The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

AQAR for the year

2014-15

1. Details of the Institution

1.1 Name of the Institution

MES Degree College of Arts, Commerce and Science

1.2 Address Line 1

15th Cross, Prof MPL Sastry Road

Address Line 2

Malleswaram

City/Town

Bangalore

State

Karnataka

Pin Code

560003

Institution e-mail address

mesdegreecollege@gmail.com

Contact Nos.

080-23341225/080-23417045

Name of the Head of the Institution:

Dr.M.Satyakrishna

Tel. No. with STD Code:

080-23417045- extn 201

Mobile:

9845434477

Name of the IQAC Co-ordinator:

K.M.Raghavendran

Mobile:

9341345445

IQAC e-mail address:

iqacmes@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

KACOGN10931

OR

1.4 **NAAC Executive Committee No. & Date:**
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC/51/RAR/05

1.5 Website address:

www.mesinstitutions.org.in/mesdegree

Web-link of the AQAR:

www.mesinstitutions.org.in/mesdegree/?page_id=1020

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B+	NA	2004	2004-2009
2	2nd Cycle	B	2.87	2009	2009-2014
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   15.08.2005

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

   i.   AQAR_2009-10 Submitted to NAAC on 08-04-2011
   ii. AQAR_2009-10 Submitted to NAAC on 12-05-2012
   iii. AQAR_2009-10 Submitted to NAAC on August 2012
   iv. AQAR_2009-10 Submitted to NAAC on 10-10-2013
   v.   AQAR_2009-10 Submitted to NAAC on 26-06-2014

1.9 Institutional Status

University	State	NA	Central	NA	Deemed	NA	Private	NA

Affiliated College   Yes ☑   No ☐

Constituent College   Yes ☐   No ☑

Autonomous college of UGC   Yes ☐   No ☑

Regulatory Agency approved Institution   UGC

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

Type of Institution   Co-education ☑   Men ☐   Women ☐

Urban ☑   Rural ☐   Tribal ☐

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

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

1.10 Type of Faculty/Programme

Arts ☑   Science ☑   Commerce ☑   Law ☒   PEI (Phys Ed) ☒

TEI (Edu) ☒   Engineering ☒   Health Science ☒   Management ☒

Others   (Specify)   . Post Graduation in Mathematics and Kannada

Research Centre in Applied Mathematics and Kannada

1.11 Name of the Affiliating University *(for the Colleges)*   Bangalore University

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

Autonomy by State/Central Govt. / University   ☒

University with Potential for Excellence ☒ UGC-CPE ☒ DST Star Scheme ☒ UGC-CE ☒

UGC-Special Assistance Programme ☒   DST-FIST ☒

UGC-Innovative PG programmes ☒   Any other (*Specify*)

UGC-COP Programmes ☒

1(i) PG Department of Mathematics is recognised as Centre for Innovative Science Education by Govt. of Karnataka (Department of IT/BT)(ii) PG Department of Mathematics is a recognised Research Centre in Applied Mathematics of BUB 2. PG Department of Kannada is a recognised Research Centre of BUB

2. IQAC Composition and Activities

2.1 No. of Teachers | 09 |

2.2 No. of Administrative/Technical staff | 02 |

2.3 No. of students | 05 |

2.4 No. of Management representatives | 02 |

2.5 No. of Alumni | NIL |

2.6 No. of any other stakeholder and | NIL |

   community representatives

2.7 No. of Employers/ Industrialists | 01 |

2.8 No. of other External Experts | NIL |

2.9 Total No. of members | 19 |

2.10 No. of IQAC meetings held | 17 |

2.11 No. of meetings with various stakeholders Faculty | 09 | Non-Teaching Staff | 03 |

   Students | 04 | Alumni | 01 | Others (parents) | 01 |

2.12 Has IQAC received any funding from UGC during the year?   Yes ☑   No ☐

   If yes, mention the amount | 3 Lakhs |

2.13 Seminars and Conferences (only quality related)

   (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

   Total Nos. | 02 | International | Nil | National | NIL | State | 01 | Institution Level | 01 |

(ii) Themes	➢ Innovations and Best Practices in Higher Education ➢ Quality Gap Analysis

2.14 Significant Activities and contributions made by IQAC

1. LOI submission for Third cycle of accreditation filed.
2. SSR for third cycle of Accreditation prepared and submitted to NAAC.
3. Redesigning College Prospectus.
4. Guidelines for disbursement of financial aid to needy students through *AKANKSHA* streamlined and formalised.
5. Planning and conduct of student council elections.
6. Guided departments in bringing out Practical Manuals
7. Evolved Uniform Guidelines for Internal Assessment for all departments.

8. Evolved guidelines for the Internal assessment of co-curricular and extracurricular activities under Choice Based Credit System of Bangalore University

9. Conducted a workshop for Staff of MES Institutions on website maintenance and a website maintenance protocol brought out.

10. Redesigned the Mentors diary.

11. Redesigned the stake holders survey form for Students and Alumni and survey conducted.

12. Conducted a satisfaction survey for non-teaching staff.

13. Orientation programme conducted for students, teaching and non-teaching staff on NAAC 3rd Cycle of Accreditation and preparation for peer team visit.

14. Conducted a survey on ICT awareness and scope for faculty.

15. Conducted an Internal Academic Audit.

16. Conducted a State Level Workshop on "Innovations and Best " in Higher Education.

17. Conducted an Institutional Quality Gap Analysis and SWOC.

18. Infrastructure needs identified and addressed in consultatation with the Management.

19. ICT needs of the departments, office and Library identified and addressed.

20. IQAC Library established.

21. Guided two departments to bring out their newsletter.s

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the year (June 2014-May 2015)

Areas identified	Objectives	Process	Out come
Curriculum/ Teaching and Learning	1.To Obtain feedback on Curriculum from present students/alumni	1. As part of the stake holders' feedback, a couple of questions on curriculum included in student and alumni feedback.	1. Feedback on CBCS obtained from present students and alumni.
	2.To Evolve Uniform Guidelines for Co-Curricular and Extracurricular Activities as per CBCS directions of Bangalore University	2.Interaction with all the faculty/and brainstorming sessions for enhancement of quality in Teaching-Learning.	2. Uniform guidelines for internal assessment evolved and are being followed from this semester. Template for IA for CC&EC activities put in place.
	3.To Guide the departments in bringing out Laboratory Manual	3.Interactions with the concerned departments	3. UG Physics & Mathematics department have availed the help from IQAC to bring out the laboratory manuals.
	4.To guide the departments in bringing out the proceedings of the workshop and seminars they have conducted	4.Interactions with the concerned departments	4.Proceedings of the National level Student seminar on "Research for Beginners" completed for submission to UGC.
	5.To Increase the number of Books under "*Sankalpa*" in Library	5.Interactions with the Librarian	5. The number of Books increased from 14 to 104
	6.To Continue the NSDC Star programme offered by GOI and streamline the procedure	6.Very Successfully conducted a skill development programme on "IT Help Desk"	6. MOU signed with 'Tholons' for skill development training of students.
Infrastructure and Learning resources	1.To Identify Infrastructure requirements before NAAC peer team Visit	1.Interaction with the departments, Library, office, and management to identify requirements and seek approval from GB/management to carry out the same	1.Several infrastructure repairs and renovation have been completed and others are in progress.

	2.To Face lift to NCC/NSS rooms and Canteen 3.To provide Infrastructure for Library of PG department of Kannada department	2. Interaction with NCC/NSS officers to identify requirements. 3. Interaction with Coordinator of PG Kannada department	2. Face lift to NSS and SS rooms and renovation of Canteen completed 3. Cupboards to store and display books in the library of PG department of Kannada provided
Enhancement of Quality	1.To Formalise the Student members of IQAC and involve them in all IQAC activities 2.To is to Conduct an Institutional Quality Gap Analysis(QGA) and SWOC analysis regarding Preparedness for NAAC 3. To Organise a Quality Related State level Workshop. 4.To Establish an IQAC Library 5.To Draft the Perspective plan of the college	1.Students from UG(3) and PG(2) identified and formally inducted them into IQAC with formal letters. 2. Interaction with Secretary (Academics) for the guidance and , of the whole programme. Holding briefing sessions for the staff. 3. Brainstorming sessions in IQAC and Interaction with Secretary (Academics) for guidance and Planning,. 4.Identification books and material related to quality in HEI form NAAC and other sources and build a reference Library 5.A team of teachers under the IQAC coordinator was formed and meetings were held to discuss and evolve the plan .Inputs were sought from all the staff. Later the plan was discussed withsecretary(academics) to fine tune the plan	1. The student members have helped coordinate all the activities involving students and have been actively taking part in all IQAC initiatives 2. QGAConducted. Staffs are now aware of the quality gaps. The outcome of the analysis has been a source for the preparation of the quality manual 3. One day State level workshop on "Innovations and Best Practices in Higher Education" organised. Over 100 Participants including 30 from various colleges from across the state. Awareness about Innovative and Best practices followed in HEI spread among teachers. 4.IQAC Library has been started with a small collection of NAAC publication and our own reports and proceedings. It has been well received by the staff. 5. A Perspective plan of the college is in place.

Areas identified	Objectives	Process	Out come
Preparation and Orientation toward NAAC Reaccreditation and Peer team visit	1. To Co-ordinate the Preparation of SSR.	1. Formation of various teams for the preparation of each criterion. Teams to present initial draft to all faculty & IQAC. Suggestions to be incorporated and revised draft to be sent to IQAC. The revised draft to be discussed with secretary academics for inputs and the final document to be written.	1. The SSR was prepared and submitted to NAAC for third cycle of Reaccreditation.
	2.To Conduct Orientation to new students and creating awareness about Reaccreditation among them	2 Oral/PPT presentations during orientations programme to new students about NAAC and reaccreditation process were made. Separate class to class visit by IQAC members to enlighten the students was undertaken	2. Students are now aware about the process of reaccreditation and their role during peer team visit.The process will continue leading up to peer team visit
	3. To Enlighten the III and V semester students about NAAC and their role in it.	3.Oral/PPT presentations to all the sections of BA/B.Sc and B.Com were made by IQAC coordinator and members. In addition ori class to class visit by IQAC members was undertaken to enlighten the students about NAAC	3. Students are aware about the process of reaccreditation and their role during peer team visit. The process will continue leading up to peer team visit
	4. To Hold an orientation session for Non-Teaching staff regarding NAAC and their role in the preparation for the same. Also conduct a	4. A half a day session was conducted for the non teaching staff in which IQAC Coordinator made a presentation on	4. Non-teaching staff were completely involved in the preparation of SSR and are now aware of the whole process of NAAC reaccreditation.

	satisfaction survey for the non teaching staff.	accreditation process and the role of office in lending a helping hand in preparation of SSR as well as preparedness of office during peer team visit. Also the teaching and non-teaching staffs were addressed by President, secretary (academic)/ secretary (Adm) regarding NAAC. Secretary (Academics) also gave a presentation on how to prepare and showcase the Institution during the peer team visit	A satisfaction survey for non-teaching staff was conducted.
	5. Revise the stake holders survey forms for students and Alumni and conduct Stake holders Survey of Students/ Alumni / Parents / Teachers.	5.Revision of stake survey forms by IQAC by holding discussions with faculty and conduct the stake holders survey for the present II and II year students and the students who passed out in 2013	5. Stake holders survey for students and alumni was conducted.
ICT Related	1. Identify ICT equipment needed by different departments/office to facilitate ICT enabled teaching and learning as well as, for efficient functioning	1.Interaction with department to find their requirement and address the issue on a priority basis	1.Several departments, office, were provided with PC, laptops, printers, LCD projectors, Barcode reader, Antivirus software etc. All the teachers are now using computers for teaching.
	2. To Conduct a training session to selected staff members form various Institutions under MES regarding web site maintenance and bringing out a website maintence protocol.	2.Coordination with the website developer to conduct a training session for selected staff of MES institutions to help them update their Institutional website. IQAC to develop the training manual	2.Selected staff from all the Institutions under MES trained on website maintenance and an website maintenance protocol brought out for internal circulation

	3.To Interact with "IPOMO" the vendor for mobile attendance marking system for students to explore the possibility of creating digital space in server for posting notes etc by Staff	3.Interact with "IPOMO" officials.	3.Digital Space called "Room" created by "IPOMO". Teachers and Library staff have started using the space to post lecture material, notes, information about events etc.
	Conduct training for the staff on the use of Smart board as a follow up to the survey conducted last year to ascertain the ICT competence levels of staff.	A half day training in the use of smart board was conducted by IQAC. A survey on the awareness level of faculty about ICT methods of teaching and learning was conducted	A couple of teachers are regularly using smart board in their class to teach. Deficiencies in awareness about ICT used for teaching and learning, online material available for teaching, information about online courses, MOOCs were identifies. IQAC is planning a one day programme for teachers to create awareness about these.

2.15 Whether the AQAR was placed in statutory body   Yes ☑   No ☐

Management ☒   Syndicate ☒   Any other body   ✓ **Governing Body**

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	01	-	01	
PG	02	-	02	
UG	3	-	11(5+5+1)*	
PG Diploma	-	-		
Advanced Diploma	-	-		
Diploma		-		
Certificate	02	-	01	
Others		-		03
Total	08	-	15	03

Interdisciplinary				
Innovative				

Note: * 1. 9 combinations in B.Sc (UG) Programme out of which 5 combinations are self-financed
5 combinations in B.A (UG) Programme out of which 5 combinations are self-financed
The college offers self-financed B.Com in addition to B.Com Aided Course

The numbers of self-financing programmes are out of the total number of programmes indicated in column 2 above. The three Value added courses are interdisciplinary and self financed

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

Pattern	Number of Programmes
Semester	05
Trimester	None
Annual	None

* 2014 onwards the University has shifted to CBCS scheme

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

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

Please provide an analysis of the feedback in the Annexure (**Enclosed : Refer Annexure**)

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

Since the college is affiliated to the Bangalore University and bound to follow the university syllabi designed by respective board of studies. Choice Based Credit System is introduced for the year 2014-15 and Post-Graduate and Under Graduate syllabus have been revised .accordingly

UnderGraduate Course: Durations of the undergraduate programmes shall extend over FOUR semesters (TWO academic years) for the Associate Degree (Advance Diploma), SIX semesters (Three academic years) for the regular Bachelors Degree. Each semester shall be of 90 working days.

PostGraduation: The duration of the Post-graduate programmes shall extend over 4 semesters (two academic years) of 16 weeks or more each with a minimum of 90 actual working days of instruction in each semester and The present post-graduate programmes in subjects have been restructured to have exit option with the honours degrees in the subjects at the end of first year of the postgraduate programmes, provided the student has studied that subject in all the three years of the undergraduate or the integrated programmes. The successful completion of the second-year of the post-graduate programmes would lead to Masters Degrees in the subjects.

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

PG Department of Kannada has been recognised as a Research Centre by Bangalore University from April 2015.

Criterion – II

2. Teaching- Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
Aided 45* Management 54	13	32	-	-

*out of the **45** permanent staff ,**05** staff members originally appointed in MES Degree College have been redeployed to other government/government aided colleges while **04** staff members from other colleges have been redeployed to MES Degree College

2.2 No. of permanent faculty with Ph.D.   21   (16 Aided +5 Mgt)

[Also out of the 12 Guest/Visiting Faculty **11** are Ph.D. Holders]

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
						02		02	

2.4 No. of Guest and Visiting faculty and Temporary f | Guest(02) | Visiting(10) | Temporary(One) |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		38	01
Presented papers	06	14	03
Resource Persons			09

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

> ➢ Training students in enacting Mock parliament session.
>
> ➢ Case enactment
>
> ➢ Yoga and short duration meditation
>
> ➢ Photographing slides of plant specimens
>
> ➢ Screening of films on themes related to the content of the syllabus.
>
> ➢ Course website developed and maintained

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

180

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

N/A as the institution follows
the norms of the affiliating
Bangalore University

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

BOS-12   Curriculum Development-

2.10 Average percentage of attendance of students

77.5%

2.11 Course/Programme wise   distribution of pass percentage:
{University Declares only I/II and Pass Class (which is below II Class)}

B.COM							
SEMESTER	MONTH /YEAR	Total no. of students appeared	Division				
			Distinction %	I %	II %	III %	Pass %
I	Jan/2015	384	NA	67.5	4.7	NIL	72.2
II	May/2014	293	NA	43.3	14.7	3.8	61.8
III	Jan/2015	287	NA	46.7	22	6.1	74.9
IV	May/2014	188	NA	68.1	19.1	4.3	91.5
V	Jan/2015	187	NA	75.4	11.2	3.7	90.3
VI	May/2014	180	NA	86.7	8.3	2.2	97.2

B.A							
SEMESTER	MONTH /YEAR	Total no. of students appeared	Division				
			Distinction %	I %	II %	III %	Pass %
I	Jan/2015	96	NA	28.1	7.3	Nil	35.4
II	May/2014	60	NA	33.3	15	3.3	51.6
III	Jan/2015	59	NA	35.6	30.5	1.2	67.3
IV	May/2014	76	NA	39.5	18.4	5.3	63.2
V	Jan/2015	77	NA	41.6	24.7	6.5	72.8
VI	May/2014	80	NA	55	23.8	7.5	86.3

B.Sc							
SEMESTER	MONTH /YEAR	Total no. of students appeared	Division				
			Distinction %	I %	II %	III %	Pass %
I	Jan/2015	284	Result Not declared by University				
II	May/2014	305	NA	50.8	11.2	0.6	62.6
III	Jan/2015	296	NA	43.6	16.2	3.4	63.2
IV	May/2014	185	NA	50.3	14.6	2.2	67.1
V	Jan/2015	184	NA	53.3	10.9	0.5	64.7
VI	May/2014	201	NA	56.7	9.0	0.5	66.2

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

1. IQAC conducts orientation for the new students to appraise them about the teaching ,learning and evaluation processes adopted in the college/University as well as provide information about all learning resources available in the college.

2. IQAC Encourages teachers to adopt innovative methods of teaching and use digital resources.

3. IQAC has conducted an Internal Academic audit

3. IQAC Encourages teachers to adopt student centric teaching/Learning and evaluation methods like

a) Student Seminar

b) Student Project

c) Develop Course Website/Post Learning material on Digital Space("Rooms" of   IPOMO)

d) Teaching on a one to one basis during Lab sessions

4. IQAC helps the academic committee and HOI in the preparation of the academic calendar.

5. IQAC conducts skill development training like use of smart board to faculty

6. IQAC organises workshops on effective and innovative teaching practices.

7. IQAC designs feedback forms for various stake holders including student appraisal to help teachers and Departments know their strengths and weakness

8. IQAC fixes the time table for pre-final and practical tests in consultation with different departments.

9. IQAC has developed uniform guidelines for IA in various core/non-Core, Co-curricular and Extracurricular activities as per the requirement of Bangalore university for the CBCS pattern.

10. IQAC in coordination with the HOI arranges periodic meetings of the H.O.D to take stock of the syllabus coverage

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	7
UGC – Faculty Improvement Programme	-
HRD programmes	04
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others (workshops/seminars/FDPs organised by Bangalore University and other affiliated college)	4

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff*	Aided(10) Mgt(23)	7(Aided)	Nil	2
Technical Staff	Mgt (1)	1	Nil	-

* Aided Staff : Clerk: 5   Peon: 5

Mgt Staff : Clerk 4   Librarian :02   Peon: 17

Criterion – III

3. Research, Consultancy and Extension

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

A Research advisory recommendation of the IQAC committee is established on the recommendation of IQAC to facilitate and monitor all research work.

The committee meets the staff to sensitize and promote research culture in the college and also organizes research related talks and dissiminates information about research proposals invited by different funding agencies like UGC, VGST etc

Based on the recommendation of the committee, research project proposals are submitted to the various agencies y the faculty.

3.2   Details regarding major projects(2014-15)

	Completed	Ongoing	Sanctioned	Submitted
Number	--	1(VGST)	--	--
Outlay in Rs. Lakhs	--	30Lakhs	--	

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3	4	3	2
Outlay in Rs. Lakhs	5.33	10.65	17.63	

3.4   Details on research publications

	International	National	Others
Peer Review Journals	3	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	07	-

3.5   Details on Impact factor of publications:

Range $\boxed{\text{0.5-3.5}}$ Average $\boxed{\text{2.5}}$ h-index $\boxed{\text{-}}$ Nos. in SCOPUS $\boxed{\text{-}}$

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2014-15	VGST	10Lakhs	10 Lakhs
Minor Projects	2014-15	UGCSWRO	3.62Lakhs	2.9 Lakhs
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-

Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	--	-
Total	-	-	13.62	12.9

3.7 No. of books published   i) With ISBN No.   ☒   Chapters in Edited Book   --

ii) Without ISBN No. | 02 | ---

3.8 No. of University Departments receiving funds from

UGC-SAP | NA | CAS | NA | DST-FIST | NA |

DPE | NA | DBT Scheme/funds | NA |

3.9 For colleges   Autonomy | -- | CPE | -- | DBT Star Scheme | -- |

INSPIRE | -- | CE | -- | Any Other (specify) | -- |

3.10 Revenue generated through consultancy | -- |

3.11 No. of conferences

Organized by the Institution

Level	International	National	State	University	College
Number	01	02	01	NIL	17
Sponsoring agencies	Self Financed	Self Financed	Self Financed		-- Self Financed

3.12 No. of faculty served as experts, chairpersons or resource persons | 15 |

3.13 No. of collaborations   International | | National | | Any other | |

3.14 No. of linkages created during this year | 03 |

3.15 Total budget for research for current year in lakhs:

From funding agency | 3.62lakhs | From Management of University/College | 6 Lakhs |

Total | 9.62 Lakhs |

3.16 No. of patents received this year

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

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

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

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

Guides | 2 | Students registered | 4 |

3.19 No. of Ph.D. awarded by faculty from the Institution* | 3 |
* Registered in Bangalore University,Bangalore

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

JRF | -- | SRF | -- | Project Fellows | 1 | Any other | -- |

3.21 No. of students Participated in NSS events:

University level | 50 | State level | --- |

National level | -- | International level | --- |

3.22 No. of students participated in NCC events:

University level | -- | State level | 34 |

National level | 20 | International level | 02 |

3.23 No. of Awards won in NSS:

University level | -- | State level | -- |

National level | -- | International level | -- |

3.24 No. of Awards won in NCC:

University level | | State level | 04 |

National level | | International level | |

3.25 No. of Extension activities organized

University forum [ ]   College forum [04]

NCC [03]   NSS [08]   Any other [ ]

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

Activities by Departments/Institution

1. Programmes to create awareness about the need to save environment like use of unpainted Ganesha made of clay, awareness on lead poisoning, through street play and Procession through the streets of Malleswaram undertaken in August 2014.

2. 500 saplings were planted at Kannur a village at the outskirts of Bangalore by the volunteers of NSS and students of the college on February 8th 2015.Ths endeavour termed 'Lakshya' is planned to ne an annual event.

3. The sociology department conducted a student project on Nagavara Slum to study the problems faced by people in the slums.

4. The sociology department also organised a student visit to Sadahalli to educate the village/slum nearby about the importance of education and motivate children to attend school under the banner 'SANSKAR JYOTHI'

5. Financial Assistance to the poor and needy students to pursue higher education in the college through Akanksha- A faculty Initiative (Rs2.45 lakhs to 32 Students) and through Student welfare scheme an Alumni-and Management venture (Rs1.96 Lakhs to 56 students).

6. Midday meal scheme (Nutritional Supplement) for students to the tune of Rs 5.1 lakhs benefitting 131 students

Activities by NSS and NCC

1. Blood Donation camps organised by NSS on 04-03-2015. 139 units of blood were collected.

2. NSS volunteer visited Snehadeep Academy for Blind, Bengaluru on 04-03-2015. The volunteers provided financial help to the academy.

3. Four one day camps to villages around Bengaluru were organised by NSS where the students educated the villagers about cleanness and importance of literacy.

4.One 7 day camp was organised b NSS at Byalakere a village in Nelamangala taluk where legal awareness programme was conducted by faculty members Ms Vidya and Ms Rekha Nayak, besides road cleaning activities taken up by Volunteers.

5. NSS volunteers lent a helping hand in laying of steps at Siddaragatta , a hillock neat Tumkur to help the people have an easy access to a temple on top of the hillock.

6. A group of Ex -NSS Volunteers of the college have formed an NGO called 'Joining the Dots Foundation' to help provide financial assistance and counselling to students from rural background to pursue education. The NSS unit of the college has formed a linkage with the NGO to provide help to needy and meritorious students coming from rural Background who are also NSS volunteers.

7. 35 NCC students accompanied by the NCC officer Lt. Arun Kumar and two other staff members went on a cycle expedition from Bengaluru to K.G. F covering a distance of 250KM on 4,5,6th January 2015 spreading the message of cleanness as part of the Prime Minister's Swach Bharath Abhiyan Programme. The expedition was flagged off by the Hon. Governor of Karnataka Sri Vaju Bhai Vala.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	2600 Sq.m	-	-	4650 Sq.mts
Class rooms	21	-	-	21
Laboratories	12	-	-	12
Seminar Halls	01+01(AV room)	03(class rooms converted to AV rooms)	Mgt	05
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	-	-	-	
Value of the equipment purchased during the year (Rs. in Lakhs)	3.00	-	Mgt+UGC	3.00
Others		PG Kannada Library Labs/Renovation ofBotony/Zoology/PhysicsLabs/Museum in Botony lab/Renovation of roof top garden/rest rooms	Mgt	29.5

4.2 Computerization of administration and library

> ➤ All the computers in the office are networked.
> ➤ Collection of fee, maintenance of account including salaries, all examination related work is fully computerised.
> ➤ The college has a 2TB Network storage device on which the office staff share their information which can be accessed by the principal 24/7.
> ➤ All computers in the college are connected through LAN.
> ➤ Library ids fully computerised, equipped with "EasyLiB Software" Library Mangement system.
> ➤ Library offers free internet access to staff and students.
> ➤ All departments and staff rooms have internet access.
> ➤ The college is Wi-Fi enabled.
> ➤ The college subscribes to INFLIBNET services through which over 60,000 e-Books and 4000 e-Journals can be accessed by the staff through the NList Programme

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value(lacs)	No.	Value(Rs)	No.	Value (Lacs)
Text Books	43673	25.5	303	28,037	43,976	25.7
Reference Books	3666	9.88	65	67322	3732	10.55
e-Books	INFLIBNET Services Available					
Journals	17	Rs12,525	14	Rs27525	31	Rs 40100
e-Journals	Available through INFLIBNET/NList Services					
Digital Database	-	-	-	-	-	-
CD & Video	194	Rs 31436	32	4268	226	Rs 35,704
Others (specify)	Sankalpa 14 Books	Rs 5000	90	Rs14304	104	Rs19,304

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	148 Desktops 63NComputing Systems 11Laptops	7	212	Library1	-	6	149+ 63 N Comp	1
Added	6DT + 2 Laptops	-	-		-	-	-	1IBM Server/2TB Storage device NME connection
Total	154 DT/63N Comp sys /13 Laptops	7	212	1	-	6	154+63 NComp	5

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

> IQAC took the following initiatives
>
> - ➢ Selected staff from MES institutions trained in website maintenance Website maintenance protocol brought out.
>
> - ➢ Programme on smart board usage conducted.
>
> - ➢ ICT awareness survey conducted.
>
> - ➢ Material on Mobile attendance maintenance and use of digital space for posting notes prepared and shared with faculty

4.6 Amount spent on maintenance in lakhs :

i) ICT | 1

ii) Campus Infrastructure and facilities | 2

iii) Equipments | 2

iv) Others | -

Total : | 5

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> IQAC organized the following programs to enhance awareness about student support services:
> - During Admission Counselling the student support systems are explained to student and parents
> - Orientation programmes for all the students admitted to make them familiar with the various student support systems are conducted.
> - Updates on Website
> - Notices displayed in various Notice board and Signage
> - Provision of student support services are discussed with parents during Parent teacher meetings by class teachers/mentors

5.2 Efforts made by the institution for tracking the progression

> - Tests and assignments given and evaluated as part of IA which also serves to keep track of student progress
> - Result analysis at departmental level and counselling.
> - Remedial classes
> - Mentoring system to track the progress of the students
> - A feedback from alumni is taken to track their progress
> - To track the progress of co-curricular and extracurricular activities of UG students who have enrolled in the current year for the CBCS scheme students have been grouped under various departments who track and monitor their activities (50 marks is awarded in the new CBCS pattern as IA)

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1884	85	05	--

(b) No. of students outside the state

15

(c) No. of international students

Nil

Men

Course	No	%
UG	766	40.7
PG	36	42.4

Women

Course	No	%
UG	1118	59.3
PG	49	.57.6

Last Year 2013-14						This Year 2014-15					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
UG-866	148	27	609	03	1650	896	196	31	761	00	1884
PG-19	15	03	61	00	98	23	15	00	47	00	85

Demand ratio

Course	Demand Ratio
BA	1:1
B.Sc	1:1
B.Com	7:1
PG(Maths)	4:1
PG(Kannada)	1:1

Dropout   UG 14%   PG 7%

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

- ➢ College has a tie up with Samvit academy for coaching for CA/CPT exam
- ➢ PG Maths department conduct coaching for NET/SLET.
- ➢ Institute of Probationary Banking Services (IPBS) exam orientation for BA/B.Sc students organised by the department of Economics
- ➢ Latest books for Preparation towards Competitive exams purchased by the Library

No. of students beneficiaries   250

Date	Company	Recourse Person
16-9-2014	Ernst & Young	Mr. Sateesh Bhagyaraj, HR Mr. Arun Ramasubramaniam, Senoir Manager , Assurance team Ms Preethi. M. , Manager, Tax Team
07-01-2015	TCS	Mr. Anirudh and Mr Madhurima, HR
08-1-2015	IBM	Ms Padmaja, Asst Manager, Recruitment
09-01-2015	9 to 6 Consultants (for Northern Trust)	Mr. Krishnan
19-01-2015	Amazon	Mr. James, HR
11-02-2015	Mphasis	Ms. Bhavani, HR Mr. Ramesh, Director Operations
13-02-2015	Concentrix	Mr. Ramesh Babu, HR Ms. Kamalika

16-02-2015	Unisys 04	Ms. Sharmila, Manager Operations Mr. 04 Recruitment Co --	t	--
20-02-2015	Karur Vysya Bank	Mr. Srinivasan, DGM		

5.5 No. of students qualified in these examinations

NET　　　　　　　SET/SLET　　　　　GATE　　　　　CAT

IAS/IPS etc [--]　　　State PSC [--]　　UPSC [--]　　Others [--]

5.6 Details of student counselling and career guidance

Three faculty members, who are professionally trained student counsellors ,counsel the student's on a need basis.

The pre-placement and placement cells organise pre-placement training programme and career guidance programs by organizations/companies and Alumni.

Pre placement Talks and Recruitment drives by Companies

No. of students benefitted

Counselling -15　　　　　Career Guidance- 768   Placement- 94 (in Campus)　Pooled Campus- 15

5.7 Details of campus placement

Sl.no	Name of the company	Date of Recruitment	Stream	No. of students participated	No. of students Short listed (Penultimate round)	**No. of students selected**
1	Ernst and Young	16.9.14	B.Com B.Sc	122 45	48	Tax analyst – 02 Assurance – 05 EMS – 02
2	SAP Labs	26.9.14	B.Sc	19	3	Nil
3	IBM	08.1.15	B.Com B.Sc	42 26	6 01	04 01
4	TCS	12.1.15	B.Com B.Sc	103 30	51 15	37 07

			B.A	03	Nil	Nil
5	COPAL AMBA RESEARCH	13.1.15	B.Com	76	10	Nil
6	AMAZON	19.1.15	B.Com	40	04	01
			B.Sc	43	Nil	Nil
7	Northern Trust	23.1.15	B.Com	48	23	05
8	MPhasis	11.2.15	B.Com	55	20	11
			B.Sc	09	04	01
9	Concentrix	13.2.15	B.Com	30	18	13
			B.Sc	16	08	03
10	Unisys	16.2.15	B.Sc	47	04	02
11	Karur Vysya Bank	27.3.2015	B.Sc	05	-	02
			B.Com	09		04

Pooled Campus Recruitment (B.Sc stream)

Sl.no	Name of the company	Date	Place of Recruitment	No. of students shortlisted (Penultimate round)	No. of students selected
1	Tech Mahindra	7.1.014	Ammani College	04	01
2	Infosys	3.12.14	Ammani College	14	09
3	Cognizant	5.12.14	Ammani College	04	02
4	EMC[2]	10.1.15	Ammani College	02	Nil
5	Wipro	20.1.15	Ammani College	03	02

			City College		
		22.1.15		02	01

5.8 Details of gender sensitization programmes

> The Women's Cell of the college along with the Psychology Department organised 'Role Play' an interactive theatre approach was conducted for gender related issues by Manisha, Trainer Enfold- An NGO.

5.9 Students Activities

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

    State/ University level   52   National level   06   International level   --

    No. of students participated in cultural events

    State/ University level   125   National level   --   International level   --

    5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level   8   National level   5   International level

Cultural: State/ University level   40   National level   -   International level   -

5.10 Scholarships and Financial Support

	Number of students	Amount(Rs)
Financial support from institution	15	1,37000
Financial support from government	148*	9,63,920
Financial support from other sources (a) Akanksha** (b) Student welfare fund***	(a) 32 (b) 56	(a) 2,45000 (b)1,96000
Number of students who received International/ National recognitions	--	--

*Another 210 students have been selected for Govt OBC scholarship for the year 2014-15. The amount has not yet been received by the college/student ** A fund generated by contribution from teaching faculty. *** A fund generated by contribution from the Alumni managed by the management

5.11   Student organised / initiatives -

Fairs   : State/ University level | 04 | National level [   ]   International level [   ]

Exhibition: State/ University level | 01 | National level [   ]   International level [   ]

5.12   No. of social initiatives undertaken by the students | 08 |

5.13 Major grievances of students (if any) redressed:

Based on the feedback from the students and Alumni through the stake holders' survey, the caterer has been changed from the academic year April 2015.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

Inspire, Invigorate, Illumine.

Mission:

Holistic Development of Human capital with a ceaseless thirst for knowledge and creativity, sensitivity towards civic responsibilities and a passion for recognizing and practicing the rich traditions and cultural heritage of our country, with a commitment to continuously improve and provide quality education at affordable cost

6.2 Does the Institution has a management Information System

General Administration

The Institution has a network storage device(2TB). All the Computers in the college are networked and information can be shared on the device publicly as well as privately. The HOI can access all the files 24/7.

Students' Attendance

Use of Mobile handsets for recording attendance and internal marks. Automated information about monthly attendance of students' generated and sent to all parents.

Communication and Interaction

Creation of an exclusive Google Group-"MES FACULTY" for effective communication and interaction between the HOI and the Faculty.

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

6.3.1 Curriculum Development

➢ Faculty participating in the BOS, syllabi framing committees and text book committees.

➢ Participating in Syllabus related workshops like discussion of Blow up

6.3.2 Teaching and Learning

> ➢ Preparing and implementation of lesson plans
> ➢ Preparing an academic calendar.
> ➢ Extensive usage of ICT-based teaching
> ➢ Conducting internal tests and giving home assignments
> ➢ Conducting pre-final tests.
> ➢ Exposing students to outdoor learning through educational and industrial trips, excursions, camps etc.
> ➢ Motivating students for research activities.
> ➢ Conduct of Workshop in Innovative methods in Teaching and Learning by IQAC

6.3.3 Examination and Evaluation

> ➢ The examination schedule of Bangalore university is displayed and communicated to all students through digital medium, electronic display and social networking
> ➢ Tests are conducted after the completion of topic / unit.
> ➢ Guidelines for IA for different subjects evolved and streamlined.
>
> ➢ Guidelines for IA for Extra Curricular and Co-Curricular activities as per CBCS evolved and implemented

6.3.4 Research and Development

> ➢ Establishing research advisory committee for inculcating a research culture
> ➢ Motivating teachers and students to take up research work
> ➢ Encouraging teachers to participate and conduct conferences/workshops/symposia
> ➢ Encouraging teachers and students to publish articles and research papers.
> ➢ Publish a research journal from the college.
> ➢ Providing financial support and study leave to teachers and students for research activities.
> ➢ Upgrading library and laboratory facilities for research.
> ➢ Encouraging teachers to procure equipment for research from research grants sanctioned.

6.3.5   Library, ICT and physical infrastructure / instrumentation

> - IQAC has helped various departments/Offfice/Library to identify ICT equipment needs and provided PC/Laptops/LCD Projectors/Printers/Barcode Scanner
> - Library offers free Internet access to students and staff
> - College is Wi-Fi enabled.
> - The college subscribes to INFLIBNET services through which over 60000 e books and journals can be accessed by staff through the NList Programme
> - All the departments of the college are provided with computers. Internet access is given to all systems in the college (College is WIFI enabled)
> - All computers in the college are networked through LAN
> - Audio-visual rooms for ICT-enabled teaching
> - All laboratories are equipped with latest and high end equipment for better learning.

6.3.6   Human Resource Management

> - Students leaders are democratically elected to form their union and organize the co-curricular and extracurricular activities
> - Class teachers are appointed to monitor the students' progress
> - Mentors are identified to counsel the students
> - Student Welfare Officers are nominated to coordinate the activities of the student union
> - Teacher and student conveners are identified to carry out the activities of various clubs/cells/committees
> - Dedicated NSS and NCC officers are selected officer was comminsed in 2015.
> - Training provided to administrative staff on better office management
> - Placement and Pre-placement cells are actively involved in training and placing students through pre placement talks, campus recruitment and pooled campus activities

6.3.7   Faculty and Staff recruitment

- No faculty position is left vacant. The management employees are recruited through well established procedures ,which includes interviews by subject experts and demonstration classes.
- Salaries offered are on par with other similar aided institutions
- Non-teaching staff are recruited whenever necessary through the process of written tests and Interviews
- Guest faculty members for both undergraduate and postgraduate levels are invited based on their experience and expertise in their respective areas of teaching.

6.3.8   Industry Interaction / Collaboration

Industrial Visits are regularly organised by various departments.
Collaboration- An MOU with "Tholons " has been signed to provide Skill development training

6.3.9   Admission of Students

The institution **ensures publicity** of its courses in the following ways:

> Announcement on the college website
> Display of banners in strategic areas of the locality
> Distribution of pamphlets at the entrance of the college
> Word of mouth publicity
> Through alumni
> Admission committees are constituted separately for Arts, Commerce and science.
> The entire process of admission is carried out in a transparent manner following the Government's roster system.
> Experienced teachers counsel the students and their parents and help them in choosing the course
> For UG Aided Courses 80% of seats are filled based on Roster system and 20% through Management Quota
> For all Self-Financed Courses 50% seats are filled on the basis of Roaster system and 50% through Management Quota
> Financial aid is extended to meritorious and needy students during admissions through Akanksha as well as through Student welfare scheme

6.4 Welfare schemes for

Teaching	Aided Staff are covered under the Government schemes including mandatory Insurance,Group Insurance,Gratutity,Family welfare fund and Pension(as per norms) Maternity, Casual,Earn leave and special leave to attend workshops, seminars etc are also given. The can also avail leave under FIP as per Government/UGC rules. The management employees have the several leave facilities like Maternity leave, Casual leave,Earn leave and OOD, they are also covered under ESI scheme, Employee Provident fund etc. In addition the college provides Clean drinking water, Canteen, Safety and security. Several Financial schemes such as Loan facilty from MES Cooperative Society/Staff welfare Fund/ESI/Insurance etc are also available. Accident Insurance scheme

Non teaching several	All the facilities extended to aided and Management Teaching staff for Leave, and financial help are available to non-Teaching staff as well
Students Students	TA/DA to sports men and women, Safe Campus With Round-The-Clock Security ,Cameras Installed in Campus Canteen, Safe Drinking Water, Student Welfare Fund/*Akanksha* Scheme for financial help Scholorships and Endowments, All Students are covered under Accident Insurance scheme

The MES Cooperative society offers Long term(Rs 2 Lakhs) and Short term Loan(Rs 0.75

Lakhs) to its members

6.5 Total corpus fund generated

Scheme	Fund(Rs in Lakhs)
Akansha	3.1
Student Welfare Fund	50
MES Staff Welfare Scheme	12.5

6.6 Whether annual financial audit has been done   ☑ Yes   ☐ No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	LIC of Bangalore University	Yes, Internal Academic Audit by IQAC has been initiated this year	
Administrative	Yes	LIC of Bangalore University	YES	Accounts of the college are audit by Professional Auditors

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes   Yes   No ☑

For PG Programmes   Yes   No ☑

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- Internal marks/grades are sent on –line
- Marks for theory and practical are recorded in OMR sheets for quick declaration of results
- The OMR marks sheets of the valued answer scripts are scanned and sent to examination section on the *same day* for further processing

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

colleges?

- The University encourages affiliated colleges to opt for autonomous status
- The colleges are encouraged to start new courses
- Additional sections have been sanctioned on need basis

6.11 Activities and support from the Alumni Association

- The alumni of the college working in diverse fields and having key positions in the society are the members of alumni association.
- Many of the alumni are teaching staff of the college.
- Some of the alumni support current students financially.
- The alumni association conducts cultural events in the college.
- The Alumni have established a SWF which has a substantial corpus.
- Alumni who are placed through college interact with current students at departmental level and during orientation to freashers as well refer the college for campus placements.
- They also inform the placement cell about placement drives in their companies .
- Alumni who were NSS Volunteers and NCC cadets volunteer their services during the activities of NSS and NCC

6.12 Activities and support from the Parent – Teacher Association

A formal PTA is planned to be established

6.13 Development programmes for support staff

The support staff plays an important role in the development of the institution.
Some of the activities are :
- Interaction with professional counsellor arranged for all support staff.
- Training programmes for personality development conducted
- Training in office administration/accounting procedures

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

- Roof top botanical /medicinal garden and potted plants maintained in the campus
- Rain water harvesting
- E-waste bins placed in strategic points

Criterion – VII

7. <u>Innovations and Best Practices</u>

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

- Novel method of electing students' union continued
- Google group "MESFACULTY" to facilitate easy and effective method of communication between faculty and principal – a forum for free and open discussion
- Students are counselled by experienced teachers to help them select suitable course during admission
---

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

Plan of Action	ATR
More teachers and Students to take up research	The number of student projects have increased with students of departments of Sociology, Commerce, Zoology, etc taking research projects
	Small projects as part of cocurricular and extra curricular activities have been taken by students
Conduct Academic and administrative audit	Internal Academic audit conducted for all departments.
Conduct stake holders survey	Stake holders survey conducted for the students and Alumni of 2013/2014 Batch
Conduct a quality related workshop by IQAC	A state level workshop on "Innovations and Best Practices in Higher education" was organised by IQAC during Sep 2014. 120 faculty members participated.

7.3 Give two Best Practices of the institution

1.(A) Akanksha and. (B)Pre-Admission Counselling of Students during Admission

2. Student welfare Scheme

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

7.4 Contribution to environmental awareness / protection

> - The college runs an Eco Ganesha Campaign where the students and the public at large are educated on the ill effects of Lead Poisoning of Lakes and water bodies through painted Ganesha.
> - Programmes such as "make and take" clay Ganesha, street plays, ecoganesha jatha and processions for awareness are annually organised.
> - All the electronic waste is segregated and disposed. E-waste bins are placed at strategic locations.
> - Participated in Swatch Bharath Abhiyan by organising cycle expedition and creating awareness in Villages and Slums by NCC,NSS volunteers and students

7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

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

SWOC	
Two identified **Strengths** From SWOC Analysis	- Highly transparent student admissions catering to diversity, access, and equity, without any expectations of donations or capitation fee, but purely based on merit and social inclusion. - The institution is known for its rich teaching-learning environment, through a healthy mix of very senior, experienced and reputed senior-level teachers and highly motivated and enthusiastic younger teachers, to provide a blend of formal academic training with value education, and exposure to the rich Indian traditions, culture and heritage.
Two identified **Weakness** From SWOC Analysis	- Space constraint due to the location of the institution in a central/residential area of the city as also the sharing of the premises with the pre-university college. - A constant fear of redeployment of experienced/aided staff for want of workload especially due to the fall in demand for certain combinations of science and humanities courses.
Two identified **Opportunities** from SWOC Analysis	- To take advantage of the proximity to premier institutions such as Indian Institute of Science, Wood Science Research Institute, University of Agricultural Sciences, National Centre for Biological Studies, M.S. Ramaiah University of applied Sciences and such others, to have academic/research collaborations. - To involve the illustrious pool of Alumni to spearhead strong academic and research endeavours in the institution.
Two identified **Challenges** from SWOC	- To improve student admissions for the 'not in demand' combinations of science and humanity courses. - To seek expansion of infrastructure and space, commensurate with the institutional aspirations of achieving the listed opportunities.

8. Plans of institution for next year

Publish a research journal from the college
Conduct administrative audit and environmental audit
Establish a parent-teacher association
Feedback from Parents/Employers trainers and recruiters to be formalised

Name K.M.Raghavendran

Name Dr.M.Satyakrishna

Signature of the Coordinator, IQAC
Prof. K.M. RAGHAVENDRAN
IQAC Coordinator
M.E.S. Degree College of Arts, Commerce & Science
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Signature of the Chairperson, IQAC
Principal
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Abbreviations:

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

****

Name   K.M.Raghavendran   *Name Dr.M.Satyakrishna*

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

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Abbreviations:

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

****

(Annexure-i)
Best Practice -1

PREAMBLE

Ever since its inception, the institution / college has, under the guidance and encouragement of its enlightened founders, striven to give the best possible nurture and education to all the students who enter its portals. A holistic, balanced growth and development of the students has always been a priority and all the programmes and activities are planned and executed keeping the welfare and well-being of the students as the main focus these programmes the enable and empower the students form the time they get in to the college has a freshers / novices till they graduate and leave the college has as confident, sensitive citizens of the country. Amongst the many best / good practices like the Morning Prayer / Assembly, Pre-admission Counselling, Student Association Elections, NSS, NCC, TQM Sessions Environment Awareness drives, Ethnic Day Celebration, Counselling Centrism Stakeholders survey. Pre-admission counselling, *Akanksha* and the student Welfare Fund, three of the best practice have been elaborated upon here.

Best Practice – 1 (A):

Pre-admission counselling - a faculty initiative

1 (A) Pre-Admission Counselling: *Providing guidance and assistance to students and parents seeking admissions to BA/B.Sc courses in the college.*

Goal:

- The objective of this practice is to create a conducive atmosphere for students seeking admissions, to Arts and Science by providing an opportunity to interact with the faculty, to learn about the courses, programmes and facilities offered in the under-graduate programmes, and help the students to select the right choice of three-core subject combinations based on their aptitude and aspirations.

- This also provides a three-way interaction between students, parents and faculty.

The Context:

The need for information of the students seeking admissions in the college stimulated this initiative. About five years ago, it was noticed that students, some of them first generation college-goers, had very little information about the courses and programmes that the college offered in arts and science It was observed by the teachers during their interactions with some of the students who joined these courses, that they had made their choices quite arbitrarily and had no clue about the scope and value of these courses. It was then decided to establish Help Desks at the time of admissions in order to assist students to choose the courses of their choice, with adequate information about the subjects and their scope. This practice has been in existence since 2009 in a more organized manner than in the past.

The Practice:

The Admission Committee, comprising Heads of Departments of science and arts departments and senior faculty members, under the guidance of the Principal, holds meetings ahead of the admissions and plans out strategies that will benefit students. A senior teacher is nominated as coordinator of the counselling desks. Counselling teams are formed involving all the faculty members and time table is drawn. During the counseling, parents and students are informed about the courses and programmes and their scope. Students are also informed about the various Add-on Certificate courses conducted in the college. Information about the various activities, both academic and cultural as well as the different facilities available such as scholarships, endowments, Akanksha is also given.

- The Admission committee, under the guidance of the Principal, plans out the Counselling process, much before the admissions.
- A review of the previous year's counselling process is done. Changes and improvements are discussed for implementation.
- A timetable is drawn so that all the teachers are involved.
- Banners and posters are displayed at strategic points in the college to enable students to peruse them and make their choices.
- Charts of Placements are displayed to showcase the job prospects.
- Charts of fee structures are displayed for the benefit of the students.
- Counselling is always done on a one-to-one basis, giving students and their parents ample, time to clarify their queries.
- Feedback is taken from the students about the counselling process for suitable follow-up action.

Evidence of Success:

The practice of Counselling came into existence in 2009 and continues till-date. This 3-way interaction between students, parents and faculty has been beneficial for all the three stakeholders. The counselling process gives them an opportunity to make the right choices and they go back reassured and satisfied. The faculty members not only counsel the students on the courses, but also about the Placements and scope for further studies. The counselling has also increased the flagging strength of conventional pure science combinations like PCM and CBZ. The combination BZPy was introduced in 2009. Counselling has helped increase the admissions from Nil in the first year to 32 in 2013-14.

Number of students	2010-11	2011-12	2012-13	2013-14	2014-15
BZPy	13	16	18	32	16
CBZ	46	57	39	73	65
PCM	47	58	44	72	73

Problems Encountered and Resources required:

Although the counselling process is providing the assistance and guidance that the students are seeking at a very crucial point in their lives, there are a few challenges too.

- As the admissions process coincides with University examinations the conduct of admission programme is also challenging.

- The Degree admissions invariably take place simultaneously with the P.U. admissions and the limited space available there is always a space crunch.

- A specially designated place or room with adequate infra-structure could make the Counselling more effective.

Information Relevant and important to the reader for adopting the Best Practice:

The Pre-Admission counselling for students is the brainchild of the faculty members who have been involved in the Admission process for many years. The changing trends in the academic needs of the students and the globalized scenario of job opportunities have set the teachers thinking about how best they could enable and empower the student at this significant juncture in their lives. These early interactions with students opens up windows for the teachers into the varied backgrounds ,academic, psychological and social needs of the students and paves the way for a more fruitful teaching-learning experience for both stake-holders. Pre-Counseling has enhanced the quality of the intake.

Best Practice – 1 (B):

1 (B) *Akanksha: Faculty initiative to enable and empower economically-challenged aspirants.*

Goal:

The objective of this practice is to provide need based financial assistance to students who are academically driven but cannot afford the fee. This assistance provides students, the much required encouragement and motivation to pursue their studies without interruption.

The Context:

The uniqueness of this practice is that it has evolved out of the collective thinking of the teachers of the college. It was noticed during admissions to the B.A, B.Sc. and B.Com courses that many meritorious students were first generation learners and expressed their inability to pay the fee even in instalments because of their low economic background. During one of the Staff Association meetings, the idea of teachers contributing a small amount every month towards the financial support for the students was suggested and it was unanimously accepted. Thus was born '*Akanksha*', to help students accomplish their aspirations, which indeed is a ray of hope for such students to pursue their studies without hindrance.

The Practice:

Teachers voluntarily contribute on a monthly basis to *'Akanksha'* and this is done through the ECS system at the SBM, M.E.S College branch, Malleshwaram. With these contributions a corpus fund has been created over the years. During the time of admissions, while teachers counsel students about the various courses and programmes offered by the college, information about *'Akanksha'*is also shared with them. The beneficiaries are identified in the following manner:

- A committee has been formed comprising the Secretary and Treasurer of the staff association, office bearers of the Staff Association and three teachers nominated by the association.
- Students have to apply in prescribed application forms at the time of admission.
- The Admission Committee/ Counselling Desk place these applications before the '*Akanksha*' Committee for consideration.
- The committee meets the student and his/her parents to assess their need.
- The committee then meets to discuss the merit/need of each of the applicant and decides on the number and quantum financial assistance to the beneficiaries.
- The financial aid is then disbursed to the beneficiary in the form of cash.
- A register is maintained where all the details of the beneficiaries are recorded and their signatures obtained.
- Efforts are made by the committee to accommodate and help as many students as possible depending on the funds available.

Evidence of success:

- *'Akanksha'* that came into existence five years ago (since 2010) has proved to be very effective Best practice.
- It helps in providing education to economically-weaker sections of the society, which is one of the core objectives of the college.
- Students benefit from the Scheme and the teachers experience a sense of satisfaction of fulfilling such a social responsibility.
- This scheme has helped teachers to gain insights into the problems that the students face, as well as understand the challenging backgrounds they come from.

Year	Number of Beneficiaries	Amount Disbursed(Rs)
2010-11	4	9300
2011-12	10	60000
2012-13	23	127750
2013-14	32	158750
2014-15	32	245000

Problems Encountered and Resources required:

'Akanksha' has been well received, but there are some challenges to be met:

- The financial commitment is growing every year as the number of students who require financial assistance is increasing.
- Finding additional resources in addition to voluntary contribution has been a challenging issue.
- The verification of the needs of the applicants is sometimes not fool-proof, and mechanism to overcome this challenge is being worked out.

Information Relevant and important to the reader for adopting the Best Practice:

'Akanksha', an initiative of the teachers for the students has proved to be a unique and effective Best practice of MES Degree College. It has increased the awareness of the teachers to relevant socio-economic problems, and has also provided platform for them to interact with students better. In a society where the economic divide is increasing, it helps to build small bridges across the divide and pave the way for a more equitable society.

The '*Akanksha'* initiative has been a harbinger for upholding the objectives of the institution- to reach out affordable education to the needy.

Plans for the future:
- Contributions to the cause from Alumni and philanthropists shall be explored.
- MES Management also would be approached to provide matching grants each year, so that more aspirants and needy can be outreached.
- Solicit to continue the financial support for the cause from the retired faculty members.

(Annexure-ii)

Best Practice – 2:

Student Welfare Fund: *Providing assistance to under privileged students in their pursuit of education in the institution.*

Goal:

M.E.S College takes pride in its very illustrious alumni and places a great deal of emphasis on an exclusive partnership with its alumni to ensure that all the students who enter its portals are assured of quality and holistic education. The holistic education and development is dependent on an atmosphere where students can freely and actively involve themselves in the college activities without any socio-economic or financial barrier that may impede their growth.

The Context:

The well-meaning, responsible alumni of the college, under the leadership of illustrious alumnus Prof. C.V. Ranganath, Head, Department of Commerce, conceptualized and made real the Student Welfare Fund. This brainchild of Professor C.V. Ranganath received tremendous support from the alumni of this college who were driven by the desire to give something of value to their alma mater, contributed generously to meet the initial corpus fund. In this rare gesture of gratitude, many more alumni joined hands and successfully launched the student welfare fund with the primary objective of helping lesser privileged students with the necessary assistance by providing them financial help, stationery and mid-day meals so that their quest for education is undisturbed by their social and economic conditions.

The student welfare fund after a lot of deliberation, survey and consistent efforts of the core group was launched in 2000 and has ever since been doing yeoman-service in the cause of education to reach out to as many under privileged students as possible.

DETAILS

In the period 2009-2014, a total amount of over ₹27,32000/- has been disbursed in the form of fees, mid-day meals(Nutritional Supplement) and stationery for the students who seek help.

The Practice:

The Student Welfare Fund committee comprises the Principal, two faculty members (incharge of scholarships) and a team of alumni. This team meets at regular intervals and specifically after admissions are completed for the new academic year and gathers data about the number of students who probably require assistance. The methodology of disbursement of funds is discussed and the mission of the Student Welfare Fund is to reach out the maximum number of needy students.

- The SWF under the guidance and stewardship of the Principal chalks out the plan of action and strategies for the disbursement of assistance well in time.

- Adequate information is given to the students about the student welfare fund, right from the counselling during admissions, the announcements made during the morning assembly and the designated noticeboards in the college.

- A timetable or schedule is drawn-up for the process of disbursement of funds.

- After adequate publicity that reaches out to all the students a meeting is held so that students who wish to apply for assistance are given all the information they will need, including the timetable to apply and the last date for the receipt the applications.

- Applications are duly received, verifications are made, where necessary, to ensure that the disbursement is made equitably.

- Students are required to give the relevant information that is sought in the application forms.

- After screening and scanning the applications, the committee draws-up a list of eligible students taking into consideration the various parameters or requisites in order to help them.

- The selected students are categorized on the basis of the kind of assistance they are seeking-fee, stationery or mid-day meals.

- This assistance is given or handed over to them by the President of the MES management on a specially designated day.

- The progress of the students is monitored to some extent in terms of their regularity to classes and performance in tests and exams.

- Feedback is taken the beneficiaries for follow-up action.

Evidence of Success:

The student welfare fund has as its core value, the overall and wholesome development of students and is rather difficult to quantify the evidence of success of this kind of development in students. One telling evidence of success is confidence level of the beneficiaries. Yet another is their expression of thanks and gratitude and desire to contribute to the fund after they graduate

and pursue jobs and careers. It is this sense of social responsibility and generosity that has made a success of the Student welfare Fund. The student welfare fund also provides a wonderful and effective platform for alumni across the years and geographical factors to come together and unite for a common and noble cause. Patrons and donors other than alumni have found the student welfare fund a good cause to contribute their mite.

Scheme	2010-11	2011-12	2012-13	2013-14	2014-15
	Amount(Rs in Lakhs)				
Fees	4.12	2.96	3.6	1.82	1.96
Midday Meals	1.72	2.16	2.43	2.71	5.11
Note Books	0.0	0.0	0.72	0.2	0.30

(Annexure-iii)

Feedback Analysis

The institution has a formal mechanism to obtain feedback from:
- Alumni
- Students

Feedback is collected from students and Alumni on specifically designed feedback forms.
There is also a student appraisal of teachers taken separately. The feedback obtained is analyzed and is considered as an important source for initiating actions for continuous improvement and development of the institution. The feedback form designed by IQAC has two parts. Part A deals with questions pertaining to the seven criterions given by NAAC for the preparation of SSR and Part B deals with a set of general questions including overall rating of the college

1. Alumni:
Feedback from Alumni is collected during the college Convocation as well as by individual departments.

The following table gives the percentage of responses on some of the main questions in the survey taken from 2010-2013 Batch
Total Number of respondents across all streams **106**

	Excellent	Good	Satisfactory	Poor
Teachers Quality	34.4%	52%	12.5	1.1
Syllabus Coverage	23.4%	51.5%	20.7%	4.4
Library Facility	26.4%	52.3	13.3%	8%
Regularity in the conduct of test and their evaluation	26.3%	41.4%	21%	11.3
Conduct of seminars and	30.6	41.1%	22.4	5.9%

workshop				
Encouragement for participation in sports	25.6%	49.5%	24.9%	
Class room ambience	23.3%	34.5%	25.8%	16.4%
Canteen	3.7%	20.6%	37.8	37.9
Office- Exam Section	16.3%	52.2%	27.2	4.3%
System of Attendance Monitoring and counselling	32.4%	45.2%	14.7%	7.7%
Security in college	31.1%	42.8%	23.1%	3%
Awareness /about Counselling during admission	YES 75.6%		NO 24.4%	
SWF	71.6		28.4%	
Preference for academic pattern	Rigid 25.9		Flexible 74.1	
Overall grade	**Excellent(A)**	**Good(B)**	**Average(C)**	
	26.4%	**55.4%**	**18.2%**	

2. Students

1. Feedback on Teachers performance   is taken through teacher appraisal forms, which are analysed at the departmental level and corrective actions taken through discussion between the teacher,HOD and HOI
2. Feedback on facilities and services of the college: The Student survey is conducted class wise through specially designed forms. It is analysed and measures adopted in consultation with the HOI and management.
3. Suggestion Box. There is a Suggestion box kept near the office for students to post their suggestions.

The following table gives the percentage of responses on some of the main questions in the survey taken from II and III year students studying in College during 2014-15 across all streams

	Excellent	**Good**	**Satisfactory**	**Poor**
Teachers Quality	32.2%	49.5%	14.6%	2.6%
Syllabus Coverage	18.9%	55.2%	22.4%	2.1%
Library Facility	25.4%	42.9%	15.5%	11%
Regularity in the conduct of test and their evaluation	23.2%	42.7%	22%	5.7%
Conduct of seminars and workshop	28.4%	42.4%	20.3%	6.2%
Encouragement for participation in sports	24.4%	36.8%	20%	12%
Class room ambience	9.3%	40%	32.5%	16.8%
Canteen	3.9%	22.4%	40.2%	28.1%
Office- Exam Section	14%	49.9%	26.6%	7.5%
System of Attendance Monitoring and counselling	34.4%	44.7%	15.2	3.9%

Security in college	30.7%	39.8%	21.7%	7.5%
Awareness /about Counselling during admission	YES 77.6%		NO 20.6%	
SWF	70.2%		27.7 %	
Preference for academic pattern	Rigid 26.2		Flexible 72.3	
Overall grade	**Excellent(A)**	**Good(B)**	**Average(C)**	
	24.67%	**58.73%**	**15.5**	

The following are two major strengths, two weakness and two improvements identified by the students.

Strength: 1.Quality of teaching   2. Very good student-teacher relationship

Weakness: 1. Constraint of space.   2. Cleanliness not up to the mark

Improvements suggested: 1. Canteen should be improved   2. Need sufficient class rooms.

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