# Yearly Status Report - 2018-2019

| Part A | |
|---|---|
| **Data of the Institution** | |
| **1. Name of the Institution** | **M E S COLLEGE OF ARTS COMMERCE AND SCIENCE** |
| Name of the head of the Institution | **DR. D. LEELAVATHI** |
| Designation | **Principal** |
| Does the Institution function from own campus | **Yes** |
| Phone no/Alternate Phone no. | **08023341225** |
| Mobile no. | **9945639655** |
| Registered Email | **mesdegreecollege@gmail.com** |
| Alternate Email | **leela28siga@gmail.com** |
| Address | **Prof MPL sastry Road, 15th Cross, 10th Main, Malleswaram** |
| City/Town | **Bengaluru** |
| State/UT | **Karnataka** |
| Pincode | **560003** |

## 2. Institutional Status

| | |
|---|---|
| Affiliated / Constituent | **Affiliated** |
| Type of Institution | **Co-education** |
| Location | **Urban** |
| Financial Status | **state** |
| Name of the IQAC co-ordinator/Director | **K.M.Raghavendran** |
| Phone no/Alternate Phone no. | **08023341225** |
| Mobile no. | **9341345445** |
| Registered Email | **kmr1161@gmail.com** |
| Alternate Email | **iqacmes@gmail.com** |

## 3. Website Address

| | |
|---|---|
| Web-link of the AQAR: (Previous Academic Year) | https://www.mesacs.in/mes-degree-college/documents/334161/AQAR_2017_18.pdf/05c63002-0746-fc9b-f33b-6a060a22fb09 |

## 4. Whether Academic Calendar prepared during the year

| | |
|---|---|
| **4. Whether Academic Calendar prepared during the year** | **Yes** |
| if yes,whether it is uploaded in the institutional website: Weblink : | https://www.mesacs.in/mes-degree-college/documents/423441/COE_2019.pdf/32e65d5e-1e13-b631-0243-155c8665275f |

## 5. Accrediation Details

| Cycle | Grade | CGPA | Year of Accrediation | Validity Period From | Validity Period To |
|---|---|---|---|---|---|
| **1** | **B+** | **75** | **2004** | **16-Feb-2004** | **15-Feb-2009** |
| **2** | **B** | **2.87** | **2009** | **31-Dec-2009** | **30-Dec-2014** |
| **3** | **A** | **3.21** | **2016** | **19-Jan-2016** | **18-Jan-2021** |

## 6. Date of Establishment of IQAC

| | |
|---|---|
| **6. Date of Establishment of IQAC** | **18-Aug-2005** |

## 7. Internal Quality Assurance System

| Quality initiatives by IQAC during the year for promoting quality culture | | |
| --- | --- | --- |
| Item /Title of the quality initiative by IQAC | Date & Duration | Number of participants/ beneficiaries |
| No Data Entered/Not Applicable!!! | | |
| View File | | |

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

| Institution/Department/Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
| --- | --- | --- | --- | --- |
| P G Department of Mathematics, M E S College of Arts, Commerce and Science | Lecture Workshop | Indian Academy of Science | 2018 3 | 102000 |
| No Files Uploaded !!! | | | | |

| | |
| --- | --- |
| **9. Whether composition of IQAC as per latest NAAC guidelines:** | **Yes** |
| Upload latest notification of formation of IQAC | View File |
| **10. Number of IQAC meetings held during the year :** | **13** |
| The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website | **Yes** |
| Upload the minutes of meeting and action taken report | View File |
| **11. Whether IQAC received funding from any of the funding agency to support its activities during the year?** | **No** |

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

Departmental Visits to take stock of NAAC preparations. Identified teams to collect and collate data for various criteria in SSR

Formation of documentation cell and analytics team to conduct SSS. Conduct of SSS as per NAAC guideline, completely digitized process. Discussion of SSS with departments.

Applied for Rusa. Applied for institutional Swachatha ranking

**Conduct of workshop on new NAAC accreditation process - Resource person: Dr. Siddalingaswamy, IAQC coordinator - commissionerate of Collegiate education.**

**Preparation of guidelines for addon courses to be conducted by departments. Dissemation of information on draft new education policy through NSEP document/ppt by IQAC coordinator**

**No Files Uploaded !!!**

## 13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

| Plan of Action | Achivements/Outcomes |
|---|---|
| **No Data Entered/Not Applicable!!!** | |
| View File | |

| **14. Whether AQAR was placed before statutory body ?** | **Yes** |
|---|---|

| Name of Statutory Body | Meeting Date |
|---|---|
| **Governing Body** | **21-Dec-2019** |

| **15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?** | **No** |
|---|---|

| **16. Whether institutional data submitted to AISHE:** | **Yes** |
|---|---|

| Year of Submission | **2019** |
|---|---|

| Date of Submission | **19-Feb-2019** |
|---|---|

| **17. Does the Institution have Management Information System ?** | **Yes** |
|---|---|

| If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words) | **The Management has commissioned the development of an ERP which is being implemented in a phased manner module wise. The college uses Tally ERP 9 software for finance and accounts. The following ERP solutions have been implemented 1 Finance and Accounts: The computerized accounting system is maintained through the Tally ERP 9 software package. Since 10 Years (200708) this method is put into practice. Mainly, in Tally Software** |
|---|---|

Package Receipts and Payments, Journal entries are entered on a daily basis. Vouchers Entries are being generated from the system. Cash Bank book, Bank Reconciliation statements are maintained. In this software package Income Expenditure, Balance Sheet, Trial Balance reports are autogenerated. The Tally ERP software is connected to the Management Office (Server), the vouchers entered in the College (Client) is synchronized on a day to day basis for the scrutiny purposes. This software package helps internal and external audits to prepare the consolidation of the books of accounts maintained. This Software package is developed by M/s. Tally Solutions Pvt Ltd. and AMC support are through M/s. Sun It Solutions Pvt Ltd. In addition, the following processes are also digitized. Fees collection is through online SBI Collect. All statutory payments Provident Fund, Professional Tax, ESIC, Income Tax, TDS challans are being generated and payment is made through net banking. Salary disbursements are through bank transfers. 2. Student Admission and Support: We have customized ERP online application to support the online application for firstyear B. Com admissions which is integrated with payment gateway for collection of Admission Fee. The SOP for the process is as follows • The Online application is launched from the college website. • The Instructions for applying online is prominently displayed in the college and on the college website. • Help desks are set up in the college library for the students who do not have access to computers to apply online • The application details are collected and the listing of candidates is done following the roster as mandated by the government. • The challan for FEE payment for students is generated in the ERP system. • The selected students meet the admission committee for verification of documents and collect the challan from the college office and remit the fee in the SBI located in the adjacent building. • The student submits the office copy of the fee paid challan and fee receipt is generated in the ERP system and issued. 3.SMS Support through ERP The SMS integrated

with the ERP enables the college to send bulk SMS to all the students, staff, and parents This enables the college to send timely communication. • To the students with regards to payment of college fee, examination fee, attendance, scholarship deadlines, the announcement regarding suspension of classes, events, etc • To the parents regarding attendance, the announcement regarding suspension of classes, PTA meetings, mentor meetings. • To the staff regarding staff meetings and important matters relating to academics and events. 4. Library: Easylib Software for managing issue and return of books

## Part B

## CRITERION I – CURRICULAR ASPECTS

### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Since 2017-18, MES College is mandated to follow the curriculum as prescribed by the Bangalore Central University as we are an affiliated college. The institution follows a systematic action plan for the curriculum delivery as follows:- Institutional Action plan for effective implementation of Curriculum Development of Action plans / Deployment of Action plans Planned discussions during the HOI- faculty meetings / Feedback from students on curriculum overlap/ difficulty- disconnect, etc. Intra-departmental staff meetings for appropriate distribution of topics/ units/ modules under the specified syllabus / Structured feedback from faculty for analysis and conveying to the BOS at the University level. Introspection and formal discussion during faculty participation in BOS at University level / Active participation of the faculty as members of BOS at the University. Participation in inter-institutional workshops, seminars & symposia related to curriculum, curriculum enrichment and curriculum revision / Discussion during Faculty Development programmes and orientation programmes Deployment of Curriculum Science subjects with laboratory practicals 1.Coverage of the prescribed syllabus in theory classes. 2.Coverage of the prescribed syllabus in practical classes. 3.Special lectures by eminent subject experts. 4.Curriculum coverage through special classes on difficult topics and knowledge beyond curriculum. 5.Industrial visits, Educational , specimen collection ventures Humanities and commerce subjects 1.Coverage of the prescribed syllabus in theory classes 2.Special lectures by eminent subject experts. 3.Curriculum coverage through special classes on difficult topics and knowledge beyond curriculum. 4.Industrial visits, Educational tours, organising exhibitions and archives.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

| Certificate | Diploma Courses | Dates of Introduction | Duration | Focus on employ ability/entrepreneurship | Skill Development |
| --- | --- | --- | --- | --- | --- |
| Chem-Tech | Nil | 23/03/2019 | 25 | Training the students in Industry | Research orientation, Analytical |

| | | | | | |
|---|---|---|---|---|---|
| | | | | and research oriented, analytical, biochemical and synthetic strategies | thinking |
| Computational Physics with Python | Nil | 09/02/2019 | 25 | Helpful to solve physics problems using computational methods | Problem solving |
| Pro edge for soft skill development | Nil | 22/09/2018 | 30 | Soft skills | Soft Skills |

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course | Programme Specialization | Dates of Introduction |
|---|---|---|
| BSc | Electronics Mathematics Computer Science | 01/06/2018 |
| No file uploaded. | | |

### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

| Name of programmes adopting CBCS | Programme Specialization | Date of implementation of CBCS/Elective Course System |
|---|---|---|
| BSc | Electronics Mathematics Computer Science | 01/06/2018 |

### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

| | Certificate | Diploma Course |
|---|---|---|
| Number of Students | 167 | Nil |

## 1.3 – Curriculum Enrichment

### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

| Value Added Courses | Date of Introduction | Number of Students Enrolled |
|---|---|---|
| Basic Counselling Techniques | 06/08/2018 | 35 |
| Cryptography | 25/02/2019 | 150 |
| Computational Physics using Python | 09/02/2019 | 50 |
| Cryptography - Application of Number Theory | 25/03/2019 | 35 |
| No file uploaded. | | |

### 1.3.2 – Field Projects / Internships under taken during the year

| Project/Programme Title | Programme Specialization | No. of students enrolled for Field Projects / Internships |
|---|---|---|
| BSc | Preparation of Vaccine against Leptospirosis | 1 |
| BA | News Reporting and writing art Times of India for weeks | 3 |
| BA | Rehabilitation Pschology | 1 |
| BA | Occupational Therapy and Special Education | 1 |
| BSc | Neuro Psychology | 5 |
| BA | Cognitive behaviour therapy | 1 |
| BSc | Bio-Chemical Techniques Training Program by Aristogene | 25 |
| No file uploaded. | | |

## 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

| Students | No |
|---|---|
| Teachers | Yes |
| Employers | No |
| Alumni | No |
| Parents | No |

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

The HOI along with the IQAC will analyse the feedback. Department wise analysis will be taken up for micro analysis and effective advise and counselling will be taken up for progressive development. Heads of the departments will sit with concerned faculty members and discuss the performance for better teaching-learning process of the students. Advise is given on further involvement and continuous contribution to the institution

# CRITERION II – TEACHING- LEARNING AND EVALUATION

## 2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

| Name of the Programme | Programme Specialization | Number of seats available | Number of Application received | Students Enrolled |
|---|---|---|---|---|
| MA | Kannada | 20 | 6 | 6 |
| MSc | Mathematics | 40 | 39 | 39 |
| BCom | core subjects and optionals as prescribed by the university | 400 | 2200 | 400 |

| BSc | Combinations Offered by College | 573 | 435 | 435 |
| --- | --- | --- | --- | --- |
| BA | Combinations Offered by College | 610 | 100 | 100 |
| No file uploaded. | | | | |

## 2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of fulltime teachers available in the institution teaching only UG courses | Number of fulltime teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
| --- | --- | --- | --- | --- | --- |
| 2018 | 2451 | 82 | 110 | 7 | Nill |

## 2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

| Number of Teachers on Roll | Number of teachers using ICT (LMS, e-Resources) | ICT Tools and resources available | Number of ICT enabled Classrooms | Numberof smart classrooms | E-resources and techniques used |
| --- | --- | --- | --- | --- | --- |
| 117 | 83 | 9 | 4 | 1 | 9 |
| View File of ICT Tools and resources | | | | | |
| View File of E-resources and techniques used | | | | | |

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes. The college has been was following a mentoring system since 2016. The mentors were assigned students class wise. The details of the mentee are maintained in a mentor book. Periodic meetings of the mentees with the mentor are organized and recorded in the diary. The mentors keep track of the academic progress of the mentees. Any issue brought to the notice of the mentor by the mentee is addressed by the mentor through the class teacher, subject teacher, HOD, vice-principal, or the HOI. If need be the parent of the mentee is also contacted. In some cases, the mentor also seeks the help of a trained student counselor in the college to help his mentee. The primary aim of the system is to develop a bonding of trust between the mentee and mentor, where the former has a sense of security that there is someone caring for him/her in the institution and his needs are taken care of. The mentor acts as a friend, motivator and guide to the mentee. From this year (2018, the IQAC has streamlined the mentor-mentee system where the first semester students of all streams have been assigned to mentors in a ratio of about 25 – 30 per mentor. The idea is to continue the mentor-mentee for the three-year stay of the students and to assign the first-year students to a new set of teachers every year. At the end of the third year, the first set of mentors will get a new set of mentees. As such from this year only the first-year students have been assigned, mentors. The mentor diary has also been revised, Further care has to taken to have the right mix of senior and junior teachers. Note: From 2018, the Mentor system is allocated with starting from First Year students. Data give below is for first-year students

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
| --- | --- | --- |
| 935 | 33 | 1:28 |

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

| No. of sanctioned | No. of filled positions | Vacant positions | Positions filled during | No. of faculty with |
| --- | --- | --- | --- | --- |

| positions | | | the current year | Ph.D |
|---|---|---|---|---|
| 95 | 95 | Nill | 28 | 30 |

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

| Year of Award | Name of full time teachers receiving awards from state level, national level, international level | Designation | Name of the award, fellowship, received from Government or recognized bodies |
|---|---|---|---|
| 2018 | Prof Thulasipathi Naidu.T | Associate Professor | "Bharat Vidya Ratan Award" by Indian Solidarity Council at New Delhi |

**No file uploaded.**

## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

| Programme Name | Programme Code | Semester/ year | Last date of the last semester-end/ year-end examination | Date of declaration of results of semester-end/ year- end examination |
|---|---|---|---|---|
| **No Data Entered/Not Applicable !!!** | | | | |
| [View File](#) | | | | |

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

• Guidelines for internal assessment marking as prescribed by the University – e.g. Science subjects: theory paper- 30 marks, practicals - 15 marks Reforms by IQAC – e.g. in a 30 marks theory paper, the distribution is as follows: • Internal test – 12 marks • Assignment/project – 12 marks • Attendance – 6 marks • In a 15 mark practical paper, the distribution is as follows: • Preparatory practical test – 10 marks • Attendance in practical classes – 5 marks • In Arts subjects, if the University prescribed marks is 50 marks, IQAC's subdivision: • Internal test – 20 marks • Assignment (from the syllabus) – 10 marks • Project (any topic related to but need not be directly linked to the curriculum) – 10 marks (NB: sociology) • Attendance – 10 marks Internal tests were conducted department-wise until 2016-2017. • From 2017-2018, this internal test is conducted as a "common test" – college-level timetable, allotment of rooms to students, the supply of answer books, printed question papers, invigilation duty to teachers, the penalty for malpractice – along the lines of University examinations. • After evaluation, low achievers are identified and remedial coaching is conducted by the respective departments. • Internal assessment for co-curricular and extra-curricular activities (except date/day for final year students). • IQAC has constituted guidelines for the same. • Essay topic in lieu of participation in ECA – Project theme is identified and set by IQAC. Submission of marks to the University: • Each department was responsible for uploading the internal assessment marks on the University portal until 2015-2016. • From 2016-2017, the Internal Assessment committee has taken charge of the collection of documents from all departments, uploading the marks on the University portal before the deadline, verification of such entries posted.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

IQAC prepares a calendar of events at the beginning of every semester, which

includes the date / day / time and venue for: • IQAC collects and collates the plan of action related to academic activities from all the departments (at the beginning of the semester) and prepares a calendar of events pertaining to the same. • Common test for all subjects/streams, at the College level • Deadline for the submissions of marks of the common test, by all departments • Schedule to conduct re-test for students who have missed the common test (for acceptable reasons only) for receiving projects/certificates/documents etc. (related to co-curricular and extra-curricular activities) for allotting internal assessment marks in these activities. • Deadline / last date for the announcement of internal assessment marks (both theory and practicals) subject-wise, by the departments, to be submitted to Internal Assessment cell. Also, display of the same for student perusal • Deadline / last date to submit the internal assessment marks (both theory and practicals) for all subjects (all streams) onto the University portal (subject to the opening of the portal) • Also submit internal assessment marks of all students, for co-curricular and extra-curricular activities • Common dates and schedules to begin the university practical examinations.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://www.mesacs.in/mes-degree-college/documents/423441/CourseOutcome_Main-merged.pdf/94deca45-d783-7ec6-6273-ba35969267a5

2.6.2 – Pass percentage of students

| Programme Code | Programme Name | Programme Specialization | Number of students appeared in the final year examination | Number of students passed in final year examination | Pass Percentage |
|---|---|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | | | |
| View File | | | | | |

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://www.mesacs.in/mes-degree-college/documents/423441/SSS_2016_19_Batch.xlsx/8af5b706-e67e-628a-52b3-a632438a29e4

# CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

## 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

| Nature of the Project | Duration | Name of the funding agency | Total grant sanctioned | Amount received during the year |
|---|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | | |
| View File | | | | |

## 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

| Title of workshop/seminar | Name of the Dept. | Date |
|---|---|---|
| Construction of Convex | Mathematics (PG) | 22/02/2019 |

| Polyhedral Models | | |
|---|---|---|

**3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year**

| Title of the innovation | Name of Awardee | Awarding Agency | Date of award | Category |
|---|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | | |
| No file uploaded. | | | | |

**3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year**

| Incubation Center | Name | Sponsered By | Name of the Start-up | Nature of Start-up | Date of Commencement |
|---|---|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | | | |
| No file uploaded. | | | | | |

## 3.3 – Research Publications and Awards

**3.3.1 – Incentive to the teachers who receive recognition/awards**

| State | National | International |
|---|---|---|
| No Data Entered/Not Applicable !!! | | |

**3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)**

| Name of the Department | Number of PhD's Awarded |
|---|---|
| Post graduate Department of mathematics | 3 |

**3.3.3 – Research Publications in the Journals notified on UGC website during the year**

| Type | Department | Number of Publication | Average Impact Factor (if any) |
|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | |
| View File | | | |

**3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year**

| Department | Number of Publication |
|---|---|
| Physics | 1 |
| Hindi | 2 |
| Psychology | 4 |
| Computer Science | 3 |
| MA Kannada | 2 |
| No file uploaded. | |

**3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index**

| Title of the Paper | Name of Author | Title of journal | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication | Number of citations excluding self citation |
|---|---|---|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | | | | |
| View File | | | | | | |

**3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)**

| Title of the Paper | Name of Author | Title of journal | Year of publication | h-index | Number of citations excluding self citation | Institutional affiliation as mentioned in the publication |
|---|---|---|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | | | | |
| 7: No file uploaded. | | | | | | |

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

| Number of Faculty | International | National | State | Local |
|---|---|---|---|---|
| **Attended/Seminars/Workshops** | **Nill** | **15** | **25** | **50** |
| **Presented papers** | **3** | **15** | **20** | **20** |
| **Resource persons** | **Nill** | **3** | **3** | **4** |
| No file uploaded. | | | | |

## 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

| Title of the activities | Organising unit/agency/ collaborating agency | Number of teachers participated in such activities | Number of students participated in such activities |
|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | |
| 4: View File | | | |

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

| Name of the activity | Award/Recognition | Awarding Bodies | Number of students Benefited |
|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | |
| 4: No file uploaded. | | | |

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

| Name of the scheme | Organising unit/Agency/collaborating agency | Name of the activity | Number of teachers participated in such activites | Number of students participated in such activites |
|---|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | | |
| 5: View File | | | | |

## 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

| Nature of activity | Participant | Source of financial support | Duration |
|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | |
| 4: View File | | | |

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

| Nature of linkage | Title of the linkage | Name of the partnering institution/ industry /research lab with contact details | Duration From | Duration To | Participant |
|---|---|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | | | |
| View File | | | | | |

 3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

| Organisation | Date of MoU signed | Purpose/Activities | Number of students/teachers participated under MoUs |
|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | |
| View File | | | |

# CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

## 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
|---|---|
| 23.39 | 1.3 |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities | Existing or Newly Added |
|---|---|
| Class rooms | Existing |
| Laboratories | Newly Added |
| Seminar Halls | Existing |
| Classrooms with LCD facilities | Existing |
| Seminar halls with ICT facilities | Existing |
| No file uploaded. | |

## 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

| Name of the ILMS software | Nature of automation (fully or patially) | Version | Year of automation |
|---|---|---|---|
| Easylib Library Automation Software | Fully | 4.4.4 | 2002 |

4.2.2 – Library Services

| Library Service Type | Existing | | Newly Added | | Total | |
|---|---|---|---|---|---|---|
| Text Books | 50052 | 3697465 | 501 | 19225 | 50553 | 3716690 |
| Reference Books | 4372 | 118603 | 131 | 46695 | 4503 | 165298 |

| | | | | | | |
|---|---|---|---|---|---|---|
| e-Books | 3135000 | 5900 | Nill | Nill | 3135000 | 5900 |
| Journals | 29 | 74220 | 6 | 20000 | 35 | 94220 |
| e-Journals | 6000 | Nill | Nill | Nill | 6000 | Nill |
| CD & Video | 227 | 36032 | Nill | Nill | 227 | 36032 |
| Library Automation | 6 | 55000 | Nill | Nill | 6 | 55000 |
| Weeding (hard & soft) | 30866 | 9061972 | Nill | Nill | 30866 | 9061972 |
| Others(s pecify) | 26 | 41950 | 2 | 4415 | 28 | 46365 |

**No file uploaded.**

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

| Name of the Teacher | Name of the Module | Platform on which module is developed | Date of launching e-content |
|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | |

**No file uploaded.**

## 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

| Type | Total Computers | Computer Lab | Internet | Browsing centers | Computer Centers | Office | Departments | Available Bandwidth (MBPS/ GBPS) | Others |
|---|---|---|---|---|---|---|---|---|---|
| Existing | 88 | 7 | 2 | 1 | 1 | 9 | 61 | 140 | 0 |
| Added | 97 | 1 | 0 | 0 | 0 | 0 | 5 | 50 | 0 |
| Total | 185 | 8 | 2 | 1 | 1 | 9 | 66 | 190 | 0 |

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

**190 MBPS/ GBPS**

4.3.3 – Facility for e-content

| Name of the e-content development facility | Provide the link of the videos and media centre and recording facility |
|---|---|
| No Data Entered/Not Applicable !!! | |

## 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

| Assigned Budget on academic facilities | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurredon maintenance of physical facilites |
|---|---|---|---|
| 84.94 | 27.77 | 116.25 | 102.6 |

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Procedures and policies for maintaining and utilizing physical and academic and support facilities: • The Maintenance Committee conducts periodic checks of buildings, classrooms, and laboratories. • Adequate Housekeeping Service staff is employed to maintain and monitor hygiene and cleanliness on the campus. The washrooms were renovated in the year 2018-19. • System administrator and Lab Assistants are in charge of for the efficient working of computers and accessories. Servicing of computers, printers, reprography machines, and laboratory equipment is done regularly. • Periodic reports are submitted by the HoDs to HOI/Administrative office for requirements, repairs, and maintenance. • The campus is monitored through surveillance cameras • Annually proper inspection and verification of stock is done. • In all classrooms, staffrooms, wash/restrooms Dustbins are placed maintenance of Generator, Air Conditioners, Elevator, CCTV cameras, R O Water purifiers, plumbing, electrical work is carried, annually or on a term basis, either on contract basis/ Annual Maintenance Contract or need basis. • All the classrooms have an Overhead projector and screen. Moreover, an additional number of fans and Led tube lights are fixed in all the classrooms. • Fire extinguishers are placed on each floor and regular inspection is done. • 5 energy meters are merged into one as a single metering system for power Maintenance. • Earth leakage (ELCB), Miniature Circuit Breaker (MCB) as well as a separate transformer is provided to the institution. • Students are informed and guided about the various Central and State Government scholarship Policies, on a regular basis. • Every Department has an intercom facility - EPBX and even provided with a Laptop. • In 2018 the indoor Gym is set up for the students and faculties of the college. • The College encourages sports and provides jersey, traveling, and daily allowances and other benefits to the students. • The due importance is given for the functioning of various units: NCC, NSS, Rangers and Rovers, and various clubs.

https://www.mesacs.in/mes-degree-college/documents/423441/Policies+for+maintenance+of+infrastructure.pdf/d68621bb-7570-00cd-16ad-2274e838692f

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

5.1.1 – Scholarships and Financial Support

|  | Name/Title of the scheme | Number of students | Amount in Rupees |
|---|---|---|---|
| Financial Support from institution | Nill | Nill | Nill |
| Financial Support from Other Sources |  |  |  |
| a) National | Nill | Nill | Nill |
| b)International | Nill | Nill | Nill |
| [View File](#) | | | |

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

| Name of the capability enhancement scheme | Date of implemetation | Number of students enrolled | Agencies involved |
|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | |
| [View File](#) | | | |

## 5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

| Year | Name of the scheme | Number of benefited students for competitive examination | Number of benefited students by career counseling activities | Number of students who have passedin the comp. exam | Number of studentsp placed |
| --- | --- | --- | --- | --- | --- |
| 2018 | Milestone Academy | 55 | Nill | Nill | Nill |
| 2018 | Career Opportunities In Physical Sciences | Nill | 102 | Nill | Nill |
| 2018 | Pro Edge | Nill | 16 | Nill | Nill |
| **No file uploaded.** | | | | | |

## 5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

| Total grievances received | Number of grievances redressed | Avg. number of days for grievance redressal |
| --- | --- | --- |
| Nill | Nill | Nill |

## 5.2 – Student Progression

### 5.2.1 – Details of campus placement during the year

| On campus | | | Off campus | | |
| --- | --- | --- | --- | --- | --- |
| Nameof organizations visited | Number of students participated | Number of stduents placed | Nameof organizations visited | Number of students participated | Number of stduents placed |
| **No Data Entered/Not Applicable !!!** | | | | | |
| View File | | | | | |

### 5.2.2 – Student progression to higher education in percentage during the year

| Year | Number of students enrolling into higher education | Programme graduated from | Depratment graduated from | Name of institution joined | Name of programme admitted to |
| --- | --- | --- | --- | --- | --- |
| **No Data Entered/Not Applicable !!!** | | | | | |
| View File | | | | | |

### 5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

| Items | Number of students selected/ qualifying |
| --- | --- |
| NET | 1 |
| SET | 4 |
| **No file uploaded.** | |

### 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

| Activity | Level | Number of Participants |
| --- | --- | --- |
| Ethinic Day | Institutional | 2451 |

| Freshers Day | Institutional | 500 |
|---|---|---|
| Annual Athletic Meet | Institutional | 260 |
| Anubhav | Institutional | 500 |
| No file uploaded. | | |

## 5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

| Year | Name of the award/medal | National/ Internaional | Number of awards for Sports | Number of awards for Cultural | Student ID number | Name of the student |
|---|---|---|---|---|---|---|
| 2018 | Swimming | National | 1 | Nill | 162115 | Rakshith R |
| 2018 | Track Cycling | National | 1 | Nill | 16BGS85116 | Bhartesh N G |
| 2018 | Net Ball | National | 1 | Nill | 182314 | Shashank Kashyap |
| No file uploaded. | | | | | | |

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The student council comprises of President, Vice President, Boys Secretary, Girls Secretary, Boys Sports Secretary, and Girls Sports Secretary. Students from final year B.A, B.Sc, B.Com nominate themselves for the posts of President, Vice President, Boys Secretary, and Girls Secretary. After a week of campaigning, the council members are elected by a general election held in college, which is monitored by the faculty members. Once elected, the President and the Vice President, conduct class elections for every combination of first to final year B.A, B.Sc, B.Com, for the class representatives and sports representatives. The sports representatives of all the sections elect the Boys Sports Secretary and the Girls Sports Secretary. The student council, comprising of the President, Vice President, Boys Secretary, and Girls Secretary is responsible for conducting events like Freshers Day, Ethnic Day, College Day, and Anubhav (the annual inter-collegiate fest), under the guidance of the Student Welfare Officers. The student council members also attend IQAC meetings twice a year.

## 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

| |
|---|

5.4.2 – No. of enrolled Alumni:

| 0 |
|---|

5.4.3 – Alumni contribution during the year (in Rupees) :

| 9200 |
|---|

5.4.4 – Meetings/activities organized by Alumni Association :

| 1 |
|---|

# CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

## 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. The HOI effectively manages the institution by adopting a process of decentralization and delegation of responsibilities and involving the staff in collective decision making. This process of participative management in academics and administration is achieved in all major areas of functioning – admission, academics, administration, purchases, co-curricular, extra-curricular activities, research, and extension services. The Vice-principal, HODs, office Manager, teaching faculty, and staff are involved at different stages of decision making. 1. Purchase of Equipment. The process of purchases of all items for the college is completely decentralized with the participation of faculty and staff as outlined Items at the Institutional Level/Office 1. Formal permission to procure the required item is sought from the management and obtained by the HOI. 2. Thereafter the whole process from calling of quotations, identifying the Vendor, and placing the purchase order is done at the HOI level through the purchase committee and the office. 3. On delivery, the items are taken into stock, and the bill certified by the HOI. 4. The management accords the final approval of the purchase and sanctions the payment, which is done directly to the vendor. Items at the Departmental Level, including the Department of Physical Education 1. The HOD seeks permission from the HOI to call for quotations for the items/equipment. The decision to purchase equipment is taken at the department meeting 2. Once Permission is given the HOD calls for quotations and finalizes the vendor. 3. With the approval of the HOI, the HOD places the order for the item/equipment. 4. On delivery, the items are taken into stock and the bill certified by the HOD is handed over to the office through the HOI, who verifies the entry in the Stock Register. 5. The Bill is passed after approval from the management and payment made by the office directly to the vendor. 2. Recruitment of teaching faculty and non-teaching staff. 1. The management seeks the requirement of teaching and non-teaching staff from the HOI at the beginning of each academic year. 2. In the case of teaching faculty based on the workload requirement, the HOD informs the HOI who in turn seeks the appointment from the management. 3. In the case of non-teaching staff the HOI seeks the information from the office manager as well as from the HODs. The matter is also placed and approval sought in GB 4. The HODs are asked to scrutinize the applications received for teaching posts and shortlist the eligible candidates. The management office also scrutinizes the same. 5. Once the list of prospective candidates is finalized they are called for an interview by the management. The HOI, HOD /senior teachers of departments are on the selection committee along with the external subject experts and management members and are part of the decision making process in the recruitment and appointment of staff.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

| Strategy Type | Details |
|---|---|
| Research and Development | The college has established departmental research committees with external members to act as consultants in helping the department identify research areas and give suggestions. The faculties are encouraged to |

| | | register for Ph.D. and there time table is suitably adjusted to help them pursue the same. Faculty are encouraged to publish papers in conferences/journals/Seminars The management bears the cost of registration fees for attending seminars and workshops for the faculty. An inhouse multidisciplinary journal is brought out in which faculty are encouraged to publish. Workshop on tools to help researchers such as python programming, use of R software, LATEX, etc are conducted. |
| --- | --- | --- |
| | Teaching and Learning | The strategies that are adopted to improve teaching quality are ? Bridge course conducted by department/teachers before starting formal lessons. ? The faculty structure their teaching around daily lesson plans, which are aligned with the course outcomes. ? A systematic approach to lab training through well-designed lab manuals. ? Problem-solving sessions ? Teachers attend conferences, workshops, refresher courses, faculty development programs to present papers to enhance their knowledge and keep themselves updated in their subject domains, which will help in better teaching. ? Teachers also take up online courses The strategies to improve learning quality include ? specific assignments are given to students, active learning methods such as engaging students with the course material through discussions, problem-solving sessions, case studies, role plays employed in delivering the content. ? Blended learning strategies using ICT, e-content, and integrating online content in assignments, seminars by students on specific topics which count towards Internal Assessment, encouraging students to take online courses. ? Field trips and project works ? Invited talks by experts to enhance learning |
| | Curriculum Development | ? In house Departmental meetings ? Meetings of Departmental Advisory committees ? Analysis of student feedback collected at the end of the semester as well as from alumni Quality improvement strategies in Curriculum development followed by the Institution include ? Holistic implementation of the syllabus which is aligned with carefully constructed course outcomes |

| | |
|---|---|
| | and resources available in the institution ? Different types of instructional strategies are planned that are focused on achieving optimal student development and student learning outcomes. |
| Library, ICT and Physical Infrastructure / Instrumentation | Library. ? Budget provision made to the various departments to augment textbooks and reference books. ? Departments are also encouraged to maintain a Departmental Library" ? There is a mechanism for students to suggest titles for the library. There is a prescribed format available in the library for students to give their requirements. Such titles are added. ? The quality of service provided by the library to students and faculty is constantly monitored and enhanced by an active Library committee. ICT Based on inputs from the department, and review of existing IT infrastructure periodic up-gradation of the ICT facilities ( hardware and software ) is undertaken. The purchase committee assisted by a System Administrator and a System Analyst liaisons with the CE and oversees the implementation. Physical Infrastructure. The primary strategy for quality improvement in physical infrastructure is through the GB. ? The Principal identifies infrastructural needs in meetings with the HODs, office staff,and various committees in charge of sports, library, canteen, etc as well as from students. ? These are brought up as agenda points in GB meeting and approval sought for the same and implemented. ? The management as part of their strategic perspective plan also identifies the infrastructural needs of the institution and implements the same. Instrumentation Departments and office identify equipment and instruments to be procured on need basis and permission sought through proper channel. |
| Human Resource Management | One of the primary aims of any organization is to have effective strategies for human resource management. At MES this is done in a multipronged way ? Periodic review and revision of compensations. ? Provide complete autonomy to the principal and faculty in academic planning and delivery. ? Encouragement and support |

| | |
|---|---|
| | to pursue higher studies, research, and innovations ? Appropriate leave for career development programs pursued by faculty sanctioned. A critical part of HRM strategy is to groom leadership. At MES leadership is groomed by the management by ? Appointment of a Vice Principal-Second in Line for administration. of HODs. ? Absolute autonomy to the Principal in forming various college committees and Cells under the IQAC. ? Autonomy to the Superintendent of the office to administer under the leadership of the HOI Other strategies include ? Providing support and funds for the conduct of seminars, workshops, industry-interaction, faculty development programmes, skill development programmes for training the staff and students acquire leadership qualities ? Financial help to attend conferences, workshops, and publish papers. ? Insurance cover to employees. ? Admission to children of staff in MESACS and other Institutions run by the management as well as fee concessions to such children |
| Industry Interaction / Collaboration | The major quality improvement strategies for Industry interaction and collaborations include ? Departments being encouraged to have MOU with Research Laboratories to help faculty and student research. (Zoology, Botany, Chemistry) ? Add on courses involving experts from industry as resource persons are conducted by departments, placement cell. ? Improved Interaction with the industry id through campus placement, inviting personalities from various industrial sectors to interact with prospective candidates and arranging field visits to industries ? Department of Physical education having tie-up with nearby sports clubs to use their facilities to train our sportsmen and women. ? The Institution through the placement cell organizes value added courses, which bridges the gap between industry needs and the educational qualification of the students. These courses are conducted by professional skill development trainers who have links to industry. On completion of such training, they provide internship opportunities and help in the placement of students. ? Collaboration with Industry, research |

| | labs, etc for field visits on a regular basis. ? Inclusion of Industrialists in statutory bodies like Management committee, GB and non-statutaory body like IQAC |
|---|---|
| Admission of Students | Strategy for Improving admissions include one of the best practices followed by the college ? Admission Counseling desks set up for B.A and B.Sc aspirants, which are manned by faculty. ? The faculty help the student and parent in selecting a proper choice of combination of subjects, based on their aspirations, interests, scores in the qualifying exam, scope of the subject, etc ? Inclusiveness and a very transparent admission policy completely following the Roster as mandated by the government. ? Highlighting the availability of student welfare fund, Akaansha -a faculty initiative to offer financial support to students to pursue their education. ? Prominent display of the Scholarships available to students. ? Prominent display of placement statistics to motivate students. ? Prominent display of Banners advertising the courses offered. ? Helpdesk to aid students seeking admission to B.Com in applying online. ? Senior faculty addressing pre-university students of Institutions run by MES. |
| Examination and Evaluation | IQAC has developed guidelines for assigning internal assessment marks which is uniform for all departments. An internal assessment test is conducted on the lines of university examinations. Deadlines are given to faculty to evaluate the internal test papers and submit the marks to the head of the department. An internal assessment cell coordinates the uploading of the IA marks. IQAC sensitizes all the students about the latest university rules and regulations regarding examinations in each semester. All the departments are required to display the internal assessment marks showing the breakup to the students. |

6.2.2 – Implementation of e-governance in areas of operations:

| E-governace area | Details |
|---|---|
| Planning and Development | The Management has commissioned the development of an ERP which will be implemented in a phased manner across |

| | |
|---|---|
| | Institutions module wise. At MESACS e-governance are implemented in the areas of ? Finance and Accounts ? Student Admission and Support ? Examination |
| Finance and Accounts | The computerized accounting system is maintained through the Tally ERP 9 software package. Since 10 Years (2007-08) this method is put into practice. Mainly, in Tally Software Package Receipts and Payments, Journal entries are entered on a daily basis. Vouchers Entries are being generated from the system. Cash Bank book, Bank Reconciliation statements are maintained. In this software package Income Expenditure, Balance Sheet, Trial Balance reports are auto-generated. The Tally ERP software is connected to the Management Office (Server), the vouchers entered in the College (Client) is synchronized on a day to day basis for the scrutiny purposes. This software package helps internal and external audits to prepare the consolidation of the books of accounts maintained. This Software package is developed by M/s. Tally Solutions Pvt Ltd. and AMC support are through M/s. Sun It Solutions Pvt Ltd. In addition, the following processes are also digitized. Fees collection is through online SBI Collect. All statutory payments Provident Fund, Professional Tax, ESIC, Income Tax, TDS challans are being generated and payment is made through net banking. Salary disbursements are through bank transfers. |
| Student Admission and Support | We have customized ERP online application to support the online application for first-year B. Com admissions which is integrated with payment gateway for collection of Admission Fee. The SOP for the process is as follows ? The Online application is launched from the college website. ? The Instructions for applying online is prominently displayed in the college and on the college website. ? Help desks are set up in the college library for the students who do not have access to computers to apply online ? The application details are collected and the listing of candidates is done following the roster as mandated by the government. ? The Challan for FEE payment for students is generated in |

| | |
|---|---|
| | the ERP system. ? The selected students meet the admission committee for verification of documents and collect the challan from the college office and remit the fee in the SBI located in the adjacent building. ? The student submits the office copy of the fee paid challan and fee receipt is generated in the ERP system and issued. 3.SMS Support through ERP The SMS integrated with the ERP enables the college to send bulk SMS to all the students, staff, and parents This enables the college to send timely communication. ? To the students with regards to payment of college fee, examination fee, attendance, scholarship deadlines, the announcement regarding suspension of classes, events, etc ? To the parents regarding attendance, the announcement regarding suspension of classes, PTA meetings, mentor meetings. ? To the staff regarding staff meetings and important matters relating to academics and events. 4. Library: The College library has Easy-lib Software for managing issue and return of books |
| Examination | Bangalore University: ? The student will login to the university(student) portal through the BU website and fill in the fill in the online examination form. ? The college will approve the students students will then pay the examination fee online through Credit Card, Debit card, or Netbanking. ? An examination Admission ticket will be generated, which will be downloaded by the college and distributed to the student. ? During the examination, the daily absentee statement will be uploaded by the college on the university portal. ? All the internal assessment marks( Theory and Practical) are to be uploaded by the college in the BU portal ? Once results are declared they are posted on the university website and is accessible through the student and college portals ? For all documents to be obtained from the university students' have to apply online through the student portal on the BU website. Bengaluru Central University: ? The data of all admitted students by the college is sent to BCU in Xls format ? University will send a link to the email id and phone of each student to register for admission. The student has to fill all the details and |

| | upload the scanned copy of the documents. ? The college will verify all the data and documents uploaded by the student with the physical copy of the document submitted during admission and approve the same. The list of all the students whose documents have been verified will once again be sent by the college to BCU. ? BCU will allot the Register number to students. ? On the announcement of Examination fee payment dates the college will approve the list of eligible students after verifying their attendance. ? Students whose names have been approved by the college can pay the examination fee online through student login on the BCU website. ? Examination Admission tickets are generated by the university. The college downloads the same and distributes it to the student. ? All internal assessment marks(Theory and Practical) are to be uploaded by the college in BCU portal ? Once all the students have paid the examination fees, examination room allotment for each day of the exam,e is done by the university. The absentee statement, Malpractice reports if any has to be sent online. Answer Booklets Bundle dispatch labels are system generated and downloaded. Practical Examination: The entire process of conduct of Practical examination from batch formation, of practical batches, generation of Invigilation diary, entry of practical marks are to done online by the respective departments. ? Once results are declared they are posted online on the BCU website, which can be accessed by the students and the college |
|---|---|
| Administration | College office is networked For the purpose of discussion and communication by the principal with heads of the department, teaching and non-teaching staff the following initiatives have been taken: 1) Formation of google group since 2016 with all faculty members. 2) Formation of the Whatsapp group for official communication. |

## 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

| Year | Name of Teacher | Name of conference/ workshop attended | Name of the professional body for | Amount of support |
|---|---|---|---|---|

| | | for which financial support provided | which membership fee is provided | |
|---|---|---|---|---|

<div align="center">**No Data Entered/Not Applicable !!!**</div>

<div align="center">View File</div>

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

| Year | Title of the professional development programme organised for teaching staff | Title of the administrative training programme organised for non-teaching staff | From date | To Date | Number of participants (Teaching staff) | Number of participants (non-teaching staff) |
|---|---|---|---|---|---|---|
| 2019 | Training Program on ERP | Training Program on ERP | 10/05/2019 | 11/05/2019 | 4 | 6 |

<div align="center">**No file uploaded.**</div>

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

| Title of the professional development programme | Number of teachers who attended | From Date | To date | Duration |
|---|---|---|---|---|

<div align="center">**No Data Entered/Not Applicable !!!**</div>

<div align="center">View File</div>

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

| Teaching | | Non-teaching | |
|---|---|---|---|
| Permanent | Full Time | Permanent | Full Time |
| 124 | 124 | 32 | 32 |

6.3.5 – Welfare schemes for

| Teaching | Non-teaching | Students |
|---|---|---|
| Group Gratuity Policy, Provident Fund, HRA and Transport allowance, Group Personal Accident Insurance, Loans from MES Employees Cooperative Society | Group Gratuity Policy, Provident Fund, HRA and Transport allowance, Group Personal Accident Insurance, ESI(for employees whose gross pay is less than21000), Loans from MES Employees Cooperative Society | Group Personal Accident Insurance, Medical Check up, Round Safe Drinking water, T/A to Sports men and sports women, Student Welfare/Aid fund ( Financial Aid/Health Suppliment/Note books), Akansha, Scholarships, Cash awards to top 10 Rank Students Graduating from the College, Scholarships to top Ten Rank students joining MES Institution( MESACS), Endowment Prizes |

**6.4 – Financial Management and Resource Mobilization**

**6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)**

The mechanism for both internal and external audit is in place. The accounts officer of the management undertakes the annual internal audit and certified statutory auditors of repute approved by the Managing Committee (MC) undertake the external audit. In addition, there is a statutory audit by regulatory bodies. The mechanisms of these are 1. Accountant General Office (AGO) The Standard operating Procedures are as follows ? The college is informed about the date for audit by the AGO. ? The books of account related to bills of Grant-in-Aid staff( Salary) are audited ? The report is submitted to the HOI. ? The HOI informs the management of the audit report. ? The HOI and the Management address the observations. ? The HOI replies to the AGO 2. Joint Director of Collegiate Education (JDC) SOP ? The college is informed about the date for audit by the JDC. ? The books of account related to tuition and lab fee collected are audited, service records, purchases ? The report is submitted to the HOI. ? The HOI informs the management of the audit report. ? The HOI and the Management address the observations. ? The HOI replies to the JDC.

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

| Name of the non government funding agencies /individuals | Funds/ Grnats received in Rs. | Purpose |
|---|---|---|
| C.V. Subramanya (ValdelEngineering and Constructions) | 1000000 | Student welfare fund |

<div align="center">No file uploaded.</div>

**6.4.3 – Total corpus fund generated**

<div align="center">40700806</div>

## 6.5 – Internal Quality Assurance System

**6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?**

| Audit Type | External | | Internal | |
|---|---|---|---|---|
|  | Yes/No | Agency | Yes/No | Authority |
| Academic | No | Nill | No | Nill |
| Administrative | Yes | Joint Directorate of Collegiate Education | Yes | MES Management |

**6.5.2 – Activities and support from the Parent – Teacher Association (at least three)**

<div align="center">No Data Entered/Not Applicable !!!</div>

**6.5.3 – Development programmes for support staff (at least three)**

<div align="center">No Data Entered/Not Applicable !!!</div>

**6.5.4 – Post Accreditation initiative(s) (mention at least three)**

1.Establishment of Departmental Advisory Commitee under Research Advisory Commitee. 2. Enhancement of Scholarships for Students. 3. Clean Campus-Swach MES program

**6.5.5 – Internal Quality Assurance System Details**

| a) Submission of Data for AISHE portal | Yes |
|---|---|

| b)Participation in NIRF | Yes |
|---|---|
| c)ISO certification | No |
| d)NBA or any other quality audit | No |

6.5.6 – Number of Quality Initiatives undertaken during the year

| Year | Name of quality initiative by IQAC | Date of conducting IQAC | Duration From | Duration To | Number of participants |
|---|---|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | | | |
| View File | | | | | |

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

| Title of the programme | Period from | Period To | Number of Participants | |
|---|---|---|---|---|
| | | | Female | Male |
| Gender Sensitization | 17/08/2018 | 17/08/2018 | 80 | 30 |

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

| Percentage of power requirement of the University met by the renewable energy sources |
|---|
| 1. E-Waste management: The college has entered into an MOU with Ms. Rashi Solutions limited for collection and disposal of E-Waste. 2. Plastic-free campus: In an effort to make the campus plastic-free all departments have been given steel plates and tumblers. The college canteen is encouraged to use steel utensils for serving. 3. Green landscaping: To improve the aesthetic looks and give a pleasant feel green landscaping both inside and outside the college building has been done. 4. Solid-waste management through composting wet waste: The solid waste generated from the canteen is used to produce manure through composite wet waste management and is used by the botany department to maintain the rooftop garden. |

7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities | Yes/No | Number of beneficiaries |
|---|---|---|
| Physical facilities | Yes | 10 |
| Provision for lift | Yes | 10 |
| Ramp/Rails | Yes | 10 |
| Rest Rooms | Yes | 10 |

7.1.4 – Inclusion and Situatedness

| Year | Number of initiatives to address locational advantages and disadvantages | Number of initiatives taken to engage with and contribute to local community | Date | Duration | Name of initiative | Issues addressed | Number of participating students and staff |
|---|---|---|---|---|---|---|---|
| 2018 | Nill | 1 | 01/09/2018 | 10 | Eco Ganesha | The use of lead | 1550 |

| 2018 | Nill | 1 | 11/12/2018 | 5 | Organised Nobel insight lecture series | Dissemination of information of Nobel prize winners of the year 2018 | 1300 |
| 2019 | Nill | 1 | 11/02/2019 | 3 | Festival of democracy | Generation and issue of voter Ids for first time voters | 370 |
| 2019 | Nill | 1 | 08/04/2019 | 1 | Election rally | Creating awareness about the general election process | 260 |
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

| Title | Date of publication | Follow up(max 100 words) |
|---|---|---|
| Admission Prospectus (2018-19) | 01/02/2018 | The prospectus is given to students who seek admission to the college, along with their application forms. It contains details of the courses and combinations that the college offers, a brief introduction to faculty, and the rules and regulations that will govern them. It also gives information about the welfare schemes and scholarships available to them. The code of conduct which is to be strictly followed is an essential part of the prospectus. |
| A quality manual for | 01/01/2018 | The Quality manual for |

### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity | Duration From | Duration To | Number of participants |
| --- | --- | --- | --- |
| New India vibrant India by 2020 | 13/08/2018 | 13/08/2018 | 150 |
| Street play | 13/10/2018 | 15/10/2018 | 65 |

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### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. E-Waste management 2. Rainwater harvesting 3. Plastic-free campus 4. Green landscaping 5. Solid-waste management through composting wet waste

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

Institutional Best Practice 1: 1. Title of the Practice: Pre-admission counseling for students seeking admissions to the graduate programmes in the college 2. Objectives of the Practice: The objective of the practice is to provide a cordial and genial atmosphere for the students who are making important choices, that will determine their careers in life choices of careers, combinations, and subsequent outcomes. The students and their parents are informed/counseled about the various courses offered in their streams, B.A, B.Sc and B.Com, and also about the fee structure. Yet another objective is to equip students with information regarding Placement opportunities. 3. The Context With the changing profiles of the student population who sought admissions to this college, it was noticed, about 10 years ago, that many of them made arbitrary and sometimes impulsive choices of careers and combinations. This kind of choice resulted in their inadequate performance in the tests and exams. The faculty and the HOI over a few meetings and interactions with the students decided to establish a counseling desk to assist and enable the student to make the right choices. As they are equipped with adequate information starting with the choice of subjects, to the fee structure, to add on courses, etc right up to placements, Students can take up their chosen subjects with more confidence. The student interactions with the faculty and senior students and alumni (who are a part of the counseling process) give them a better perspective and also focus on the choices they make. All the students of the B.A, B.Sc streams are beneficiaries of the counseling process. 4. The Practice The counseling committee is headed by the Principal and the chairman of the governing council of the college. Head of the departments, senior faculty members, under their guidance constitutes the committee that takes care of the counseling process. This committee, over a series of meetings and discussions, decides the manner in which the counseling should be done, taking into account the experiences and challenges of the previous years. A lot of care is taken to ensure that all the faculty members are involved in the process, this is also a way in which the students get to

meet and interact with their prospective teachers. • Adequate preparations are made well ahead of the admission process • Changes and improvements in the process are decided upon after detailed discussions with the principal • Adequate preparations are made well ahead of the admission process • Changes and improvements in the process are decided upon after detailed discussions with the principal • A timetable is drawn, with details of the duties and the names of the faculty who will represent their subjects • Separate counters for arts, commerce, and sciences are designated • Banners, with information of the careers with the different combination, are displayed at vantage points in and outside the college for the benefit of the students • Details of the fee structure for the different programs (B.A, B.Sc, B.Com) are displayed near the counseling desk • These charts also contain the details of different student welfare funds that provide financial assistance to the needy students. • Information about placements is also provided through banners and chart, in order to help the faculty with follow up, feedback is taken from the students. 5. Evidence of Success: What started as a small experiment in 2009 to help students in the admission process to the Arts, science programs/careers has, till the present (2019) become an enabling and empowering venture. Students are enabled and empowered with information that ranges from the admission process right up to placements. They are also informed about the various add-on courses and training programs in the college. The principal and faculty of the college have structured the counseling process in such a way that the students gain optimum knowledge of the college and its functioning. The regular feedback from the students and parents over the years has helped in this. In the last 4-5 years, the counseling desk has gained more visibility and credibility among the general public and this has made the process and its success possible. Every student who gets admission in the college gets an opportunity to meet the faculty and interact with them regarding their queries and assistance in making their choices. The analysis of the feedback from the students and parents indicate that the counseling process is well received by them and is of great help. 6. Problems encountered and resources required In spite of the success in implementing the counseling desk with inputs from the previous years' feedback, there continue to be few challenges • As the admission process coincides with the semester ending university exams( both BU and BCU) and the evaluation process, not all the teachers are able to be a part of the counseling • The space constraint is yet another challenge as both PU and degree admissions take place around the same time • Senior students are not able to participate in the counseling process, as they have their exams at the same time as the admissions 2 Title of the Practice: 1. Financial assistance to needy students to fulfill their dreams of education: Akanksha, a teachers initiative. 2. The objective of the Practice: The objective of this teachers initiative is to help economically challenged students with financial assistance at the time of admission to the college. It is an attempt to enable students to pursue their education in an uninterrupted manner, thus encouraging and empowering them 3. The Context Akanksha fulfills the twin objectives of providing an opportunity to the teachers to help their students and also to enable the students to pursue their education with the much-needed financial assistance. The idea of Akanksha was mooted during one of the Staff Association meetings in 2009 and it was unanimously agreed that teachers would voluntarily contribute they mite every month towards this fund. Over the past nine years, this fund has grown with more number of teachers contributing towards it. 4.The Practice The teachers of the college, through the ECS system in the State Bank of India, M.E.S. Extension Branch, contribute on a monthly basis. The accrued interest also adds up to the Corpus. At the time of admissions, the teachers provide information about Akanksha and counsel the parents and students who are in need of financial assistance regarding the amount that can be availed towards their admission fees. There is a well thought of method by which financial assistance is provided to the students • A committee comprising the office bearers of the

Staff Association, the Principal, and teachers meets annually to assess the funds that are available and also during the time of admission to discuss the request or appeals for financial assistance. On the basis of the funds available and the number of students who require assistance amounts are distributed as equitably as possible • Requests are made by students in the application forms that are made available for this purpose • These applications are placed before the Committee for consideration and action • The merit of each of the applications is looked into in order to decide the disbursal of financial assistance to the applicants. A brief background check of the applicant is made by the committee during an interview. On the basis of the funds available financial assistance is given to as many students as possible. 5. Evidence of Success Akanksha a unique concept that began 10 years ago continues to be a successful and inspiring one for both teachers and students. It fulfills one of the core objectives of the college, of providing quality education for students from all sections of the society. This scheme has strengthened the bonds between teachers and students. Teachers are happy to share their resources with their students and students are able to continue their studies with more confidence. The data given below reveals the success of Akanksha in the last 3 years YEAR NUMBER OF BENEFICIARIES AMOUNT DISBURSED 2018 13 Rs.60000 6. Problems Encountered and Resources required Akanksha has been well received and continues its successful operations ever since its inception in 2010. In spite of this, there are a few challenges and a need for resources. • The ever-increasing number of students in need of financial assistance and the inability of Akanksha to fulfill the requirement equitably • The difficulty in assessing the authenticity of the need of the students in some instances • More resources in the form of increased contributions from the teachers and the voluntary contributions from more number of teachers will definitely strengthen Akanksha.

| Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link |
| --- |
| https://www.mesacs.in/mes-degree-college/documents/423441/Best_Practice.pdf/8e6508ab-b67f-ccd9-dab4-b39c34719698 |

## 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Value-based education with an emphasis on academics, discipline, and social responsibility: In todays fast-paced and changing world it is very important to know what makes ones institution distinctive and exceptional. The college, in the last six decades of its existence, has earned its distinctiveness mainly due to its focus on: 1. Excellence in academics: The pursuit of excellence in academics is one of the cherished goals of the founders of this college and continues to occupy pride of place in the goals and mission of the college. Within the framework of the syllabus determined by the university, the well-trained faculty, enlightened management, and committed Principal and Vice-Principal strive hard to maintain high standards in academics and sustain it. The academic programs, the conduct of tests, exams, PPTs, project work, and remedial classes are in sync with the requirements of the students and prepare them adequately for the university exams. 2. Inculcating a (value-based) quest for knowledge: Even as the faculty-guided by the head of the institution strives for academic excellence, equally important is the goal to inculcate a deep quest or desire for knowledge that goes beyond mere academic pursuits. This factor is the guiding force or principle behind the programs organized in the college that are not purely academic in nature. Guest lectures, seminars, workshops, and symposia organized by the college are a way of bringing the best minds, scholars, philosophers, and thinkers within the reach of the students.

The Nobel Insight Lecture Series is one such attempt. 3.Developing a healthy respect for our cultural heritage: Programmes and activities are organized for students with the aim of developing more sensitivity towards our countrys rich cultural heritage. National days and festivals of historic significance are observed with the active participation of the students. Heritage walks to places of historical and national significance are organized by the Department of History. Programmes like Aryotsava (a programme that encourages students to respect all religions and ethnic groups), Ethnic Day, Gita Jayanthi, Hindi Diwas, World Drama Day, Inchara (a cultural celebration of Kannada language and literature), Dasara and Ganesha festivals are some of the regularly scheduled ones. All these programmes are designed and executed with inclusivity and secularism as their twin objectives. 4.Instilling a strong sense of social responsibility and civic duties and fostering a global vision: In addition to the subjects that are intrinsically value-based, special efforts are made to draw the attention of the students regarding their larger roles and commitments to society through the co-curricular programmes and activities that are organized throughout the year 5.Developing a sense of discipline: There has always been a significant thrust given to instilling a strong sense of discipline in the students who are an integral part of the ecosystem of the college. Starting with the morning assembly right up to the last period of the day students are monitored and mentored in such a way that they make optimum use the time they spend in the college.

| Provide the weblink of the institution |
|---|
| https://www.mesacs.in/mes-degree-college/documents/423441/Institutional_Distinctiveness.pdf/3c11ee23-e42d-dfe6-0e3e-189b308a9882 |

## 8.Future Plans of Actions for Next Academic Year

 Conduct academic and administrative audit Establish a parent-teacher association Feedback from Parents/Employers/ trainers and recruiters to be formalised Conduct a green audit Conduct Power audit Providing more classrooms equipped with projectors. Providing more computers to departments Preparation of learning outcomes for all subjects and hosting on websites Creating awarness about the importance of voting Conducting Student induction programme as per UGC Guidelines Conducting Faculty Developement Programmes for Faculty on ICT and digital learning Applying for NIRF 2019 - 20 Applying for RUSA 2019 - 20 Orientation programme for Staff about new NAAC Accreditation and Assessment Process. Induction of parent and alumni into IQAC.