards the betterment of their life. The Institution organizes Mass, weekly on Wednesday for all the catholic students in the College Chapel. At the same time, the non-catholic students of the College attend the value education classes taken by our lecturers. The lecturers take classes based on the topics helpful to students to lead a better life. For this, the lecturers refer to three textbooks, which are: *My Journey* for first years, *Values for Life* for second years, and *Grow Free, Live Free* for the third-year students. This a glance at our syllabus on value education

I SEMESTER

- 1) Who am I?
- 2) Family Values – My responsibility.
- 3) I respect my life
- 4) Wasting food is a crime against humanity
- 5) I am an agent of human rights.
- 6) Environment education.
- 7) My God is loving.

II SEMESTER

- 1) Positive thinking leads to change.
- 2) I am ready for self-change
- 3) I am a role model Hero
- 4) I have a big dream
- 5) Fear of future
- 6) Abortion is a grave sin
- 7) God of my life

III SEMESTER

- 1) Self-confidence and self-motivation.
- 2) Regularity and punctuality
- 3) Dignity of labour
- 4) Non-Violence
- 5) Role of youth in social change

IV SEMESTER

- 1) Basis of good manners
- 2) Interaction with other students
- 3) Behavior and conduct
- 4) Independence of Character
- 5) Forgiveness and friendship

V SEMESTER

- 1) Violence that leads nowhere
- 2) Education: The solution and the problem
- 3) Addictive Habits
- 4) Role of a student towards society
- 5) Importance of social media

VI SEMESTER

- 1) Together for life
- 2) Some related issues
- 3) The challenge of science
- 4) The call to creativity
- 5) Me and myself

The very purpose and primary function of education is the development of an all-round and well-balanced personality of the students, and also to develop all dimensions of the human intellect so that our students can help make our nation more democratic, socially responsible, culturally rich, and intellectually competitive nation. This is where Value education classes become a vital part of our

education.

Along with the Value education classes, the College organizes talks and seminars where experts in the field of religion, society, personality development, motivational speakers, environmentalists, lawyers, and feminists are invited to interact with the students on issues related to their respective fields. These sessions are organized with the hope of ingraining positive values in our students and their sense of social responsibility.

The faculty are trained in the techniques of handling value education classes. At the beginning of the academic year, semester-wise divisions are done, and textbooks are supplied.

Catholic students attend the Mass, and they are given religious and moral instructions on the various readings from the Bible.

File Description	Document
Appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

As our College is approaching the decennial year of its existence, our plans for expansion are also blooming. We have applied to the Mangalore University to start BCA Program and our appeal has already been approved. Hence we are now all set to provide quality education in a new field to the students. We are also proud to state that the prevailing condition of Covid 19 has not stopped the staff and students from imbibing knowledge through webinars and workshops. A National level Webinar was also organised to the staff on July 25th 2020. With a lot of deliberations and discussions, noting the growing needs of a student not, it is also decided to start more certificate courses to the students. Two of our faculty members secured the seats to pursue PhD in Srinivas University.

Concluding Remarks :

Based on the SWOC analysis, we are trying to strengthen our strengths, weaken our weaknesses, bravely face the challenges while trying to convert them into positive points and always find a way to exploit the opportunities. We learn as we proceed, as our College is still in its infancy stage, we have the advantage to learn and adopt new techniques and methods to achieve our objective of imparting quality education to the students and transforming them into better human beings and responsible citizens.

The global pandemic of COVID has initiated a new learning and teaching experience to the students and the faculty, as the online classes is a necessity. Every staff member has learned to use online platforms such as Google Meet, Google classroom and our students are adept at virtual learning. During the pandemic and after the reopening of virtual classes, Whatsapp groups for each class have been created for accessible communication. One of the positive consequences of the pandemic has been the ability of staff and students to adapt them to the situation, and while reinventing themselves, they have adopted technology-aided innovative teaching methods, resulting in student-centric teaching and learning experience.

As the saying goes, no slice is thin enough to have only one side to it. We have our strengths and weaknesses. However, we have the grit and determination to face the challenges, overcome our weaknesses and bank upon our strengths to take the College to greater heights in making education more productive and progressive for our staff and students.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.3	<p>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 last five years</p> <ol style="list-style-type: none"> 1. Academic council/BoS of Affiliating university 2. Setting of question papers for UG/PG programs 3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses 4. Assessment /evaluation process of the affiliating University <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: B. Any 3 of the above</p>																				
1.2.2	<p>Number of Add on /Certificate programs offered during the last five years</p> <p>1.2.2.1. How many Add on /Certificate programs are offered within the last 5 years. Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>09</td> <td>05</td> <td>04</td> <td>05</td> <td>04</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>05</td> <td>02</td> <td>02</td> <td>03</td> <td>03</td> </tr> </tbody> </table> <p>Remark : As per the HEI statement in the response dialogue box and the data attached with the Metric in clarification. The HEI has included certificate course in English and certificate in competitive examination (including bank and other competitive examination) under this Metric. These are covered under 5.1.3 and 5.1.4 respectively and considered under those Metrics.</p>	2019-20	2018-19	2017-18	2016-17	2015-16	09	05	04	05	04	2019-20	2018-19	2017-18	2016-17	2015-16	05	02	02	03	03
2019-20	2018-19	2017-18	2016-17	2015-16																	
09	05	04	05	04																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
05	02	02	03	03																	
1.2.3	<p>Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years</p> <p>1.2.3.1. Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>339</td> <td>168</td> <td>212</td> <td>226</td> <td>106</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>212</td> <td>87</td> <td>80</td> <td>91</td> <td>70</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	339	168	212	226	106	2019-20	2018-19	2017-18	2016-17	2015-16	212	87	80	91	70
2019-20	2018-19	2017-18	2016-17	2015-16																	
339	168	212	226	106																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
212	87	80	91	70																	

Remark : As per the HEI statement in the response dialogue box and the data attached with the Metric in clarification. The HEI has included certificate course in English and certificate in competitive examination (including bank and other competitive examination) under this Metric. These are covered under 5.1.3 and 5.1.4 respectively and considered under those Metrics. The number of students attending is modified.

1.4.1 ***Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders***

1) Students

2) Teachers

3) Employers

4) Alumni

Answer before DVV Verification : B. Any 3 of the above

Answer After DVV Verification: B. Any 3 of the above

2.1.2 **Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)**

2.1.2.1. Number of actual students admitted from the reserved categories year wise during last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
150	166	190	147	142

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
92	103	125	92	100

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

2.3.3.1. Number of mentors ?????????????? ???????

Answer before DVV Verification : 18

Answer after DVV Verification: 16

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

2.4.3.1. Total experience of full-time teachers

Answer before DVV Verification : 107
 Answer after DVV Verification: 94

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

3.1.3.1. Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
13	20	22	10	7

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
06	07	07	06	02

Remark : As per the HEI statement in the response dialogue box and the data attached with the Metric in clarification.

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

3.2.1.1. Number of research papers in the Journals notified on UGC website during the last five years.

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
2	0	9	0	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

3.2.2.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
1	5	7	3	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	04	04	0	0

3.3.2 **Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years**

3.3.2.1. Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
1	0	0	1	1

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	00	00	00	00

Remark : The HEI has attached document in the regional language (letter from the university) which, in the absence of English translation, cannot be considered.

3.3.3 **Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

3.3.3.1. Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
8	6	2	2	2

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
08	06	02	02	02

3.3.4 **Average percentage of students participating in extension activities at 3.3.3. above during last five years**

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., year-wise during last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
499	370	168	168	168

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
499	370	168	168	168

3.4.2 **Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years**

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
2	4	2	0	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
01	01	00	0	0

Remark : As per the HEI statement in the response dialogue box and the data attached with the Metric in clarification.

4.1.3 **Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)**

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

Answer before DVV Verification : 10

Answer after DVV Verification: 07

4.1.4 **Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)**

4.1.4.1. **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
11.548699	71.56377	64.03030	24.50231	2.70817

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
11.5	21.5	34.0	24.5	2.7

Remark : The HEI has attached balance sheets that include expenses of the group of educational institutions of the trust and not HEI alone. Expenses of primary school and other colleges have not been included in the DVV analysis and values.

4.2.2 The institution has subscription for the following e-resources

1. **e-journals**
2. **e-ShodhSindhu**
3. **Shodhganga Membership**
4. **e-books**
5. **Databases**
6. **Remote access to e-resources**

Answer before DVV Verification : A. Any 4 or more of the above

Answer After DVV Verification: C. Any 2 of the above

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

4.2.3.1. Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
1.33885	0.67466	1.10367	0.77765	0.66847

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
1.10385	0.49419	0.86770	0.65195	0.54277

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
12.66659 34	39.68957	34.45328	30.22832	21.75085

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
1.75	1.47	1.35	1.24	1

Remark : As per the HEI statement in the response dialogue box and the data attached with the Metric in clarification. The HEI has attached balance sheets that include expenses of the group of educational institutions of the trust and not HEI alone. Expenses of primary school and other colleges have not been included in the DVV analysis and values.

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

5.1.2.1. Number of students benefitted by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
70	119	129	63	85

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
00	09	70	61	63

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

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) year-wise during the last five years.

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
12	21	21	19	04

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	00	00

Remark : The HEI has claimed the awards based on participation of the students. Only

awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/ state/national / international level are eligible. None of the certificates attached with the Metric is eligible.

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

5.3.3.1. Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
59	62	53	45	45

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
29	31	25	17	15

6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.

6.3.2.1. Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
6	2	15	13	8

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
01	00	09	07	7

Remark : As per the HEI statement in the response dialogue box and the data attached with the Metric in clarification. Same teacher granted financial benefit in the same AY more than once is counted ONE. Blanks for finance support and amounts less than Rs 300 not considered.

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

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

Answer before DVV Verification:

--	--	--	--	--

2019-20	2018-19	2017-18	2016-17	2015-16
1	5	7	3	1

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
00	01	02	00	00

6.3.4 **Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).**

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
18	18	16	15	10

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
06	00	00	00	00

Remark : The HEI has claimed participation of ROSHAN-VINCY-SANTHUMAYOR, AKSHATHA and JESFRIDA- PRIYA MENEZES twice in the same year. As per the certificates attached for teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course) in the last 05 years.

7.1.4 **Water conservation facilities available in the Institution:**

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**
5. **Maintenance of water bodies and distribution system in the campus**

Answer before DVV Verification : D.1 of the above

Answer After DVV Verification: C. 2 of the above

Remark : As per the HEI statement in the response dialogue box and the data attached with the Metric in clarification. As per the attached pics, the HEI has open well recharge that is not claimed.

7.1.5 **Green campus initiatives include:**

	<ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants <p>Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: B. 3 of the above</p>
7.1.10	<p>The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.</p> <ol style="list-style-type: none"> 1. The Code of Conduct is displayed on the website 2. There is a committee to monitor adherence to the Code of Conduct 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: B. 3 of the above</p>

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Number of courses offered by the Institution across all programs during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>101</td> <td>100</td> <td>98</td> <td>97</td> <td>97</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>101</td> <td>100</td> <td>98</td> <td>97</td> <td>96</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	101	100	98	97	97	2019-20	2018-19	2017-18	2016-17	2015-16	101	100	98	97	96
2019-20	2018-19	2017-18	2016-17	2015-16																	
101	100	98	97	97																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
101	100	98	97	96																	
2.2	<p>Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>225</td> <td>225</td> <td>225</td> <td>225</td> <td>180</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>150</td> <td>150</td> <td>150</td> <td>150</td> <td>120</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	225	225	225	225	180	2019-20	2018-19	2017-18	2016-17	2015-16	150	150	150	150	120
2019-20	2018-19	2017-18	2016-17	2015-16																	
225	225	225	225	180																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
150	150	150	150	120																	
3.1	<p>Number of full time teachers year-wise during the last five years</p>																				

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
18	18	18	18	17

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
16	16	16	16	15

3.2 **Number of sanctioned posts year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
18	18	18	18	17

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
16	16	16	16	15

4.2 **Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
57.61472	78.99032	74.81698	45.42454	54.60330

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
57.6	79	75	45.4	54.6

4.3 **Number of Computers**

Answer before DVV Verification : 24

Answer after DVV Verification : 35

4.4 **Total number of computers in the campus for academic purpose**

Answer before DVV Verification : 35

Answer after DVV Verification : 27