



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		M E S COLLEGE OF ARTS COMMERCE AND SCIENCE
Name of the head of the Institution		Dr.T G Janaradhan
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		08023341225
Mobile no.		9945076140
Registered Email		mesdegreecollege@gmail.com
Alternate Email		janardhan_13@yahoo.co.in
Address		Prof M P L Sastry Road, 15th Cross, 10th Main, Malleswaram
City/Town		Bengaluru
State/UT		Karnataka
Pincode		560003

<b>2. Institutional Status</b>					
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			
<b>3. Website Address</b>					
Web-link of the AQAR: (Previous Academic Year)		<a href="https://www.mesacs.in/mes-degree-college/documents/334161/AQAR_2018_2019_Accepted.pdf/cb8c6e37-0ee9-a424-425e-a9d648ff6aa4">https://www.mesacs.in/mes-degree-college/documents/334161/AQAR_2018_2019_Accepted.pdf/cb8c6e37-0ee9-a424-425e-a9d648ff6aa4</a>			
<b>4. Whether Academic Calendar prepared during the year</b>		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		<a href="https://www.mesacs.in/mes-degree-college/documents/423441/Calendar_of_Events_2019_2020.pdf/f4d49f32-b316-0440-79f8-2de798377c78">https://www.mesacs.in/mes-degree-college/documents/423441/Calendar_of_Events_2019_2020.pdf/f4d49f32-b316-0440-79f8-2de798377c78</a>			
<b>5. Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	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
<b>6. Date of Establishment of IQAC</b>			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
Dissemination of Information on Draft New Education Policy through NSEP document and through ppt by IQAC Coordinator	05-Jul-2019 1	70

[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	Establishment of Center for Inovative Science Education (III Installment)	VGST	2019 1095	1000000

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## 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 :

15

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)

1) IQAC organized a workshop on New Assessment and Accreditation by NAAC for faculty by Dr. Siddalingaswamy, State IQAC Coordinator.

2) IQAC coordinated the effort to apply for NIRF 2019 20

3) IQAC drafted guidelines for the conduct of add-on courses by the departments

4) IQAC conducted the student satisfaction survey

5) IQAC organized presentation on each criterion of SSR by respective criteria teams to all the faculty and GB chairman

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**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	Achievements/Outcomes
Induction of New Members	New Faculty members inducted Alumni, Parent and Student Inducted
<a href="#">View File</a>	

**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
Governing Body	19-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

2020

Date of Submission

06-Feb-2020

**17. Does the Institution have Management Information System ?**

Yes

If yes, give a brief description 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 the 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 the 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/entreprene	Skill Development
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				urship	
Chem-Tech	0	23/03/2019	25	Training the students in Industry and research oriented, analytical, biochemical and synthetic strategies	Research orientation, Analytical thinking
Computational Physics with Python	0	09/02/2019	25	Helpful to solve physics problems using computational methods	Problem solving
Ethnobotany	0	10/08/2019	15	Helps in the study of medicinal plants useful for tribal people. Creates awareness about the native medicines	Helps in the study of medicinal plants useful for tribal people. Creates awareness about the native medicines

## 1.2 – Academic Flexibility

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

Programme/Course	Programme Specialization	Dates of Introduction
Nil	0	Nil
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### 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
Nil	0	Nil

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

	Certificate	Diploma Course
Number of Students	129	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
Python for beginners	25/07/2019	40
Cryptography	25/02/2019	150

Cryptography - Application of Number Theory	25/03/2019	35
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### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Placement ernst and young company	9
BSc	Child adoloscent and adult cases at Bangalore Neuro Center	3
BSc	Child adoloscent and adult cases at Fortis Health Care and sukoon health	13
BSc	Child cases at Minds Healer, Delhi	4
BSc	Data Collection for Sexual Harms and Medical Encounters (SHaME) research project at Jain University	1
BSc	Clinical Assesments (Psycho Shiksha)	1
BSc	Free Counselling to school children at service camp from Disha Bharat service internship	1
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 analyze the feedback. Department wise analysis will be taken up for microanalysis and effective advice 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. Advice 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	3
MSc	Mathematics	40	29	29
BCom	Core subjects and optionals as prescribed by BCU	400	1682	397
BSc	PCM, PME, PMS, PMCs, CBZ, CZBt, BZPy, EMCs, EMS, MSCs	573	719	385
BA	HEE, HEK, HES, PyJOE, PyES, HTJ, HEP, SEE	610	119	106
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## 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
2019	2513	73	87	7	Nil

## 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	Number of smart classrooms	E-resources and techniques used
105	105	11	6	1	11
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

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

Yes. The college has been following a mentoring system since 2016. The mentors were assigned students class wise. The details of the mentee are maintained in a mentor diary. Periodic interactions of the mentees with the mentor are organized and recorded in the diary. The mentors keep track of the academic progress of the mentees. 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/her needs are taken care of. The mentor acts as a friend, motivator and guide to the mentee. The mentor informs the mentees about method of preparation for the ensuing examinations and also about the practicals. Previous years question papers/study materials is provided either directly by the mentor and through the faculty members. Through the interactions, the mentor gets to know about the interests of the mentee both in academics and extra-curricular activities and appropriate guidance/support is given. The academic progression of the mentee is

monitored and is given directions to enhance the performance in the internal tests and end semester examinations. 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. In 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.

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 positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
105	105	Nil	13	26

### 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
2020	Nil	Nil	Nil
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## 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
BSc	PCM 01A	I	13/12/2019	02/08/2020
<a href="#">View File</a>				

### 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 cocurricular 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 extracurricular 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](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
PCM 01A	BSc	not specified as per the syllabus	65	51	78.46

[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)

NA

## 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
Any Other (Specify)	1095	SELF FINANCED	0	0
<a href="#">View File</a>				

### 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
Current Trends in Application of Statistics in Industry	Statistics	05/08/2019
Textiles and their Conservation	Chemistry	06/08/2019
Clinical Research and Data Management	Biotechnology	27/08/2019
Understanding Schizophrenia through the neuroscience Lens	Psychology	03/09/2019
Business Taxation 2019-20	Commerce	26/10/2019
Significance of Intellectual property rights and innovations for the Science stream	Computer Science and Biotechnology	25/02/2020
Corona Virus (Covid 19)	Zoology	12/03/2020

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
0	0	0	Null	0
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	0	0	0	0	Null
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### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
Computer Science	1

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

Type	Department	Number of Publication	Average Impact Factor (if
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			any)
National	Commerce	3	Nil
International	Computer Science	5	0.12
International	Post Graduate Department of Mathematics	3	5.07
National	Zoology	3	5.87
International	Mathematics	3	0.5
International	Psychology	1	5.87
International	Chemistry	3	7.53
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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
Kannada	2
MSc Mathematics	5
MA Kannada	1
Computer Science	2
Hindi	4
Commerce	3
Economics	4
Zoology	3
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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
Critique on Cache Transition Techniques for Semantic Graph Parsing for optimizing Search Process using Text Mining	Sajini G, Jagadish S Kallimani	International Journal of Recent Technology and Engineering (IJRTE)	2019	0	M E S College of Arts, Commerce and Science	Nil
<a href="#">View File</a>						

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

Title of the	Name of	Title of journal	Year of	h-index	Number of	Institutional
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Paper	Author		publication		citations excluding self citation	affiliation as mentioned in the publication
Critique on Cache Transition Techniques for Semantic Graph Parsing for optimizing Search Process using Text Mining	Sajini G, Jagadish S Kallimani	International Journal of Recent Technology and Engineering (IJRTE)	2019	Nil	Nil	M E S College of Arts, Commerce and Science

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	3	18	4	Nil
Presented papers	3	4	Nil	Nil

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### 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
Conducted medical check-up in an orphanage	Red Cross	2	25

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#### 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
70th Foundation Day Medal during the Celebration of Platinum Jubilee year of BSG	Rover Scout Leader	The Bharath Scouts and Guides	40

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#### 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	Name of the activity	Number of teachers participated in such	Number of students participated in such
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	agency		activites	activites
Seminar on Global Warming- Youth Responsibility by Sri.NageshHegde	Youth Red Cross unit of M.E.S College of Arts, Commerce and Science in collaboration with Akara Consultants For Redefining Lives	Environmental Awareness programme	2	125
<a href="#">View File</a>				

### 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
Addon Course	50 Students of Department of Botany	Self Financed	15
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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
Addon Course	Ethno Botany	Trans Disciplinary University, Bengaluru	01/07/2019	15/07/2019	Students
Internship	Research Intern	Shame Research Project under Dr. Sowmya Puttaraju, Department of Psychology, Mount Carmel College	01/10/2019	31/12/2019	Student
Internship	Content Writing	Internshala Tranings	01/04/2020	13/05/2020	Student
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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
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			students/teachers participated under MoUs
Department of Mathematics, Presidency University, Bengaluru	18/06/2019	Publication of Research Papers	3
Department of Mathematics, Gogte Institute of Technology, Belagavi	24/06/2019	Publication of Research Papers	3
NICT Computer Education Pvt. Ltd. Jayanagar, Bengaluru	29/07/2019	Computer Training Course	38
Catalyst Engineering a Franchisee of LIVE WIRE, Bengaluru	20/09/2019	Training of Data Science for BSc Students	31
Springboard Solutions, Bengaluru	20/09/2019	Training of Tally, GST and Payroll for BCom Students	27
C2C Learning and Development, Malleswaram, Bengaluru	05/11/2019	To provide Training for Banking Exams and other Competitive exams	78
Stocktale, Malleswaram, Bengaluru	22/01/2020	To impart skills on stock market/trading in stock	17
Akone Services, Akshar park, near Dhara complex, Bharath Road, Surat 395007, Gujuarat	10/06/2020	Research and Extension Activities	108
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#### **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
20	6.4

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Classrooms with LCD facilities	Existing



Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	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 partially)	Version	Year of automation
Easylib Library Automation Software	Partially	4.4.4	2003

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	50553	3716690	380	109041	50933	3825731
Reference Books	4503	1233298	27	13285	4530	1246583
e-Books	3135000	5900	160809	5900	3295809	11800
Journals	32	60850	Nil	Nil	32	60850
e-Journals	6000	Nil	293	Nil	6293	Nil
CD & Video	227	36032	Nil	Nil	227	36032
Library Automation	6	55000	Nil	Nil	6	55000
Weeding (hard & soft)	30866	903197	Nil	Nil	30866	903197
Others(s pecify)	28	22154	1	2500	29	24654

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
K M Raghavendran	Problem Solving In Physics a simple strategy	Jnananidhi YouTube Channel (DCE Karnataka)	19/04/2020
Sushma V Jakati	Differential Calculus	Jnananidhi YouTube Channel (DCE Karnataka)	20/03/2020
K M Raghavendran	Quantum Mechanics	Jnananidhi YouTube Channel	15/04/2020

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	62	140	0
Added	97	1	0	0	0	0	0	50	0
<b>Total</b>	<b>185</b>	<b>8</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>9</b>	<b>62</b>	<b>190</b>	<b>0</b>

## 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
0	Nil

**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 incurred on maintenance of physical facilities
86.8	86.8	53.91	53.91

## 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: 1) The Maintenance Committee conducts periodic checks of buildings, classrooms, and laboratories. 2) 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. 3) 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. 4) Periodic reports are submitted by the HoDs to HOI/Administrative office for requirements, repairs, and maintenance. 5) The campus is monitored through surveillance cameras 6) Annually proper inspection and verification of stock are done. 7) 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. 8) 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. 9) Fire extinguishers are placed on each floor and regular inspection is done. 10) 5 energy meters are merged into one as a single metering system for power Maintenance. 11) Earth leakage (ELCB), Miniature Circuit Breaker (MCB) as well as a separate transformer is provided to the institution. 12) Students are

informed and guided about the various Central and State Government scholarship Policies, on a regular basis. 13) Every Department has an intercom facility - EPBX and even provided with a Laptop. 14) In 2018 the indoor Gym is set up for the students and faculties of the college. 15) The College encourages sports and provides jersey, traveling, and daily allowances and other benefits to the students. 16) 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	MES STUDENT S WELFARE FUND	175	720080
Financial Support from Other Sources			
a) National	National Scholarship MHRD NSP	68	680000
b) International	0	Nil	0

[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 implementation	Number of students enrolled	Agencies involved
Training Workshop on "Focus Groups: A hands-on Experiential Workshop for Professional Development"	21/07/2019	23	Department of Psychology, Speaker: Dr. Swati Karve, Organizational Development Consultant, Corporate Trainer Facilitator, Founder and Director of Swasti

[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 passed in the comp. exam	Number of students placed
2019	Add-on course on "Employable Skill	38	Nil	Nil	Nil

Development Program" conducted by Department of Mathematics in association with NICT Computer Education Pvt. Ltd. for the year 2018-2019

[View File](#)

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
Nil	Nil	Nil

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Ernst and Young	215	37	Wipro	150	2

[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	Department graduated from	Name of institution joined	Name of programme admitted to
2019	66	BCom	Commerce	Provided in excel file	MCom/MBA/LLB

[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	5
SLET	2

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

Activity	Level	Number of Participants
Cricket	Inter - Class	315

Chess	Inter - Class	64
Athletics	Inter-Class	99
Hindi Diwas	Inter - Class	62
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### 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/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Fencing	National	2	Nil	S1914051	Rashmi D
2019	Netball	National	1	Nil	C1936695	Shravan S
2019	Cricket	National	1	Nil	17BGC41001	Abeeth Kuthpady
2019	Yoga	National	1	Nil	S1913894	Rohan D N
2019	Net Ball	National	1	Nil	C1936764	Varun Srinivas
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student representation and engagement in various administrative, co-curricular and extracurricular activities for the year 2016-17, 2017-18, 2018-19 is as follows. The student union comprises of President, Vice President, Boys Secretary, Girls Secretary, Boys Sports Secretary and Girls Sports Secretary. Students give nominations 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 union, comprising of the President, Vice President, Boys Secretary and Girls Secretary are responsible for conducting cultural events like Freshers Day, Ethnic Day, College Day, Anubhav (the annual inter-collegiate fest), celebration of Ganesha festival and National festivals like Independence Day, Republic Day and Gandhi Jayanthi, under the guidance of the Student Welfare Officers. Students are Convenors/members in various cells like NSS, NCC, Youth Red Cross, Bharat Scouts and Guides under Rovers and Rangers, Rotary. IQAC has student representatives from both UG and PG program. Student representation and engagement in various administrative, co-curricular and extracurricular activities for the year 2019-20 is as follows. Each section elected a class representative and a sports representative. More than ninety representatives were elected. All the class representatives and sports representatives then nominated student coordinators. A total of twenty-six student coordinators were nominated, to represent the Student Council. The Student Council was responsible for conducting cultural events like Freshers Day, Ethnic Day, College Day, Anubhav (the annual inter-collegiate fest), celebration of Ganesha festival and National festivals like Independence Day, Republic Day and Gandhi Jayanthi, under the guidance of the Student Welfare

Officers. Students are Convenors/members in various cells like NSS, NCC, Youth Red Cross, Bharat Scouts and Guides under Rovers and Rangers, Rotary. IQAC has student representatives from both UG and PG program.

#### 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) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

1) Three-day hands-on Workshop on FORTRAN for II year BSc Students by Mr. Anand M (2015 - 2018) and Ms. Vaibhavi (2014 - 2017), was organized by the Department of Physics, from August 12 - 15, 2019. 2) Pep Talk on "After B.Sc, what next?" by alumni, Ms. Vaishnavi M.R (PMS 2016-19 batch) , Ms.Sugandita (EMS 2016-19 batch), Ms.Vaibhavi (PCM 2014-17 batch), Mr.Suraj Rajashekhar (PMCs 2013-16 batch), Mr.Anirudh C.S (PCM 2015-18 batch) and Ms.Apoorva Vashishth (PMCs 2015-18 batch), was organized by Department of Mathematics (UG) on 22nd February 2020.

### 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)

The college has a decentralized transparent mechanism in matters relating to administration, finance and academics. Responsibilities are delegated from the management to the HOI and further down the hierarchy. The highest decision-making body at the management level is the management committee (MC), at the college level it is the governing body (GB). They delegate powers and responsibilities to the HOI, who in turn delegates to the Vice-principal, HoDs, Office manager, and committees cells. There are 29 committees, cells and clubs, which plan and organize all the activities of the college under the guidance of HOI, vice-principal and IQAC. These committees and cells are headed by a convenor and have three to eight faculty members. In some cases, non-teaching staff and students are also members of the committees. The following case studies on the purchase of items and recruitment of teaching faculty illustrate the point. Decentralization: Purchase of items at the Institutional Level College Office. • A formal permission is obtained by the HOI from the management to procure the required items after discussion with the faculty. Some of the requirements are placed in GB for approval (based on Budget provision) • Thereafter the due process of calling for quotations, identifying the Vendor and placing the purchase order is done at the HOI level. • The management accords the final approval of the order and sanctions the payment, which is done directly to the vendor. Purchase of items to Department Library The HOD /Librarian seeks permission from the HOI to call quotations for the required items/equipment. • Once Permission is given, the HOD/Librarian follows due diligence process, calls for quotations and finalizes the vendor by making a comparative statement of the quotations. • With the approval of the HOI, HOD/Librarian places the order for the equipment. • On delivery, the items are taken into stock and the bill certified by the HOD/Librarian is handed over to

the office through the HOI, who verifies the entry in the Stock Register. • The bill is passed after approval from the management and payment made by the office directly to the vendor. Participative management: Recruitment of teaching faculty. • The process is initiated by the HOD giving the workload statement and requesting for appointment of required number of faculty in the department. • Management consolidates all requests and Advertisements are placed in Leading Newspapers • The received applications are scrutinized by HOD and prospective candidates are called for Interview • Interview Committee comprises of HOD, HOI, Subject Expert, Director (Academics) and Vice-President, MES® • Interview committee gives the list of selected candidates in the order of merit. • Demonstration Class is conducted for the shortlisted candidates. • Demonstration lecture is attended by senior faculty of the department, HOD and students. • Feedback of student and staff/HOD is consolidated by the HOD and final decision about the recruitment is taken. • The process ends with the appointment letter Issued by the Management through the HOI to the selected candidate.

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	<p>The college has established departmental research committees with external members to act as consultants in helping the department identify research areas and give suggestions.</p> <p>The faculties are encouraged to register for Ph.D. and their 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 in-house 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.</p>
Curriculum Development	<p>i) In house Departmental meetings ii) Meetings of Departmental Advisory committees iii) 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 iv) Holistic implementation of the syllabus which is aligned with carefully constructed course outcomes and resources available in the institution v) Different types of instructional strategies are planned</p>



that are focused on achieving optimal student development and student learning outcomes.

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 1) Periodic review and revision of compensations. 2) Provide complete autonomy to the principal and faculty in academic planning and delivery. 3) Encouragement and support to pursue higher studies, research, and innovations 4) 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 5) Appointment of a Vice Principal-Second in Line for administration. of HODs. 6) Absolute autonomy to the Principal in forming various college committees and Cells under the IQAC. 7) Autonomy to the Superintendent of the office to administer under the leadership of the HOI Other strategies include 8) Providing support and funds for the conduct of seminars, workshops, industry-interaction, faculty development programs, skill development programs for training the staff and students acquire leadership qualities 9) Financial help to attend conferences, workshops, and publish papers. 10) Insurance cover to employees. 11) 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 a) Departments being encouraged to have MOU with Research Laboratories to help faculty and student research. (Zoology, Botany, Chemistry) b) Add on courses involving experts from industry as resource persons are conducted by departments, placement cell. c) 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. d) 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 the industry. On completion of such training, they provide internship opportunities and help in the placement of students. e) Collaboration with Industry, research labs, etc for field visits on a regular basis. f) Inclusion of Industrialists in statutory bodies like Management committee, GB and non-statutory body like IQAC

Admission of Students

Strategy for Improving admissions include one of the best practices followed by the college a) Admission Counseling desks set up for B.A and B.Sc aspirants, which are manned by faculty. b) 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 c) Inclusiveness and a very transparent admission policy completely following the Roster as mandated by the government. d) Highlighting the availability of student welfare fund, Akaansha - a faculty initiative to offer financial support to students to pursue their education. e) Prominent display of the Scholarships available to students. f) Prominent display of placement statistics to motivate students. g) Prominent display of Banners advertising the courses offered. h) Helpdesk to aid students seeking admission to B.Com in applying online. i) 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.

Library, ICT and Physical Infrastructure / Instrumentation

Library. 1) Budget provision made to the various departments to augment textbooks and reference books. 2) Departments are also encouraged to maintain a Departmental Library" 3) 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. 4) The quality of service provided by the library to students and faculty is constantly monitored and enhanced by an active Library committee. ICT 1) Based on inputs from the department, and review of existing IT infrastructure periodic up-gradation of the ICT facilities ( hardware and software ) is undertaken. 2) The purchase committee assisted by a System Administrator and a System Analyst liaisons with the CE and oversees the implementation. 3) The funds obtained for various projects which have provision for up-gradation of ICT facilities are also utilized. Physical Infrastructure. The primary strategy for quality improvement in physical infrastructure is through the GB. 1) 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. 2) These are brought up as agenda points in GB meeting and approval sought for the same and implemented. 3) 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 a need basis and permission sought through proper channel.

Teaching and Learning

The strategies that are adopted to improve teaching quality are 1) Bridge course conducted by department/teachers before starting formal lessons. 2) The

faculty structure their teaching around daily lesson plans, which are aligned with the course outcomes. 3) A systematic approach to lab training through well-designed lab manuals. 4) Problem-solving sessions 5) 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. 6) Teachers also take up online courses The strategies to improve learning quality include 7) 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. 8) 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. 9) Field trips and project works 10) Invited talks by experts to enhance learning

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

E-governance area	Details
<p>Planning and Development</p>	<p>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 1) Finance and Accounts 2) Student Admission and Support 3) Examination 4) A mobile application called e-patta is being developed as part of the ERP Solution for teaching and learning. Through this mobile application student attendance can be taken, learning material like class notes and videos can be uploaded. It is expected to become operational by June 2020</p>
<p>Finance and Accounts</p>	<p>The computerized accounting system is maintained through the Tally ERP 9 software package. Since 11 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</p>

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 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 1) The Online application is launched from the college website. 2) The Instructions for applying online is prominently displayed in the college and on the college website. 3) Help desks are set up in the college library for the students who do not have access to computers to apply online 4) The application details are collected and the listing of candidates is done following the roster as mandated by the government. 5) The Challan for FEE payment for students is generated in the ERP system. 6) 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. 7) The student submits the office copy of the fee paid challan and fee receipt is generated in the ERP system and issued. 8) 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. 9) To the students with regards to payment of college fee, examination fee, attendance, scholarship deadlines, the announcement regarding suspension of classes, events, etc 10) To the parents regarding attendance, the announcement regarding suspension of classes, PTA meetings, mentor meetings. 11) To the staff regarding staff meetings and important matters relating to academics and events. 12) Library: The College library has Easy-lib Software for managing issue and return of books

**Examination**

Bangalore University: 1) The student will login to the university(student) portal through the BU website and fill in the online examination form. 2) The college will approve the students will then pay the examination fee online through Credit Card, Debit card, or Netbanking. 3) An examination Admission ticket will be generated, which will be downloaded by the college and distributed to the student. 4) During the examination, the daily absentee statement will be uploaded by the college on the university portal. 5) All the internal assessment marks( Theory and Practical) are to be uploaded by the college in the BU portal 6) Once results are declared they are posted on the university website and is accessible through the student and college portals 7) 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: 1) The data of all admitted students by the college is sent to BCU in Xls format 2) University will send a link to the email id and phone of each student to register for admission. The student has to fill in all the details and upload the scanned copy of the documents. 3) 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. 4) BCU will allot the Register number to students. 5) On the announcement of Examination fee payment dates the college will approve the list of eligible students after verifying

their attendance. 6) Students whose names have been approved by the college can pay the examination fee online through student login on the BCU website. 7) Examination Admission tickets are generated by the university. The college downloads the same and distributes it to the student. 8) All internal assessment marks(Theory and Practical) are to be uploaded by the college in BCU portal 9) 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. 10) 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 for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Dr Jhanardhan T	International Conference organized by Research Development Organization, Jaipur	nil	8546

[View File](#)

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	Orientat ion Program on New NAAC A ccreditation Process	nil	06/08/2019	06/08/2019	70	Nil
2019	Faculty Developmen t Program on Latex for Beginner s s organized by PG Department of Mathema tics and research Centre in Applied Ma thematics ,MES college of Arts ,Commerce and Science ,Bengaluru	nil	21/09/2019	24/09/2019	45	Nil
2020	FDP organized on Learnin g, Teaching and Technology in Digital ERA	nil	17/06/2020	17/06/2020	70	Nil
No file uploaded.						

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
A FDP on Outcome-Based Education by in pods	1	18/05/2020	18/05/2020	1

A Faculty Development Program on LATEX: A document preparation system	45	21/09/2019	24/09/2019	3
'Practical Approach to GST' from SSMRV College	1	25/09/2019	26/09/2019	2
High Accuracy, High Performance Computing of Fluid flows organized by Department of Mathematics and Mechanical Engineering, Osmania University	3	30/12/2019	03/02/2020	5
Application of Mathematics in Engineering" by KPR Institute of Engineering and Technology, Arasur, Coimbatore, Tamil Nadu.	3	25/08/2020	28/08/2020	4

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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 than 21000), 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 Supplement/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 a) The college is informed about the date for audit by the AGO. b) The books of account related to bills of Grantin- Aid staff( Salary) are audited c) The report is submitted to the HOI. d) The HOI informs the management of the audit report. e) The HOI and the Management address the observations. f) The HOI replies to the AGO 2. Joint Director of Collegiate Education (JDC) SOP a) The college is informed about the date for audit by the JDC. b) The books of account related to tuition and lab fee collected are audited, service records, purchases c) The report is submitted to the HOI. d) The HOI informs the management of the audit report. e) The HOI and the Management address the observations. f) 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 Subbramania, VALDEL Engg and construction Services	1000000	Student Welfare Fund
No file uploaded.		

6.4.3 – Total corpus fund generated

19008571

#### 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	NA	No	NA
Administrative	Yes	Joint Directorate of Collegiate Education	Yes	MES Management

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

NA

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

NA

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

1. Establishment of Departmental Advisory Committee under Research Advisory Committee. 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
2019	Dissemination of Information on Draft New Education Policy through NSEP document and through ppt by IQAC Coordinator	05/07/2019	05/07/2019	05/07/2019	70
<a href="#">View File</a>					

### 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 and self defence	12/02/2019	12/02/2019	60	30
Street play on prevention against Women harassment	12/10/2019	13/10/2019	30	20

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
College is moving from the use of Incandescent light to LED lights

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
Scribes for examination	Yes	3

#### 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
2019	Nil	1	19/08/2019	4	Eco Ganesha rally and sale of unpainted clay Ganesha idol	The use of lead and paint in the making of Ganesha idols	1550
2019	Nil	1	22/10/2019	5	Nobel insight lecture series	Dissemination of information of Nobel prize winners of the year 2019	1300

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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 (2019-20)	06/04/2020	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 staff and students	01/01/2019	The Quality manual for students and staff is prepared by IQAC and circulated. The manual is uploaded on the college website. Copy and paste the link. <a href="https://mesinstitutions.in/mes-degree-college/documents/196034/QualityManual2016.pdf/6fb9467c-badb-981a-d083-2d13185b791f">https://mesinstitutions.in/mes-degree-college/documents/196034/QualityManual2016.pdf/6fb9467c-badb-981a-d083-2d13185b791f</a>
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#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Student induction programme	10/07/2019	12/07/2019	700
Celebration of Gandhi Jayanthi	02/10/2019	02/10/2019	50
Sarvadharm Samanathe and Vasudaiva Kutubakam	27/09/2019	27/09/2019	150
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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: The college has entered into an MOU with Ms. Rashi Solutions limited for the 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. 5. College has a rainwater harvesting plant

### 7.2 – Best Practices

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

Institutional Best Practice 1 Title of the Practice: Pre-admission counseling for students seeking admissions to the graduate programmes in the college 1) 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. 2) 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. 3) 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. a) Adequate preparations are made well ahead of the admission process b) Changes and improvements in the process are decided upon after detailed discussions with the principal c) Adequate preparations are made well ahead of the admission process d) Changes and improvements in the process are decided upon after detailed discussions with the principal e) A timetable is drawn, with details of the duties and the names of the faculty who will represent their subjects f) Separate counters for arts, commerce, and sciences are designated g) 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 h) 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. i) 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.

4) 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. 5) 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 a) 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 b) The space constraint is yet another challenge as both PU and degree admissions take place around the same time c) 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: Financial assistance to needy students to fulfill their dreams of education: Akanksha, a teachers initiative. 1)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 2) 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 their mite every month towards this fund. Over the past nine years, this fund has grown with more number of teachers contributing towards it. 3) 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) 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 b) Requests are made by students in the application forms that are made available for this purpose c) 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 disbursement 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. 4) 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 number of beneficiaries during the year 2019 was 9 and the amount dispersed was Rs. 66000/-. 5) 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. a) The ever-increasing number of students in need of financial assistance and the inability of Akanksha to fulfill the requirement equitably b) The difficulty in assessing the authenticity of the need of the students in some instances c) 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](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 today's fast-paced and changing world it is very important to know what makes one's 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 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 of 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](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**

Have Quality initiatives at the micro-level of systems and processes • To form IT and website maintenance team • To conduct Academic and Administrative Audit of departments and library • To conduct workshop on 'Nuances of Writing SSR' • To form teams for completion of the process of writing SSR • To strengthen mentoring processes • To organise Nobel Insight Lecture Series • To conduct SSS and analyse the survey results, adopt corrective measures for quality enhancement • Development of ERP - Epata • Review of mentoring framework • Preparation of learning outcomes for all subjects and hosting on website • Apply for NIRF 2020-21 • Conducting Faculty Development Programmes for Faculty on ICT and digital learning • Conduct a green and Power audit