



M.E.S. Degree College of Arts, Commerce and Science
Malleswaram, Bengaluru-560 003

QUALITY MANUAL

2015

(II Edition)

Effective from the Academic year 2016-17

An IQAC Initiative.....

OUR INSPIRATION

“I never see what has been done; I only see what remains to be done”

Gautama Buddha

“The best way to find yourself is to lose yourself in the service of others.”

Mahatma Gandhi

“The education which does not help the common mass of people to equip themselves for the struggle for life, which does not bring out strength of character, a spirit of philanthropy, and the courage of a lion— is it worth of the name? Real education is that which enables one to stand on one's own legs.”

“Education is the manifestation of the perfection already in man”

Swami Vivekananda

“Human nature is fundamentally good, and the spread of enlightenment will abolish all wrong”

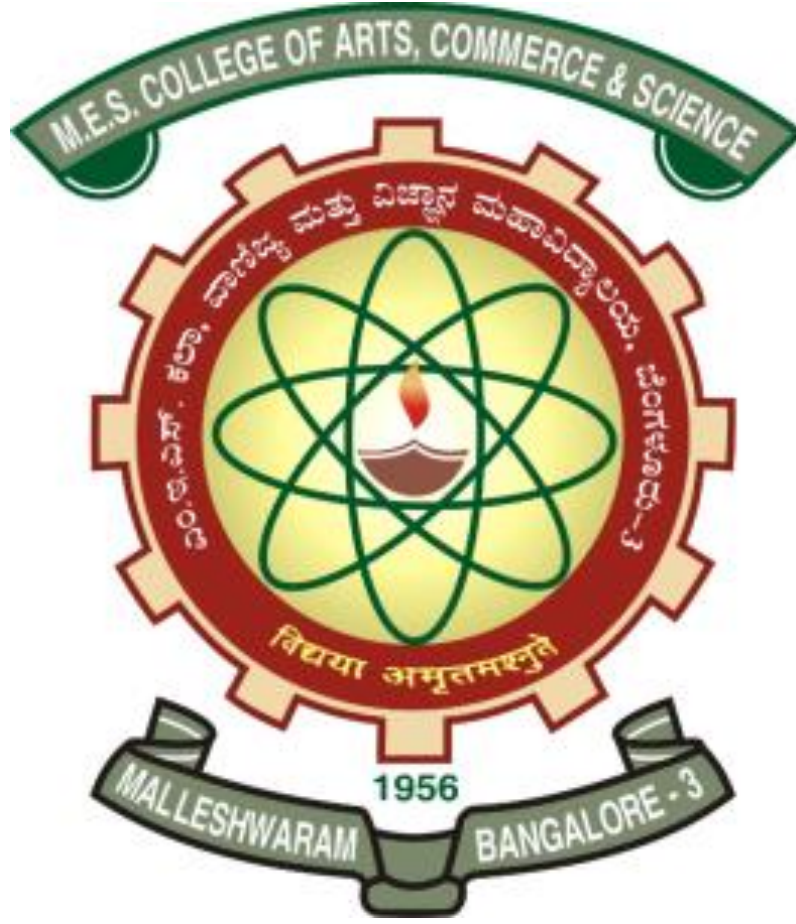
Dr.S. Radhakrishnan

“Educationists should build the capacities of the spirit of inquiry, creativity, entrepreneurial and moral leadership among students and become their role model”

Dr. A.P.J. Abdul Kalam

“Education is a progressive discovery of our own ignorance”

Will Durant



OUR MOTTO

विद्यया अमृतमश्नुते

Knowledge Ensures Immortality.....

VISION

Inspire, Invigorate, Illumine.

MISSION

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

OBJECTIVES

To provide quality education at affordable cost.

To cater to the academic needs and aspirations of local students.

To inculcate a scientific bent of mind in students.

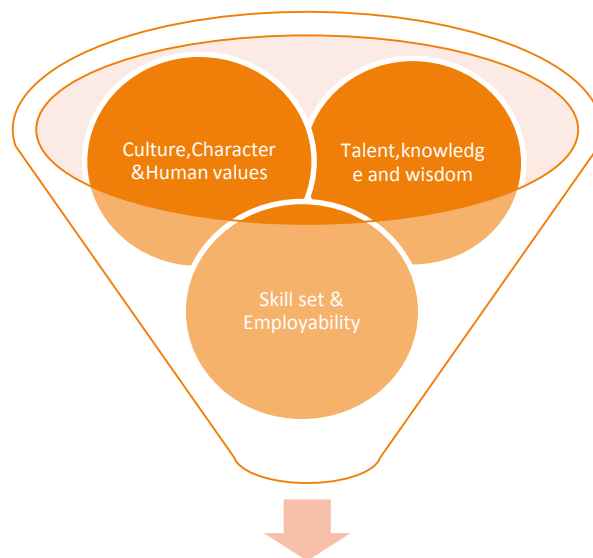
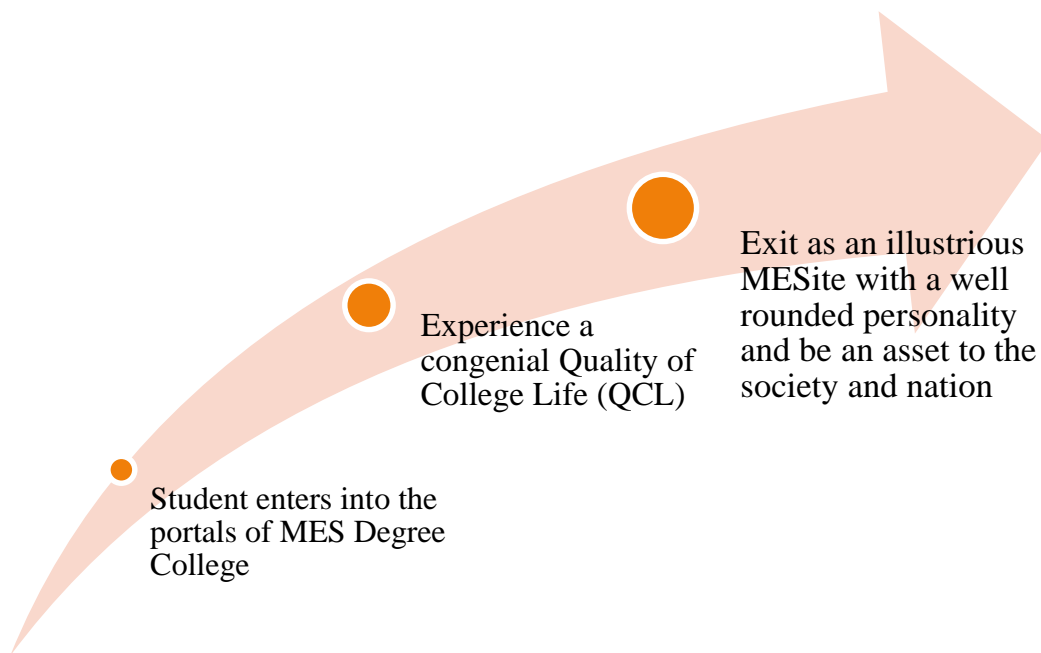
To initiate a research culture among students.

To develop dynamic and pro-active leadership qualities in students.

To sensitize the students towards civic responsibilities and environmental consciousness.

To focus on skill development towards employability.

The Journey...



Quality Education

Quest for Excellence

The Institution plays a vital role in moulding the personalities of the students who pass through its portals, by imparting holistic quality education. Quality education in the modern context is the confluence of knowledge, wisdom, creativity, innovation, skill set, employability, culture, character, talent and human values

Preface

After the first accreditation by NAAC in the year 2004 it was well recognised that a functional Internal Quality Assurance Cell (IQAC) would act as a catalyst in coordinating various quality related activities of the college as envisaged in the guidelines of the NAAC. Therefore the IQAC of MES degree college was established in 2005 itself. The primary task of the IQAC was to develop a system for conscious, consistent and catalytic improvement in the overall performance of institution. In keeping with this goal, IQAC of our college undertook the task of bringing out a Quality Manual (QM).The first edition was brought out in 2010 soon after the second cycle of accreditation and assessment in 2009.

When the college was preparing for the third cycle of NAAC accreditation and assessment which was due after December 2014, it was felt that the Quality Manual also needs to be revised and made more comprehensive. This lead to the preparation of a thoroughly revised present edition which, lays down well thought over guidelines, policies, processes and definitions. Inputs for the manual were sought and obtained by various means, including SWOC analysis of all departments which was collated into the Institutional SWOC analysis, the observations from the Quality gap analysis, the findings of the internal academic audit, feedback from different stake holders and interaction with the management. This manual is envisaged to be a guide to undertake the appropriate quality related activities of the College.

It is believed that this QM will usher a rigorous quality movement in the Institution and promote both, an internalisation and an institutionalisation of a rich Quality culture.

Dr.M.Satyakrishna

Principal

K.M.Raghavendran

Coordinator-IQAC

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Section I- Introduction and Milieu

MES Degree College of Arts, Commerce and Science, recognises its responsibility as a provider of quality educational services which complies with national standards laid down by the Quality Assurance Agency (QAA) viz... National Assessment and Accreditation Council (NAAC). To this end the college has developed and documented a Quality Manual (QM) which conforms to the National standards of Higher Educational Institution (HEI). Our Quality policy amply resonates the same.

Quality Policy of the college:

- Our prime objective is to relentlessly endeavour to deliver educational services to address stakeholder satisfaction by assuring, sustaining and enhancing the quality of education that we provide so that our learners experience and cherish the Quality of College Life (QCL) lifelong.
- To empower the students to succeed in the highly competitive and constantly changing societal/global scenario by providing need-based support facilities, competent faculty and fostering a culture of academic integrity, accountability and lifelong learning.
- To be recognised as an institution that offers a holistic modern education, grounded in traditional Indian values.

1.1 Introduction.

Before we speak of quality in higher education (HE) there is a need to understand what we mean by the term 'higher' in HE. There are several views but all of us will agree that it is not merely the higher level of educational structure in colleges and universities, where students are imparted higher levels of in-depth knowledge in specific domains leading to a higher degree but it is much more than that. According to Ronald Barnett there are four predominant concepts of HE:

1. *The production of qualified human resource:* Essentially HE is seen as a process in which students are the 'Product' absorbed by the labour market in Business and Industry.
2. *A training ground for a career research:* In this view HE is preparation for qualified scientists and researchers who will develop the frontiers of new knowledge.
3. *Efficient management of teaching provision:* Many believe that teaching is the core of HEI. Hence HEI should focus on efficient management of the teaching-learning process and the quality of teaching.
4. *A matter of extending life chances:* HE is seen as an opportunity to participate in the development process of the individual, through a flexible continuous learning mode.

Clearly these four concepts are not mutually exclusive. They are integrated and give an overall concept of HE. Besides this, there is also the other very important issue that HE has to address viz...the role of the individual in society.

Now let us try to define the rather elusive concept of Quality. The term can have different meaning in different contexts. Quality could be absolute but more often, it is relative (defined in comparison) and therefore several approaches to defining quality have been proposed. Some of these include.

1. Exceptional: Very high standard and passing a certain required standard.
2. Consistency: Having zero defects and getting it right every time.
3. Fitness of purpose: Product or service that meets the stated purpose and ensures customer satisfaction.
4. Value for money: Processes and products that are efficient, effective and transformative (producing a qualitative change)

It is clear that a unique definition of quality is very difficult to formulate and is largely contextual. In the context of HE as in any other domain, quality should also be quantified in some manner so that it measurable. Standards may be prescribed in terms of a 'minimum threshold'. In this context quality is a kind of assessment in terms of certain 'standards' like the 'Criteria' adopted by accreditation agencies like NAAC, which is based on what is expected as a satisfaction of the "minimum requirement" in a specified area and motivating to go beyond it.

In the words of Sir John Daniel President and CEO, Commonwealth of Learning, Quality can simply be defined as 'fitness for purpose at minimum cost to society'. There has been a raging debate in several countries on whether their higher /tertiary education actually provides the necessary training that the students and society need? Do the HEI have the required quality? In the context of developing countries like India, where resources are rather scarce, there is in fact a case for not wasting the same on institutions that are not fulfilling the needs of the student and society. For India today, quality in HE is a key priority. And this must be achieved keeping in mind the issues of relevance, costs, equity access, inclusiveness and International standards. The need for quality in the services rendered by HEIs has been recognised as a key component in transforming our country's HE system. This is amply reflected in the vision statement of NAAC.

"To make quality the defining element of HE in India through a combination of self and external quality evaluation, promotion and sustenance initiatives."

The same theme is further reiterated in the Mission statements and Core values of NAAC as well.

In the light of what is mentioned above it is clear that a HEI should set for itself benchmarks of 'quality' in the processes it follows and the services it delivers. These benchmarks must be in the public domain open to all stakeholders and also should be continuously reviewed from time to time, to cater to the changing needs of the society. Since it is generally understood that HE covers teaching, research and extension, HEI should strive for quality in teaching, research and extension service. In keeping with these objectives MES Degree College recognizes its responsibility as a provider of quality educational services. To this end, MES Degree College has developed and documented a quality assurance system. The Quality Manual brought out by our college is an attempt to reach out our Quality process to all the stake holders

1.2 Background

With HE becoming an international service, there is a growing concern the world over about quality, standards and recognition. Quality assurance and accreditation in HE can be defined as a systematic management and assessment of procedures adopted by institutions or systems to monitor performance and to ensure quality improvement. Quality assurance aims to give stakeholders confidence about the management of quality and the outcome achieved. While the responsibility of establishing benchmarks and ensuing quality education is delivered by the HE institutions primarily rests with the government, the onus is on the individual institutions to internalize a quality culture and evolve systems and procedure for quality assurance, sustenance and constant review and enhancement.

There are several questions that crop up in evolving the said systems and procedures.

- For instance how do we promote a culture of quality within the institutions?
- What would be the elements of such a culture?
- Can we have a uniform model for all institutions?
- Do such institutions require a different kind of leadership? Do they need a more decentralized, dialogic and democratic style of management?
- How does one create a sense of ownership and belonging among the staff so that they are motivated to align themselves to institutional goals and give their best?
- What resources and training are needed?
- How can monitoring and evaluation become part of all processes, systems and sub-systems of institutions?
- What makes an institution reflect on its practice and commit to a continuous quest for excellence?
- Can the use of new ICTs help?

Clearly these systems and procedures would be unique to each institution even while being within the frame work of the overall quality perspective as laid down by the government.

Such procedures and systems have to be laid out in detail and should be available to all stake holders. This is the primary motivation for us in bringing out this second edition of our Quality Manual, ahead of our third cycle of assessment and accreditation by NAAC.

1.3 Rationale for the manual.

The last decade has seen a phenomenal growth in the number of institutions offering HE and a paradigm shift in their role. Amidst the rapidly changing technologies, new pedagogical methods, growing student aspirations, industry and public expectations, the roles of the HEI and the teachers who teach in these institutions have completely changed compared to what it was a few years ago. Quality of services offered is the buzz word. While on the one hand HEI have to be extremely sensitive, dynamic and responsive to the changing needs of the students and society, on the other teachers have to now don the role of dynamic facilitators/mentors to the growing aspirations of the students. This calls for a lot of innovations and quality processes to be put in place in HEIs. A manual defining such processes and changes in the mind-sets of the Management and Institution will go a long way in helping the Institution in enhancing the Quality of College life of the students and processes related to the services it delivers.

1.4 Defining the Quality Assurance Process

The quality assurance process of the college is meant to include

- Reviews of the services and facilities offered by the college and processes followed against requirements, standards and guidelines.
- Academic and administrative audits.
- Development and documentation of action plans
- Identification of Quality gaps by the CC and cells under the IQAC through inputs taken from all the departments, students and other stakeholders.
- Detailed procedures and work flow to be evolved and communicated to various sections within the college including departments, office and library.

1.5 Outlining the principles of Quality Assurance Processes

The quality assurance process of the college has been formulated based on the following broad principles:

1. Quality assurance should be an integral part of the internal management of the Institution

2. Quality assurance should include regular evaluation of programmes by internal and system of audit.
3. Quality assurance should include context, input processes and output outcomes, giving emphasis to outputs and learning outcomes
4. Quality assurance systems should also include:
 - a) Clear and measurable objectives and standards, guidelines for implementation, including stakeholder involvement, appropriate resources to sustain quality.
 - b) Consistent evaluation methods, with self-assessment and external review
 - c) Feedback mechanisms to be used as inputs for improvement
 - d) Widely accessible evaluation results
 - e) Quality initiatives at the institutional level to ensure, coherence and synergy with the initiatives of the region and nation.
 - f) Quality assurance to be a cooperative process involving all stakeholders.

Section II: Quality Assurance in the MES College of Arts, Commerce and Science.

2.1 Objectives of the Management

The following are the objectives of the Management as laid down in bylaws of MES®

- To provide facilities for efficient instruction and training in the various branches of technology and science in their application to industries and commerce.
- To provide and develop interest in Arts, Science, literature, Domestic Science, Humanities, Vocational and basic education

2.2 Introducing the Quality Assurance Agency (QAA-NAAC)

The National Policy in Education (NPE) was a comprehensive document brought out by the Government of India in 1986 which laid special emphasis on upholding the quality of HE in India. To address the issues of quality, the NPE and the Plan of Action (POA) formulated in 1992 recommended the establishment of an independent national accreditation body. As a consequence of these recommendations the National Assessment and Accreditation Council (NAAC) was established as an autonomous body by the University Grants Commission (UGC) of India in 1994 to assess and accredit institutions of HE in India. NAAC has its headquarters in Bengaluru

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of HE, the National Assessment and Accreditation Council (NAAC) has proposed that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance.

2.3 Establishment of Internal Quality Assurance Cell (IQAC) at MES Degree College

The IQAC of MES degree college was established as in 2005 as per the guidelines outlined by NAAC. Its composition and activities are also in accordance with NAAC guidelines. Since quality enhancement is a continuous process, it was envisaged that IQAC will become a part of the institution's quality assurance system and work towards realisation of the goals of quality enhancement and sustenance. It was in keeping with this goal that the IQAC undertook the task of bringing out the first edition of the Quality Manual. This revised second edition has been prepared after extensive consultation with and feedback from all the stake holders and is in line with the overall perspective plan of the management. Further the inputs obtained from the quality gap analysis and SWOC analyses have also been factored in the preparation of the manual.

2.3.1 NAAC Guidelines for IQAC

In section 2.2 the need for the establishment of IQAC as a vehicle for ushering a culture of Quality in HEI as envisaged by NAAC is mentioned. The philosophy behind establishment of

IQAC in Institutions of HE is outlined in the guidelines issued by NAAC which are listed below. *It is to be emphasised that the QAA at college level viz .IQAC should have organizational freedom, authority and independence to objectively evaluate and report on the various activities of the college*

The primary aims of IQAC are

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

2.3.2 Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society.
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services.
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions:

The functions of IQAC include

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- d) Dissemination of information on various quality parameters of Higher Education.

- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- f) Documentation of the various programmes/activities leading to quality improvement.
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Ushering in of Quality Culture in the institution
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

2.3.3 Structure and functionaries

The IQAC of MES College has the following organizational structure:

1. Chairperson: Head of the Institution
2. Coordinator: Senior Staff Member
3. Office Superintendent
4. Librarian
5. Seven teachers (five from UG and two from PG)
6. Two members from the Management.
7. Three UG and two PG students, representing each stream/discipline
8. One/two nominees from the local society and Alumni
9. One/two nominees from among Industrialists/Parents
 - Faculty members shall be democratically selected by the members of the teaching staff in a meeting specifically called for it by the Principal, ensuring that at least one faculty member is representative of each discipline
 - The process of selection of members shall be as follows. A meeting of the staff shall be convened by the HOI for the specific purpose of inducting teacher members. The name of a faculty member to be inducted into IQAC shall be proposed by a member present in the meeting and seconded by another member.

- The co-ordinator shall be nominated democratically from among the teaching faculty members inducted into the IQAC by the same process of selection as of other members.
- Two members from the management Committee shall be nominated by the management.
- The student members shall be nominated by the Principal, in consultation with the vice Principal, coordinators of PG departments and heads of departments.
- The nominees from local society, alumni, industrialist and parents shall be identified by the IQAC consultation with the management.

2.4 Role of IQAC in Quality Assurance, sustenance and enhancements

It was realized that the IQAC cannot be an independent and isolated unit in the college but act as a focal point for all the units to integrate and synergise in delivering quality services to the students. It has worked towards developing quality bench marks, establish processes and help in the implementation of the same. It has constantly worked to achieve incremental growth of the college in all areas and monitor the sustenance of innovative and best practices. The IQAC has assumed the role of a mentor and has been totally democratic and inclusive in its approach and activities. It will continue also provide a platform for students and staff to develop and showcase their talents in areas such as teaching, learning, research, fine arts, sports and related co-curricular and extra-curricular activities.

2.4.1 Areas of Activities

Since the establishment of IQAC in our college several Coordinating Committee (CC) and Cells have been formed to look into various activities of the college. The IQAC thus acts as a recommendatory body /coordinating centre constantly interacting with the CC and cells, stake holders such as students, management, parents etc and striving to raise the quality/efficiency bar in all the services offered by the college. The following are the key areas of its activities.

1. To ensure the delivery of quality services as outlined in the Quality Manual of the college as well constantly strive to enhance the quality of academic and administrative activities.
2. Coordinate all the activities of the college in consultations with the Principal, various departments and through the CC that are constituted.
3. Endeavour to be sensitive to the changing needs of the students and orient the faculty towards the need to be updated as well as adopt innovative methods of pedagogy and relevant technology in transacting the curriculum, teaching, learning and valuation.
4. The IQAC shall involve in several activities such as planning the calendar of events for the semester, coordinating the framing of the time table, organising orientation

programmes for students as part of the Total Quality Management (TQM), conducting surveys, collecting feedback from various stake holders and analysing the same.

5. Hold workshops and training sessions for teaching and non-teaching staff leading to quality improvement, coordinate the counselling of students seeking admission to our college and help the Principal during admissions. Identifying gaps in infrastructure and communicating the same to the management through the HOI.
6. Organise quality related workshops.
7. Prepare the Annual Quality Assurance Report (AQAR) as per the guidelines of NAAC to be submitted to NAAC.
8. Prepare semester/year-wise report of the activities of the college by collecting and consolidating all the reports filed by the various CC
9. Coordinate the preparation for next cycle of accreditation by QAA- NAAC.
10. Facilitate the departments in the preparation of practical manuals, proceedings of workshops and seminars conducted and in documentation of the departmental activities.
11. Plan and undertake specific audits which will improve in the quality of services delivered by the college. These include
 - Internal (and External) Academic and Administrative audit.
 - Energy and water Audit
 - Green Audit and such others

2.4.2 Coordinating Committees (CC) and cells of IQAC

Decentralization of administration is crucial in ensuring quality in the delivery of services. A time tested model is the formation of CC/Cells which will be assigned specific responsibilities. All the CC and Cells shall function according to the guidelines laid down in this manual and those that may be evolved in the future.

Structure of IQAC CC

- The CC shall have 4 teaching faculty members including an IQAC member
- The IQAC nominee shall be decided by mutual consent of the IQAC in a meeting called specifically to form the CC.
- The non- IQAC members will be nominated by the HOI in his/her capacity as the chairman IQAC.

- The member nominated shall be consulted on his/her preference and to the extent possible accommodated in a CC of his choice.
- The convenor of the CC shall be elected by the members of the CC.

Tenure of the members of the CC.

- All the members of the CC shall have a tenure of two years.

Role of the CC

- ✓ The role of the CC is to plan, execute and coordinate the various activities of the college under the overall supervision of the HOI.
- ✓ Each CC in turn will have cells.
- ✓ The CC shall maintain all the documents related to its domain as well as provide the documents to the documentation committee.
- ✓ A member of the one CC can also be a member of one or more cells under a different CC.
- ✓ The convenor of the CC shall maintain the minutes of all the meetings conducted.
- ✓ Regular reports shall be filed by the CC to the IQAC which shall be forwarded to the Principal for his perusal.

Cells

Each CC of IQAC shall have a suitable number of Cells to decentralise and delegate the responsibility. This will bring in democratisation of administration resulting in larger participation of staff members (& students) and give them a sense of involvement in decision making process.

Structure of Cell

- The cell shall comprise of not more than four teaching faculty members who are not members of IQAC. A non- teaching staff can be included in a cell based on the function of the cell.
- The members of the cell will be nominated by the HOI in consultation with the convenor of the concerned CC.
- The member being nominated shall be consulted on his/her preference and to the extent possible accommodated in a suitable cell.
- The convenor of the cell shall be elected by the members of the cell.

- The cell can opt to have a maximum of three student representatives whose membership should be ratified by the CC under which the cell functions.

Tenure of the members of the cell.

- The tenure of a member of a cell will be two years after which he/she can opt for another cell.

Role of the Cell

- ✓ The role of the cell is to help plan, execute and coordinate the various activities of the college and those assigned to the CC under which the cell functions under the overall supervision of the HOI.
- ✓ Regular reports shall be filed by the cell to the CC under which it is constituted.

The broad areas of responsibility of the various CC and cells under them are enumerated below

1. Academic Committee: This CC shall monitor all aspects of

- Admission
- Fee structure of the courses
- Academic Courses
- Teaching Learning and Evaluation
- Academic Audit
- Research Projects

To facilitate the effective functioning of this CC the following cells shall be constituted.

(a) Academics Cell: The cell shall plan, monitor, evolve, evaluate, record and follow up on

- *Admission:* The cell shall plan the admission process of UG and PG by coordinating with the management, HOI, coordinators of PG courses and office. It shall draw up a time table for admission process as well as plan the printing of Prospectus, publicity material and Pre-Admission counselling of students.
- *Quality of Teaching, Learning and Evaluation:* The cell shall be responsible to conduct teacher assessment by student and peers as well as self-assessment of teachers. The assessments shall be handed over to the respective heads of departments who will analyse the same and report the same to IQAC.

- *Results:* The cell shall analyse the results of each semester course/combination obtaining the data from the respective departments/office subject wise and present a report to the academic Committee, who shall forward the same to IQAC for documentation
- *Academic audit:* The cell shall conduct academic audit of all the departments periodically with the help of IQAC
- *Academic achievements of staff and students:* The cell shall gather information on the academic achievements of students and staff and present a report every semester/year to the documentation cell.

(b) Examination and Attendance Cell:

The cell shall plan, monitor, evolve, evaluate, record and follow up on

- Conduct of common internal tests/preparatory tests.
- Conduct of University examinations including assigning of invigilation duty.
- Shall monitor the attendance requirement of students to take up university examination in coordination with the class teachers. Regularly notify the shortage of attendance list and follow up on the same.
- The cell will help in generating reports which may be provided by any ERP/Attendance software being used by the college and forward the same to the IQAC and HOI for analysis.
- The cell shall be responsible for the uploading of the Internal assessment of core subjects/languages, non-core subjects and extracurricular activities of students in coordination with the various department.

(c) Research Promotion Cell:

- The cell has to constitute a Research Advisory Committee (RAC) for periodic review of activities of the research activities in the college.
- The cell shall be responsible for monitoring all the research activities in the college.
- Help teachers/students with research proposal and follow up on research proposals sent by teachers and students.
- Periodically inform faculty and students about research proposals called for by various agencies.
- Conduct awareness programmes on research.

- The cell shall maintain a record of all research publication subject wise/faculty wise and submit a report at the end of every semester to IQAC for documentation.
- It is desirable that the cell brings out an inter-disciplinary in-house research journal. The cell may coordinate with the Principal and management to work out the formation of an advisory/editorial Committee. The publication of such a journal shall be entrusted to the Publication unit of the college

(d) Time table cell

- The cell shall be responsible for drawing up the general time table for each semester and address all issues pertaining to it.
- The time table shall be made available one week prior to the reopening of the college in each semester and shall be posted on the Institutional website.
- Academic Calendar: The cell shall in coordination with IQAC draw up the academic calendar for each semester.
- Calendar of events : The cell shall in coordination with the IQAC draw up a calendar of events for every semester, which shall be posted on the Institutional website

2. Administration Committee: This CC shall monitor all aspects of

- The cell shall monitor the compliance with various rules and regulation of various agencies
- Capacity building of Staff, Training programmes for staff, performance appraisal of teachers
- Compliance with rules and regulation of various board, university etc.
- Service matters of teachers
- Follow up on LIC report
- Estimating the requirements of funds at the beginning of the year
- Monitoring Budget proposals
- Administrative audit
- Monitoring of grants from funding agencies such as UGC
- Documentation

Note: Non- teaching staff shall be included in CC/cells looking into administration.

The cells under the Administration Committee are

(a) *Human Resources Management Cell*

- The cell shall keep track of the database of the teachers and non-teaching staff, service registers of all the staff, appointments, promotions, yearly increments and other service matters of staff and coordinate with the office(concerned clerk)
- The cell shall involve in the capacity building of teaching and non-teaching staff by organising training programmes, workshops on pedagogy, soft skills, ethics, morals etc.

(b) *Finance /Accounts and Cell:*

- Monitor the preparedness of the office for internal/external audit, LIC visit report etc.
- Follow up on LIC report.
- Follow up on UGC funds and its utilization.(There shall be a separate UGC-Coordinator)
- Collect the budget proposals annually from departments
- Conduct administrative audit in association with IQAC.

(c) *Documentation Cell:*

- This cell shall be responsible to collect, classify and file all the documents to help the IQAC prepare the AQAR as well as well help during audits and LIC visits. The documents so collected shall be deposited with the IQAC after obtaining due acknowledgment for the same
- The documentation cell will forward the report on the academic achievements of students and staff given by the academic CC/cell to the IQAC which will maintain a register of the same and give a report to the HOI which can be forwarded to the management for incentives to students and staff.
- The cell shall monitor the maintenance of the work diaries/lesson plan of the department.
- The cell shall in coordination with the department of journalism maintain an archive of Photographs and video of all the activities of the college and bring out a photo album of the same every year.

3. Estate Committee:

This CC shall be headed by the Estate officer appointed by the management. There shall be two faculty members and one non-teaching staff nominated by the Principal. The CC shall coordinate with the Principal and CE in their functioning and shall be bound by any rules and guidelines laid down by the management with respect to infrastructure development in the college. There are no cells under this Committee

- Monitor the upkeep of class rooms, laboratories, Library, Rest rooms and the whole premises of the college.
- Monitor the housekeeping staff.
- Monitor the cleanliness of the campus
- Maintain greenery in and around the college, look into infrastructure needs, annual maintenance, repairs, signage etc.

4. Student Support Committee (SSC):

This CC shall be responsible to plan, organise, coordinate and conduct all the student support activities in the college in consultation with the Principal, Vice-Principal, IQAC coordinator, SWO and Student council. The SSC shall have the following cells under it. It shall monitor the working of all the cells under it.

1. Student Activity Cell.

- The Student activity cell shall have the SWO as its Convenor.
- The cell is responsible to conduct elections and form the student council.
- This cell will be responsible to plan and conduct all the extra- curricular student related functions including all the fests and other programmes.
- The Cell shall function in co-ordination with the student council.

2. Sports Cell.

- The sports cell shall have the DPE as its convenor and three other members nominated by the Principal. The sports secretary shall be a member of the cell.
- The cell has the responsibility of planning and organising all the sporting activities of the college, including annual athletic meet as well as intercollegiate sports events,
- The calendar of sporting activities shall be drawn up by the cell and made available to the time table cell before the commencement of the odd semester.
- The budget for the year's activities shall also be given to the Principal at the beginning of the odd semester.
- The cell shall also file the annual sports report with IQAC

3. *Cultural activity Cell*

- This cell shall coordinate the cultural programmes for all the events conducted(Freshers day, , college day, convocation, etc) in the college including selection of college music and drama teams in consultation and coordination with the SWO and student council, NSS and NCC
- The cell shall also be responsible to identify and provide talent for ceremonies such as invocation and cultural programme for events conducted by various departments as well.
- Facilitate participation in intercollegiate cultural events.

4. *Science Cell.*

- The cell shall organise science related activities in the college for the benefit of the students and staff
- Coordinate and help in the conduct of workshops, conference, exhibitions etc. by science departments.
- Facilitate participation in intercollegiate cultural events.

5. *Humanities Cell*

- The cell shall organise Humanities related activities in the college for the benefit of the students and staff
- Coordinate and help in the conduct of workshops, conference, exhibitions etc by humanities departments.

6. *Commerce Cell*

- The cell shall have members from the department of commerce.
- It and shall organise Commerce related activities in the college for the benefit of the students and staff

7. *Literary/Language cell*

- The cell shall coordinate all the literary activities in college including maintenance of the wall magazines. The cell shall have members from the Language departments as well as from the department of Journalism
- The cell shall also render help to departments in bringing out bulletins and newsletters if any in coordination with the publication unit of the college.
- The cell shall in consultation with the Principal form a magazine CC (with members drawn from the faculty and students) to bring out the annual college magazine. The publication of the same shall be entrusted to the Publication Unit of the college.

8. *Canteen Cell*

- This cell shall mandatorily have three to five student representatives and monitor the canteen facilities.
- It shall take feedback from staff and student annually and submit the same to IQAC which will consider the same before renewing the canteen contract.
- The cell shall also be responsible for maintaining the hygiene and cleanliness of the canteen in coordination with the estate Committee

9. *NSS*

- There shall be an NSS Programme officer appointed as per Bangalore University (BU) rules, who will coordinate all the NSS activities as prescribed in the statutes of the university. He/she shall exercise the powers and follow the duties, responsibilities as laid down in the NSS Programme officer diary issued by BU

10. *NCC*

- The college has two troops of Armoured Squadron (SQN), NCC for Boys
- One Girls Battalion NCC
- Each troop of Armoured Squadron shall be headed by a male Associate NCC officer who is duly commissioned. The girls Battalion shall be headed by a duly commissioned lady Associate NCC officer.
- One troop of the Armoured SQN shall have cadets exclusively form the MES Degree College while the other from the MES PU college.
- The enrolment for the girl cadets shall be open to both Degree and PU students on a 50-50 basis.
- He/she shall exercise the powers and follow the duties, responsibilities of an ANO as laid down in the NCC manual issued by Director General (DG) NCC, New Delhi.

11. *University Cell:*

- This cell shall be responsible to address/resolve all the issues relating to Bangalore University with respect to students including examination, results, approval of admission, marks cards, NOC and any other student related issues.
- The cell shall have a Liaison officer duly appointed by the Principal who will also be the convenor. The cell shall have two members including the staff member of the office who is allocated University related work.
- The liaison officer shall be entitled to Travelling Allowance.

12. *Alumni Cell.*

- The Cell is responsible to maintain a data base of the students passing out of the portals of MES Degree College and coordinate with the Alumni association to conduct meaningful and useful programmes.

- They shall be responsible to collect appropriate feedback from the Alumni in the prescribed format, analyse the same and submit a report to IQAC every year.

13. *Placement Cell.*

- The placement shall have four faculty members including a Placement officer nominated by the Principal.
- The cell shall be responsible to coordinate all the pre-placement and placement activities on the college.
- The cell shall conduct career guidance programmes
- It shall communicate with the companies only through an official e-mail id created for the purpose.
- The cell shall prepare a budget proposal before the commencement of the odd semester for approval by the Principal.
- The cell shall organise preplacement training programmes with the prior approval of the HOI
- The cell shall maintain detailed records of the students placed from campus recruitment as well as a database of the companies who visit the institution for recruitment along with their contact details.
- A detailed report of the activities of the placement cell shall be filed by the convenor with the documentation Committee and IQAC
- The members of the placement cell shall not liaison with any companies in their personal capacity.

14. *Parent-Teacher Cell.*

- The parent teacher cell shall consist of a convenor, six to eight staff members and two non-teaching staff
- It shall be responsible to plan and organise regular Parent-Teacher Interaction.
- The cell shall maintain records and minutes of every parent teacher meeting/interaction. They shall work in coordination with the HOD's, Mentors/Class teachers in organising such meetings at a micro level as well.
- They shall be responsible to collect appropriate feedback from the parents in the prescribed format, analyse the same and submit a report to IQAC every year.

15. *Student Council*

See under 3.2 section ii-Administration

16. *Publication Cell.*

A publication cell shall be established. The Publication unit shall be headed by a senior staff member nominated by the Principal. It shall consist of three/four members of the faculty representing Science, Commerce and Humanities and language departments.

A separate budget for the publication cell shall be allocated by the management

- It shall have the responsibility of publishing all the Newsletters, Bulletins, Conference /workshop proceedings, annual magazine and journal of the college.
- It will also coordinate with the MES society to supply Text books, Note books, Laboratory Records, Blue books, Graph books, Paper and other stationery items to the student and staff as and when required.

17. ICT Cell

The cell shall have three members nominated by the Principal, one of whom shall be the HOD of Computer Science. The convenor of the cell shall be elected from among the members. The cell shall have the system administrator as member. The cell may also seek expert opinion from external experts on ICT when needed.

- The Cell shall look into all the ICT needs of the college and coordinate the purchase of such hardware and software that may be needed by various departments.
- All the departments, office, library, NSS, NCC, Department of Physical Education shall route their entire ICT requirement through the cell.
- The cell shall process the purchase procedure duly detailing the specification after obtaining approval from the principal.
- It shall coordinate the monitor the maintenance and updating of the institutional website by coordinating with the developer with whom an AMC exists at the management and institutional level

5. Grievance Redressal Committee (GRC)

This CC shall consist of the Principal, Vice-Principal, IQAC coordinator, Staff secretary, two senior faculty and two representatives of the non –teaching staff. The Principal shall be the President and the vice Principal the convenor of the Committee.

The GRC shall have the following cells under it. All the cells shall mandatorily have a minimum of fifty percent of the members as women. All the members of the cell shall be nominated by the Principal in consultation with the vice-Principal.

1. Anti- Ragging cell (Statutory)

- The college shall follow a zero tolerance policy towards Ragging.
- The cell is constituted under the mandatory provision of UGC sec26 (1)(g) of the UGC act 1956.
- The cell shall have two faculty members and one certified student counsellor as members of the cell. One of them shall be convenor by mutual consent among the members.
- The protocol to address and resolve complaints received is outlined in the Annexure I(a).

2. Staff Grievance cell (Statutory)

- The cell shall have the Principal, vice-Principal and office bearers of the teacher association and two non-teaching staff (identified by the non-teaching staff in a meeting specifically called for the same by the Principal) as members, with the secretary of the staff association being the convenor.
- The protocol to address and resolve complaints received is outlined in the Annexure I(b)

3. Student grievance cell (Statutory)

- The cell shall have four faculty members including the SWO.
- The student members of the IQAC shall also be members of this cell.
- One of the staff members shall be convenor by mutual consent among the members.
- The protocol to address and resolve complaints received is outlined in the Annexure I(c)

4. Prevention of Sexual harassment cell. (Statutory)

- The college shall follow a zero tolerance policy towards Sexual harassment and Gender bias
- The cell shall comprise of three faculty members one of whom shall be a male and the others women and one certified student counsellor. The convenor of the cell shall be a lady staff member.
- The protocol to address and resolve complaints received is outlined in the Annexure I(d)

2.5 Planning the activities on a year to year basis

The success of any activity depends on the planning of the same and its execution according to the plan. So is the case with the activities of any HEI. All processes from the admission to convocation and everything in between needs to be meticulously planned and executed not only for the success of the endeavour but also to provide a quality experience to the students.

- The Principal and Vice-Principal in consultation with the heads of the department and IQAC coordinator shall draw up the calendar for Admissions.
- The Admission Committee shall be constituted by the Principal and Vice Principal in consultation with the Management
- All the departments including the department of Physical education (with the sports cell), NSS and NCC shall hold brain storming sessions and bring out action plans for the academic year with activities evenly spread out in two semesters before the commencement of the odd semester

- Such a plan shall include academic and extracurricular activities including special lectures, exhibitions, visits and trips, seminars, workshops and conference to be organised. The plan shall also have a budget proposal.
- The Plan shall be presented in a meeting of the staff specifically called by the Principal.
- After ensuring that there is no repetition of activity and exploring the possibility of joint inter departmental activity, a copy of the plan of action shall be given to the IQAC.
- The IQAC shall coordinate with the Principal, Vice-Principal, Time-table Committee, Examination Committee and SWO and bring out the Calendar of events for the year. The IQAC shall integrate the calendar with the academic calendar of the university
- The calendar shall be made available to all stake holders before the commencement of the Odd semester.
- Once the calendar is finalised the onus of conducting the activities shall lie with the department which has planned the same and the college shall strive to conduct the activities as per the calendar adopted for the year.
- After the completion of the activities the department shall submit a report at the end of every semester to the documentation cell along with soft/hard copies of photographs, newspaper cutting of the report if any etc.

2.6 Coordination among the CC and cells

Given the extent of decentralization it is imperative that the CC work in coordination with each other to ensure the success of all the activities. It has to be emphasised that the CC have been constituted for effective functioning and speedy implementations of programmes and activities. Hence duplication should be avoided.

Coordination is possible only if CC freely consults and informs each other about the activities they are undertaking. Also it is important that the hierarchal command structure in the Institution is not only understood but also followed by all.

To facilitate such coordination protocols put in place have to be respected and adhered to.

2.7 Functional relationship between IQAC and the other units of the Institution

- The IQAC is not an independent body within the Institution but a nodal centre to coordinate all the activities of the college. It is a unit which in a sense shall be the conscience keeper of the institution in terms of the quality of the services offered by the college.
- Thus every unit of the college shall synergise with the IQAC to help the institution develop systems and practices that gives the student a wholesome learning experience in the college.
- The IQAC on its part should be totally inclusive in its approach and act as that vital link between the students, staff, parents and management to bring the best of all

expertise to the table. This will go a long way in realizing the efforts of the institution to become a centre of excellence in HE

- Further every stake holder of the institution should feel proud of the work of the IQAC.
- The IQAC, whose role is primarily one of coordinating the activities shall lend a helping hand to the HOI, faculty staff and students in realizing their goals

2.8 Functional relationship between IQAC and NAAC

- There exists a special relationship between IQAC and NAAC as IQAC in HEIs is the vehicle for bringing about a quality culture as envisaged by NAAC.
- It shall therefore build a good rapport with NAAC.
- The IQAC has to keep in constant touch with NAAC and update itself on the new guidelines evolved from time to time regarding assessment and accreditation as well as filing of reports.
- The IQAC shall file the AQAR on time every year in the prescribed format.
- IQAC shall coordinate with NAAC in organising quality related activities as well as exploring the possibility of funding by NAAC for such activities.
- The IQAC shall plan and initiate the process of next cycle of accreditation.

2.9 The Way Forward

SWOC analysis is considered as a powerful tool to examine an organization's internal strengths and weaknesses as well as recognize the opportunities and challenges presented by the external environment. The SWOC analysis of the MES Degree College of Arts, Commerce and Science was undertaken as an IQAC initiative, involving all the faculty members. Initially a SWOC analysis was worked out at each department and the information was then collated into an institutional SWOC analysis. The following four steps were followed to complete our SWOC analysis and create a SWOC matrix:

Listing internal strengths, internal weaknesses, external opportunities

1. Listing external Challenges.

The following questions were posed for eliciting answers:



INSTITUTIONAL SWOC ANALYSIS

Our Strengths:

- A premier educational institution founded by eminent educational visionaries and philanthropists, which has earned a high reputation and brand image in the state of Karnataka as well as in India.
- A proactive MES Management comprised of noted social service luminaries, retired senior civil personnel of eminence, Higher education professionals, and alumni of National and International repute, senior advocates, banking service/audit professionals and industrialists, to guide and direct the endeavours of the educational services of the institution towards excellence.
- Highly transparent student admissions catering to diversity, access, and equity, without any expectations of donations or capitation fee, but purely based on merit and social inclusion.
- The institution is known for its rich teaching-learning environment, through a healthy mix of very senior, experienced and reputed senior-level teachers and highly motivated and enthusiastic younger teachers, to provide a blend of formal academic training with value education, and exposure to the rich Indian traditions, culture and heritage.
- Student-centric counselling is a hallmark of the institution, right from the time of admissions till the completion of the course, including career and placement guidance.
- A competitive academic environment as created by the institution attracts enthusiastic and diligent students, with a flair for learning beyond the curriculum, which has resulted in consistent recognition, at the University, State and National levels.
- The institution is proud of its large pool of alumni achievers spread all over the globe and wishes to record the munificent contributions of its alumni towards welfare measures made available to subsequent generations of students.
- A healthy exposure to coeducation, cooperative learning, peer learning and sensitization to the social realities as provided by the institution, amply expose the students to pursue a life-long and life-wide learning experience.
- Ample opportunities to participate in curricular, co-curricular and extra-curricular activities as provided by the institution, have consistently carved out stellar performers and achievers in diverse fields of specializations and professions.

Our Weaknesses:

- Space constraint due to the location of the institution in a central/residential area of the city as also the sharing of the premises with the pre-university college.
- A constant fear of redeployment of experienced/aided staff for want of workload, especially due to the fall in demand for certain combinations of science and humanities courses.
- A progressive gap between the compensation for the aided and unaided staff, despite the proactive efforts of the management.
- Lack of opportunities for in-service aided/un-aided teachers to pursue research degrees for want of recognised guides and/or research student vacancies in the affiliating university.
- Lack of audio-visual/media centre to train and support teachers to adopt ICT-enabled pedagogy and open-source courseware.

Our Opportunities:

- To take advantage of the proximity to premier institutions such as Indian Institute of Science, Wood Science Research Institute, University of Agricultural Sciences, National Centre for Biological Studies, M.S. Ramaiah University of applied Sciences and such others, to have academic/research collaborations.
- To involve the illustrious pool of Alumni to spearhead strong academic and research endeavours in the institution.
- To start more number of post-graduation courses and research centres for providing vertical mobility to the students and retain and steer the best of trained students, for relevant/need-based higher education and research.
- To establish an industry-institution interface forum, for providing the students opportunities for internships and hands-on/skill-based training opportunities.

Our Challenges:

- To improve student admissions for the 'not in demand' combinations of science and humanity courses.
- To augment the English communication/writing skills of students who have pursued their previous qualifying course in the vernacular medium of instructions.
- To seek expansion of infrastructure and space, commensurate with the institutional aspirations of achieving the listed opportunities.
- To own an out-door sports and games facility to boost our aspiring sports enthusiasts.

Matching internal strengths with external opportunities, internal weaknesses with external opportunities, internal strengths with external Challenges, internal weaknesses with external Challenges, and aligning with the vision, mission and objectives of the MES Management, a **strategic perspective plan of the Institution** was worked out, and is presented below:

The following is the strategic perspective plan of the college for the next 15 years. The mission of the institution is to become a centre with potential for excellence in the next ten years

GOALS	STRATEGIES
Augmentation of classroom facilities and space for expansion of academics (2015-2030)	<ul style="list-style-type: none">➤ Infrastructure development to accommodate more classrooms (Extension of existing Building have been proposed and the architectural plans are made)➤ The Management has acquired another property at the 19th cross Malleshwaram (about 1 km from the present place) of around 7000 sq.ft. Efforts are on for getting the plans for infrastructure development.➤ The Management is also looking out for a larger space to be able to shift its PG courses and/or start newer courses.

<p>Towards academic quality enhancement and improved Teaching-learning environment</p> <p>(2015-2018)</p>	<ul style="list-style-type: none"> ✚ Regular academic and administrative audit (AAA) would be undertaken once in two-three years. ✚ Use of modern pedagogy and technology to enhance the teaching-learning ambience of the institution and experience of the students shall be ensured by establishing an in-house media centre. This would also help the journalism department. ✚ Increase research output of faculty and students, to enrich teaching and learning
<p>Increase choice of programs/flexibility and employability.</p> <p>(2015-2020)</p>	<ul style="list-style-type: none"> ✚ Identify through a need-analysis and introduce programs in high-demand/career-specific areas. ✚ Introduce joint venture programs and partnerships with national and international educational Institutions and professional bodies. ✚ Expand the range of add-on and skill development programs. ✚ Develop and introduce job-oriented and job-specific value-added courses. ✚ Move towards Choice based credit system ✚ Strengthen the language lab facilities to reach out to the needy for enhancing their English communication skills. ✚ Strengthen the pre-placement cell with formal pre-placement coaching and training programmes for all. ✚ Start Civil service examination and competitive examination coaching in-house.
<p>Improvement in student success rate and augmented learning environment</p> <p>(2015-2020)</p>	<ul style="list-style-type: none"> ✚ Implement a comprehensive and streamlined process of student's academic performance and internal evaluation. ✚ Introduce a system of bridge courses and remedial coaching. ✚ Strengthen the mentoring system. ✚ Arrange for a full time Liaison officer to coordinate all issues with the regulatory bodies. ✚ Expand the range of student centric services to accommodate the diverse needs of the students. ✚ Extend the use of technology to increase access to services. ✚ Constantly review the curriculum delivery and teaching-learning process and adopt the use of technology and student centric methods.

<p>Enhance facilities for sports and games</p> <p>(2015-2025)</p>	<ul style="list-style-type: none"> ✚ Sports Infrastructure to be augmented through resource mobilization approaching funding agencies such as UGC and SAI. ✚ Explore the possibility of appointing on need base coaches for promising students interested in individual and team events. ✚ Alumni to be approached for establishing a gymnasium facility for both, boys and girls. ✚ Collaborations to be established with renowned sports facilitators for augmenting the infrastructure and facilities for outdoor and indoor sports.
<p>Apply for autonomy for the institution and grow to be a CPE recognised by UGC.</p> <p>(2015-2025)</p>	<ul style="list-style-type: none"> ✚ Academic strengths to be focused for sustained brand image ✚ Faculty career development to be ensured to have more M.Phils. and Ph.Ds. ✚ More PG courses and Research Centres to be established for increasing the visibility of the institution. ✚ Ensuring a march towards excellence, incorporating the core values of NAAC

2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Enhance Academic quality / Teaching-learning ambience															
More academic programmes and flexibility for employability															
Improvement in student success rate and augmented learning environment															
Seek autonomy for the institution and grow to be a CPE recognized By the University Grants Commission															
Infrastructure development for academic and research augmentation															
Augmentation of classroom facilities and space for expansion of academics															

Section III – Quality Resources and Components

3.1: Library Resources:

The Library is a basic resource in an Educational Institution. The modern day library is much more than just a storehouse of books and journals. Modern libraries are increasingly being redefined as places to get unrestricted access to information in many formats and from many sources. They are extending services beyond the physical walls of a building, by providing material accessible by electronic means.

The librarian provides assistance in navigating and analysing large quanta of information with a variety of digital tools as well. Hence maintaining its quality is a matter of great importance. Some of the main library resources comprise

- Books.
- Journals including bound volumes.
- Periodicals.
- Digital Resources including CDs
- Newspapers.
- Various publications of the print media including Magazines.
- In house publications.
- Question banks and copies of the syllabus
- copies of reports from the IQAC
- Internet facilities

Procuring and maintaining these and other resources is the responsibility of the Librarian, the staff of the library and the Library CC.

Library CC and its functions.

There shall be a Library Committee (LC) to assist the librarian in the effective functioning of the library. The CC shall comprise the following

Constitution of the Committee

1. Librarian- Convenor.
2. Assistant Librarian

3. Seven faculty members nominated by the Principal (3 members from UG streams of B.A, B.Sc and B.Com, 2 members from the language departments and one each from PG departments of Mathematics and Kannada)

4. Five student representatives three from the UG streams of B.A, B.Sc and B.Com and one each from the PG departments of Mathematics and Kannada. The students shall be nominated by the Principal based on the recommendations from the departments

4. The tenure of the members of the Committee other than the librarian and assistant librarian shall be for a period of two years.

Functions of the LC

The CC shall have the following functions.

1. Preparation of the yearly budget to be completed before June of every academic year. The budget shall be prepared after collecting due inputs from the various departments.

2. The LC shall make allocations from the budget to various departments as well as allocation for augmenting the facilities in the library.

3. The annual stock checking should be carried out and report submitted to the Principal before the commencement of the odd semester.

4. Old and unused books should be weeded out periodically by following the due process.

5. The LC shall plan training programmes and events in the library not only to instil the habit of good reading and reference habits among students but also to show case the facilities that the Library and Information Centre has to offer.

6. The LC shall explore the possibility of tie ups with other libraries/organizations and put in place innovative practices to enhance the experience of the library users

6. The LC shall maintain a grievance/suggestion box for the library users. It shall obtain regular feedback from its users and strive to make the library a user friendly support system.

3.2 Student Participation in Institutional quality.

Students are the major stake holders in any HEI and are the primary beneficiaries of quality processes in the institution. Hence it is imperative that they understand and internalize the quality culture prevailing in an institution to improve the quality of college life. This is possible only if they are encouraged to actively participate in all activities in the college including academic, extension, cultural programmes as well as

administration. In other words student representation in various CC /cells and decision making bodies is imperative to usher in a quality culture in the institution.

i. Student representation in IQAC:

(a) There shall be student representation in the IQAC. A total of 5 students from the three under graduate streams and from PG departments shall be nominated by the Principal in his capacity as chairman of IQAC on the basis of recommendation from the departments. The nominations will have to be ratified by the IQAC. The tenure of the student representatives shall be two years or till they complete their course (in first attempt) whichever is earlier

(b) The office bearers of the student council shall be invited to the IQAC meetings which includes student related issues on its agenda.

ii. Administration:

As a step towards sensitizing students to the democratic process a student council shall be formed on the following basis to help the administration in the conduct of events in the college

Student Council

There shall be a student council directly elected by the students. The following office bearers shall be elected whose tenure shall be for a period of one academic year

1. Student Council President- Elected by all the bonafide undergraduate and post graduate students enrolled in the college.

2. Student Council vice President-Elected by all the undergraduate and post graduate bonafide students enrolled in the college.

3. Secretary for Boys- A boy candidate elected by all the bonafide boy students enrolled in the college

4. Secretary for Girls- A girl candidate elected by all the bonafide girl students enrolled in the college.

5. Sports Secretary-Boys- Elected by the collegium of sports representatives of all classes

6. Sports Secretary- Girls- Elected by the Collegium of sports representatives of all classes

7. The student council will have all the class representatives and sports representatives as members of the council.

Note: The guidelines for eligibility to contest various posts and the schedule of the election shall be framed by the student support cell and the same shall be ratified by the Principal and vice Principal.

Functions of Student council.

1. The council shall function under the overall supervision of the student Support cell headed by the student welfare officer (SWO).
2. The members of the student council shall with their exemplary conduct, become role models for the student community that they represent.
3. The council shall be responsible for the planning, and organization of students' fests and events including Inter-class, Inter-collegiate fests under the guidance of the student support cell.
4. The council shall plan events to be spread out evenly throughout the academic year.
5. A Budget shall be drawn for the events in consultation with the student support cell and the same shall be approved by a Committee comprising Principal, Vice-Principal, IQAC coordinator.
6. Any sponsor ship sought for the conduct of events should be approved by the Principal and the Vice Principal.
7. Separate account shall be maintained for the same.
8. The statement of expenses and accounts for each event shall be submitted within ten days after the completion of the event to the Principal.
9. The holding of any event shall be subject to the approval of the Principal and Vice-Principal.
10. The student council should render their services as volunteers along with the NCC cadets and NSS volunteers in all the events conducted by the college.

iii. ***Extension Activities***

Students will be encouraged to enrol themselves voluntarily in National Cadet Corps, (NCC), National Social Scheme (NSS), Red Cross society, besides taking active part in other extension activity that may be organised by the college.

iv. ***Cultural activities:***

Students shall be encouraged to participate in all the cultural activities that are organised in the college.

Such participation will ensure the overall development and enhance the quality of student life as well as boost their self-esteem and develop leadership skills.

All such participation will earn credit to the students and shall be counted towards award of marks for internal assessment for Co-curricular activities.

Students shall produce suitable documents from the relevant cell/teacher in charge to validate their claims for the credit.

3.3 Faculty Participation in Institutional Quality

The importance of the staff, teaching and non-teaching as very vital stake holders in HEI needs no reiteration. It is of paramount importance that the staff internalize the quality culture as they wield considerable influence on the student community. The staff should be involved actively both in their individual capacity as well as members of various CC and cells in helping the HOI in the smooth running of the institution. The following shall be the broad guiding principles for the faculty.

- All the faculty members shall compulsorily wear the ID card issued to them by the Institutions in the college premises and display the same when asked by appropriate authority.
- Quality teaching should be the foremost priority for all faculty members.
- Faculty members should be very clear about the learning outcomes of the course they offer and communicate the same to the students.
- Faculty are expected to be facilitators and mentors to students.
- The quality of teaching should be enhanced by the faculty by constantly updating themselves through research, attending seminars and workshop, refresher courses, Summer/sabbatical programmes, presenting and publishing papers etc.
- Faculty must strive to be more learner centric in their instruction/teaching methodologies.
- Should adopt latest technologies and teaching aids to make the class more meaningful.
- Faculty should objectively and critically accept the student/peer appraisal and strive for excellence.
- Faculty are expected to enthusiastically involve in remedial/tutorial classes as well as add-on /value added and bridge courses that may be organised at the department /college level.
- Faculty should shoulder responsibilities given by the HOI and help in various processes including admissions, conduct of examinations, extra and co-curricular activities.
- Faculty should involve themselves in all examination related and assessment work.

- Faculty should maintain links with the parents of the students they teach on a regular basis
- Faculty should be actively involved in socially relevant issues and community services

3.5 Participation of Office and Administrative staff in Institutional Quality

An Institution of Higher learning can deliver quality service only with the whole hearted support and cooperation of the support staff. The support staff includes office and administrative staff, staff of the library, Director of Physical Education, system administrator(s), Office and Lab assistants, Canteen staff, Security personnel and house- keeping staff. Hence it is necessary that the support staff should be sensitized to internalize a quality culture in all their activities.

- Programmes such as team building exercises, orientation camps, career enhancing skill development programmes etc shall be organised specifically for the support staff to achieve this objective.
- The tasks of each section of the support staff shall be well defined so that each one of them knows their role clearly
- The office superintendent/Manager shall be responsible for the overall working of the office and shall directly report to the Principal/Vice Principal.
- The Principal along with the Superintendent shall allocate work to each member of the office. Such allocation shall be made known to all the stake holders in the college and a copy of the same shall be available with the Superintendent and Principal.
- The responsibilities of staff of the office shall be rotated at periodic intervals by the Principal in consultation with the superintendent. This will help in the smooth functioning of the office and will reduce the dependency on an single individual.
- The responsibilities of each member shall be prominently displayed in the office to facilitate and help the students and staff.
- The office hours and the visiting hours for the staff and students shall be displayed prominently in the office.
- Any letter given by the student/staff shall be mandatorily acknowledged with a copy of the same duly signed either by the clerk in charge /Superintendent.
- The staff shall participate in any orientation, refresher, training programme organised for their benefit or for which they are deputed by the Principal/Management

System Administrator(s)

- The management may consider appointing a dedicated system administrator exclusively for MES Degree College
- The system administrator shall work under the supervision of the degree office superintendent.
- He/she shall be responsible for the maintenance and repair of all ICT equipment in the institution.
- The System Administrator shall maintain a stock register of all ICT equipment procured by the departments with details of the Hardware and Software
- He/she shall attend to the needs of the department when called for within a definite time frame
- He/she shall be a member of the ICT cell and will attend all the meetings called by its convenor.
- With regards to purchase of ICT equipment (hardware and software) the system administrator shall have a facilitating role.
- The system administrator shall not independently procure any hardware or software without discussing its need with the ICT cell and seeking due permission from the Principal
- He/she shall also help with the audio visual equipment along with other staff trained for the purpose during various activities organised in the college.
- All procurement of ICT related accessories and equipment shall be made in through the ICT Cell. Consultation with the system administrator and the HOD of the Computer science department.

Attenders and other Support staff

- The attenders assigned to the Office shall perform their daily work under the supervision of the office superintendent.
- They shall perform all such tasks related to admission, office ,examination and any other work assigned to them by the Principal/vice Principal and superintendent
- The attenders and Technical assistants assigned to the departments shall work under the supervision of the respective Heads of the departments.
- They shall discharge the duties assigned to them in the department.
- They shall also help in other college activities such as admissions, examinations and other functions organised by the college as instructed by the Principal/vice Principal.
- They shall be of assistance to students at all times of need.

Director of Physical Education (DPE)

The DPE shall be responsible for the planning and conduct of all sports related activities in the college along with the sports Cell. The sports cell shall have two

faculty members and all the sports representatives and the sports secretaries as its members.

- The DPE shall lend a helping hand in the conduct of all the major functions in the college.
- The DPE shall accompany all college teams for tournaments and competition as Coach and Manager by giving due notice to the Principal
- The DPE shall also accompany students for educational tours organised by the college.
- The DPE shall maintain a register of all the students who participated in various events representing the college.
- Students representing College or taking part in sporting activities during class hours shall be given letter, duly signed by the DPE confirming their participation.
- Also the list of such students shall be notified in the Sports department notice board and a copy sent in advance to the respective departments for condoning the attendance. Failure to do so will result in the student being penalised.
- The DPE along with the sports cell shall plan the calendar of events for the academic year and present the same to the IQAC at the beginning of every odd semester. The events shall be evenly distributed between the two semesters.
- The budget proposal for the events to be planned for the year shall also be prepared and submitted to the Principal at the beginning of the odd semester.
- College team selections shall be completed well before the BU calendar of sports events is announced.
- All events conducted shall be suitably documented and a photo album maintained.
- The DPE shall present an annual report of the sports activities to the IQAC and SWO before the College day function.
- The admission of students under sports quota shall be made by the admission CC constituted by the Principal in consultation with the management. The DPE shall shortlist eligible/meritorious and deserving candidates and present the list to the CC. The admission shall be solely the decision of the CC after following the relevant rules.

3.6 Institution-Industry Interface.

As development of skill and employability is one of the corner stones of modern education, meaningful and fruitful interaction between the institution and industry is imminent. Linkages and interactions with industries add relevance to HE as they empower students with knowledge required to mould them as job providers rather than mere job seekers. The institution shall have a multipronged strategy to leverage such an interaction for the benefit of the student.

- In order to prepare the students to face the challenges of industry, regular industrial visits shall be organised by the departments.
- Memorandum of Understanding(MOU) and Linkages shall be signed with industries and other academic institutions of higher learning to
 - Train students by offering internships
 - Involve students in projects
 - Offer short term academic and skill development programmes
 - Conduct coaching and training classes for entrance to professional course.
 - Invite experts from Industries to share their expertise with students and staff.
- Industrialists may be co-opted on statutory bodies such as Governing Body of the institution and units such as IQAC, Research Cell etc as consultants.
- Sponsorship and involvement shall be sought from industry for institutional needs.
- While framing the syllabi of value added courses inputs from industry relevant to the course shall be considered.

3.7 Institutional Social Responsibility (ISR)

The words of John F. Kennedy the late president USA “ Ask not what the country can do for you but what you can do for your country” is as relevant to HEI as it is to the people of a country. More so in a country like ours given the vast divide between the haves and have not’s. Creating awareness and sensitizing students and staff to the needs of the society should always be a matter of priority for educational institutions. It is essential that faculty and students do not confine themselves to their ivory towers of learning, but reach out to address vital societal needs through consultancy and extension services. Extension activities provide the much needed social relevance to our institutions. When academia shares their curricular and co-curricular skills with the society, their own social relevance and acceptance also gets enhanced

This can be achieved by the active participation of staff and students in a number of activities as well as initiatives taken up the institution. Some of which are listed below

- Providing opportunity to students of the less privileged sections of the society to pursue HE through several initiatives like
 - an inclusive admission policy to help them
 - Financial help through schemes promoted by management, staff and alumni
 - Student aid and scholarships
 - creating “earn while you learn” schemes etc
- NCC.
- NSS.
- The Red Cross Society.

- Scouts and Guides.
- Adoption of schools and villages
- Visits to old age homes and orphanages
- Organising awareness camps about legal rights, health, cleanliness, pollution, gender and ecological issues etc in slums and villages as well as in the neighbourhood of the college.
- Connecting with local neighbourhood through the organization of events and celebration of festivals.
- Forming linkages with NGOs.
- Creating awareness of good citizenship through interactions with voluntary bodies and organization.
- Encouraging faculty and students to engage in environmental awareness and conservation issues. (Adopt parks, trees and streets.)
- Maintaining a data base of blood donors.
- Connecting with the local ward councillor, MLA and civic bodies to take an active part in addressing the problematic issues of the neighbourhood.

Section IV – Towards Student Satisfaction.

4.1 Remedial and bridge courses

- Helping students attain high academic standards shall be the highest priority of the faculty. The departments shall strive to lend a helping hand to every student to ensure that learning outcomes are met.
- Special care shall be taken to ensure that students with learning difficulties are not left behind.
- Departments shall identify bridge courses and offer the same to students taking the course.
- Such courses shall be designed both at the intra departmental and inter departmental levels if needed.
- Slow learners shall be identified and remedial classes held to help them.
- Remedial classes shall be structured with definite goals and outcomes.
- The department shall document such activities by maintaining the copies of syllabus, lesson plan, attendance sheets, student feedback etc.

4.2 Value added courses, Value education and Holistic Education.

Value Added courses

To augment the degree that the university confers on the student and to give him/her that crucial edge the college shall offer value added, skill development courses and programmes.

Such courses/programmes shall be offered across disciplines. The courses shall be relevant to the changing needs of the Industry and society at large enabling them with global competencies. Consultation with external experts including those from industry, university and institutes of higher learning shall be sought in identifying and designing such courses.

The college shall explore the possibility of MOUs with external professional agencies in the conduct of such courses and programmes. These courses may include

- Foreign Language programmes.
- Skill development programmes.
- Communication skills and Personality development
- Software skills.
- Emerging areas and current trends like Nano technology.
- Awareness and training programmes for specific field of employment such as
 - Defence services
 - Research
 - Banks
 - Entrepreneurship.
 - IT sector
 - Administrative, Police and Foreign service, media... and so on

Value and Holistic Education

To develop the all-round personality of a student value education shall be integrated into the activities of the college. Values that are held in the highest esteem in our society such as truth, non-violence, respect for women, elders, and children and the learned, hospitality, tolerance and acceptance of diversity etc shall be inculcated in our students through activities like

- Celebration of National days/festivals.
- Organising special events and Lectures.
- Study circles on the thoughts and works of masters.
- Sports and games.
- Gender sensitization programmes.
- Screening of films.
- Music, Dance and Drama.
- Practice of Yoga and meditation.
- Involving students and staff in extension activity.
- Eco conservation.
- Sensitization programmes towards democracy and secularism.

Every effort shall be made to teach the students the principles enshrined in our constitution such as secularism and democracy

Indology Library and Samskritha Patashala

The Indology library housed in MES Kishora Kendra our sister institution is probably one of its kind run by a management of an educational institution. It is a store house of information and widely used by researchers. We shall make all efforts to inform, enlighten and encourage our staff and students to make best use of this facility.

The Samskritha Patashala run by our management is another very unique venture. The college shall make best use of this facility as well.

Dress Code:

The need to prescribe a dress code for the students and staff, is in keeping with the overall discipline of the institution and the comfort of the individual.

- All the staff and students shall mandatorily wear the College ID card and produce the same when asked by appropriate authority during their stay in the college
- The staff shall come in comfortable and formal attire in keeping with the traditions followed in the college.
- The staff shall avoid overtly fashionable or flashy attire consciously.
- They shall follow the prescribed dress for specific functions and formal meetings such as college day, convocation, interaction with parents and management etc.

- Students shall restrain from wearing low waist pants and t-shirts with unwarranted expressions.
- Students shall avoid unkempt untidy hair, wearing tight fitting revealing dress, and excessive jewellery.
- The staff in the college shall be vigilant and responsible to ensure that the above dress code is followed.

4.3 Feedback mechanisms, Feedback analysis and Corrective measures.

Change is the lifeline of progress. No process or system can be termed perfect and absolute. Sustenance of quality requires the institution to be responsive to the needs of its stake holder. In other words feedback from all the stake holders on the efficacy of the systems in place as well as new requirements that they may have is vital for any management. In this context the college shall develop mechanisms of feedback from various stake holders including students, Alumni, Parents, Staff.

- There shall be both formal and informal feedback mechanisms. Feedback will also include the conduct of Academic and Administrative audits both internal and external

Development of Feedback mechanism

- The IQAC shall develop suitable formal feedback mechanism such as survey forms with the help of experts for students, Alumni, Parents and staff
- The IQAC will have a separate analysis team comprising of in house faculty and external professionals to analyse the feedback and audit reports
- Suitable corrective measure shall be taken at appropriate levels.
- The feedback its analysis and corrective measures adopted shall be reported to appropriate authorities such as Governing Body and Managing Committee

Students

- The students shall communicate their suggestions through the suggestion box/drop box.
- This box shall be opened by the Principal/Vice Principal and the matter communicated to the relevant department/IQAC or the concerned person for suitable action.
- Complaints and grievances if any found in the suggestion box shall be dealt with as per the guidelines laid down to address such grievances.

There shall be two kinds of feedback from the students

(a) Feedback on facilities, processes and systems in the college including their needs and suggestions.

- Such feedback shall be analysed and the report submitted to the HOI for appropriate measures by the IQAC

(b) Student appraisal of staff both teaching and non-teaching and assessment of the department including laboratories

- The feedback on laboratories shall be taken into cognizance at the departmental meetings and suitable measures adopted by the department. This shall be communicated to the HOI by the HOD.
- The HOD shall share the analysis of the teacher appraisal in his/her department and share /communicate the same individually to the staff member concerned. Corrective measures if any shall be discussed by the HOD in consultation with the Principal and vice Principal.
- The student appraisal of the HOD shall be analysed by the Vice-Principal and corrective measures if any shall be discussed with the concerned HOD along with the Principal
- The identity of the student shall be maintained confidential

Staff

The following feedback shall be taken from the staff

Feedback on facilities, processes and systems in the college including their needs and suggestions.

- Such feedback shall be analysed by the IQAC and report submitted to the HOI for appropriate measures.
- Self-appraisal by the staff in the format developed by IQAC.
- Peer appraisal by the departmental colleagues in case of departments having more than a single person.
- For departments with a single person appraisal of the staff shall be done by the faculty of the departments with which the said department is offering a course. For instance in a course like HEE(History, Economic and English) if any one of the department has a single faculty, his/her appraisal will be done by the faculty of the other two departments
- Such appraisals shall be shared with the faculty concerned by the HOD.
- The HOI shall also appraise the staff through a prescribed format(like Annual Confidential Report ACR) to be shared with the appropriate authorities.
- The staff shall appraise the Principal through a format developed for the same by the IQAC
- Appraisal of security and Housekeeping personnel, DPE, NCC, NSS and SWO shall be through student feedback forms. The reports shall be discussed with the concerned person by the Principal, vice Principal and IQAC coordinator for appropriate measures.
- Appraisal of office staff and Library staff shall follow the same mechanism of self and peer appraisal as in the departments

Alumni and Parents

The IQAC shall develop suitable feedback survey forms for Alumni and parents.

- The Alumni cell shall collect and analyse such feedback and submit a report to IQAC.
- The Parent Teacher Cell shall collect and analyse the feedback from the parents and submit a report to IQAC

Academic and Administrative Audit (AAA)

- The IQAC shall conduct the AAA through suitable mechanisms developed for the same.
- The report of such audits shall be available for the perusal of all stake holders

Note:

It has to be specially emphasized that feedback mechanisms are primarily taken to help improve oneself as well as improve the quality of services that the institution offers. There shall be no prejudice or harassment of either student or staff both for their responses to survey as well as the appraisal they get.

4.4 Towards enhancing Quality of College Life

- The College will strive to provide necessary infrastructure for the conduct of curricular, Co-curricular and extra-curricular activities.
- The Institution shall endeavour to maintain cordial and productive relationship amongst all stake holders.
- The College shall maintain a stress free environment which is conducive to learning.
- The college shall make all efforts to nurture the talent/skill amongst students and help in their overall progression.
- The Institution shall adopt student centric approach to help the student seamlessly progress from an applicant to an alumnus.

Annexures

I. Guidelines

I (a) Attendance to classes

- The College shall follow the Bangalore University norms of attendance requirement.
- The faculty shall mark the attendance of the students in all the classes they conduct and maintain the record of the same.
- The departments shall provide the attendance list of all the students to the attendance CC every month and shall also put up the list of students whose have shortage on the departmental notice board.
- A student shall have a minimum of 75% attendance in each subject of study to be eligible to take up the theory examination after taking into account any permissible condonation by the Principal.
- In the case of subjects with practical the student shall have attended a minimum of 75% of the practical classes conducted to be eligible to take up the practical examination.
- Prior permission shall be sought by the student from the Heads of the department if he/she is likely to miss classes on any account. The student shall produce medical certificate in case of sickness.
- A student claiming condonation shall provide all the relevant documents to substantiate his/her claim. The final decision to condone the absence shall rest with the Principal.
- The attendance CC shall notify the parents of the students having shortage of attendance.

I (b) Staff Grievance Cell

Procedure for conveying grievance:

- The staff member teaching or non-teaching shall give a written note regarding their grievance to the staff secretary in English/Kannada. No oral complaints shall be entertained.

Matters of grievance:

- Service matters, matters relating working conditions in Department and Institution and discrimination of any kind including gender bias.

Procedure for redressal:

- The convenor of the cell shall convene a meeting of the cell within three days of the receipt of the complaint.
- If the matter is beyond the purview of the HOI, the convenor shall write a note duly attested by the Principal and forward the same to the management for redressal. The

management shall address the issue and inform the HOI, staff secretary and the person concerned.

- For matters that fall within the purview of the Principal, the complainant shall be invited to present his case and the CC shall resolve the issue within a definite time frame of seven days.
- The cell shall conduct a fair and unbiased enquiry in resolving the issue.
- In the case of issues relating to Gender bias the complaint shall be forwarded to the Prevention of sexual harassment cell for further action.
- The entire proceedings shall be duly recorded and maintained by the staff association. It shall be available for perusal to the staff members.

I(c) Student Grievance Cell

Procedure for conveying grievance:

- The student may air his grievance in the following ways
- A written note of the grievance in English/Kannada or Hindi shall be dropped in the suggestion/drop box with student identification particulars including name, class and section.
- The note may also be handed over personally to the SWO/HOI/vice Principal

Matters of grievance:

- Academic issues
- Financial issues
- Extra-Curricular, co-curricular and extension activities
- Sanitation, canteen, co-operative society, and Library

Procedure for redressal:

- The drop box shall be opened by the convenor/CC member periodically.
- The grievance shall be recorded in a register maintained for the same.
- The grievance shall be sorted into those that can be addressed at the institutional level and those that have to be addressed by the management.
- The latter shall be forwarded to the management by an appropriate note written by the Principal.
- The convenor shall convene the CC and invite the complainant to the meeting if needed.
- The issue shall be discussed and redressed and complainant informed about the same.
- The identity of the student shall be maintained strictly confidential by the cell
- The cell shall conduct a fair and unbiased enquiry in resolving the issue.
- The issues relating to Gender bias the complaint shall be forwarded to the Prevention of sexual harassment cell for further action.
- The entire proceedings shall be duly recorded and maintained by the staff association.

I (d) Anti-Ragging Cell

Objective:

To prohibit/prevent and eliminate ragging in any form(which includes any conduct by student(s) either by words, spoken or written /electronic gadgets or by an acts which has the effect of rudeness, including violence causing physical and psychological trauma) to any student). **The college shall follow a zero tolerance policy towards ragging.**

Measures to prevent ragging:

- Ragging is totally prohibited and anyone found guilty of ragging actively or passively is liable to be severely dealt with..
- An affidavit to this effect is to be mandatorily signed by the student and parent/guardian at the time of admission

Redressal of complaints:

- Oral or written complaint can be given by the victim/ any alert observer to the convenor of the Anti-Ragging cell or to any faculty member of the college who shall bring it to the notice of the cell.
- The victim may also call the helpline displayed in the college.
- On receipt of any complaint the convenor shall convene a meeting of the cell within 24 hours.
- The complainant shall be summoned by the cell to give his/her explanation of the complaint with proof if any.
- The student (s) suspected of the act shall be summoned and the matter resolved by the cell after a fair and proper enquiry.
- Depending on the severity of the matter if proved punitive action shall be taken by the institution.
- Both the parties shall also be suitably counselled and help provided to the victim.
- The entire proceeding shall be documented by the CC.
- The names of the students shall be maintained strictly confidential.

I (e) Prevention of Sexual Harassment Cell

Sensitization, Prevention and Redressal of Sexual Harassment and Gender discrimination related issues.

Objective:

MES Degree College is committed to having a work environment that is productive, fulfilling and stress free. This includes ensuring that students and staff work in an environment, of mutual trust, freedom of expression and dignity, free from all forms of discrimination and intimidation.

The Sensitization, Prevention and Redressal of Sexual Harassment and Gender discrimination policy strongly supports gender equality and opposes any form of gender bias/discrimination based on sexual orientation and identity. MES shall consider sexual harassment on the basis of gender as a violation of Human rights and Life and right to liberty as defined in the constitution of India.

I (f) Women empowerment

Educating Women is the first step to their empowerment

The college shall make conscious effort to empower the girl students and provide them all the necessary support.

- Scholarships shall be instituted exclusively for the girl student
- Special programmes shall be organised to enlighten the girl student about their right and entitlements.
- Programmes shall be organised to inform and enlighten the girls about the measures taken by the government to empower women
- All the facilities extended by the government for girls in educational institutions shall be adopted and followed.
- Educative programmes about personal hygiene and health issues shall be organised.
- Adequate representation for girl students shall be given in student representative bodies such as student council.
- Adequate representation of women staff is given in all CC and cells under IQAC

I (g) Student Welfare schemes

One of the unique features of our college has been the large number of student welfare schemes that are offered to the students

- a) These include Scholarships offered by various agencies such as Ministry of Defence, Social Welfare Department etc under the Central and state Government.
- b) Endowment scholarships and prizes instituted by philanthropists and Organizations
- c) Accident Insurance scheme for students sponsored by the management
- d) Student welfare scheme under which needy students are given financial assistance, Health Supplement, books etc., which is an alumni initiative facilitated by the management
- e) *Akanksha* fund to support meritorious and needy students to pursue education in the institution maintained by the staff

With regards to the schemes mentioned above and any other that may be started in future the following guidelines shall be followed

- All the students shall be made aware of the details of the scheme through information printed in the prospectus, notices posted on notice board specifically meant for the purpose.

- The good practice of dedicated staff member of the office handling all the scholarships shall be continued.
- There shall be total transparency in following the prescribed rules and laws to disburse such scholarships.
- Such rules and procedure being followed shall be available for scrutiny for all the stake holders
- Any query/grievance relating to the disbursement of the scholarship or aid shall be addressed by the Principal, vice Principal and the CC which selects the beneficiaries and they shall be responsible to clarify the same to the student

Other student welfare measures include

- ✓ Annual medical check-up of students
- ✓ Student counselling done by trained councillors
- ✓ Mentorship programme
- ✓ Providing hygienic and subsidized food in the canteen
- ✓ Career guidance and placement cell
- ✓ Anti-Ragging, student grievance cell and prevention of sexual harassment cells
- ✓ Prompt and timely medical attention provided in times of need.

I (h) Cleanliness of the Campus

A clean campus provides the right ambience for learning in an educational institution. The staff and students shall consciously keep their surrounding clean. The estate CC shall monitor the overall cleanliness of the campus with the help of the housekeeping staff

- Staff and students are advised not to litter the campus and use the Bins kept at strategic locations and in the class rooms to dispose of the waste.
- **Staff and students are strictly prohibited from leaving the plates and cups in the corridors or class rooms.** They are advised to use the Bins for placing the plates and Cups
- Students shall be educated on the proper use of the rest rooms during orientation programmes.
- Waste shall be segregated into bio-degradable and non-degradable.
- The E-waste shall be disposed of in the E-waste Bin kept for the purpose.
- The staff and students shall volunteer along with the support and housekeeping staff to clean up the premises after the conduct of major events such as fests, college day, etc.
- NCC and NSS volunteers will take the lead in keeping the premises of the campus clean by volunteering their services.

I (i) Fine arts and Cultural Activities

- The Cultural Activity Cell(CAC) shall show case the talent of our students and
- The CAC shall plan all the cultural activities in coordination with the SWO and Student council and NCC for all student related activities like fests, ethnic day, freshers' day and such other events.
- The CAC shall enlighten the students and staff about the activities of *Kalavedi* and Rangashale. It will encourage the staff and students to actively participate in the activities organised by them.
- They shall also plan and organise the cultural activity for major functions in the college including college day, celebrating of National festivals, *Yuvajanotsava* programme of *Kalavedi* etc
- The CC shall identify talented student and provide necessary training.
- The selection of student for cultural activities shall be totally unbiased and based solely on talent and merit of the student.
- The Conduct of a drama workshop and production of plays for Competition shall be the responsibility of the CC. To conduct such an activity the CC shall identify two members of the staff, who shall be responsible to plan, make budget proposal.

I (j) Tours and Trips

The students shall be taken to Industrial visits, tours and trip with a view to enhance their learning experience. Industrial trips shall be organised by the department, while class trips shall be organised by the class teacher. There shall also be special trips organised at the college level.

- The tour / trip should pre-authorized by the Principal / Vice-Principal.
- Planning for the tour / trip shall be envisaged in advance including.
 - The dates of the tour / trip
 - The teachers / other staff in charge accompanying the concerned students
 - The travel and stay arrangements in coordination with the local point of contact
 - Prior intimation to students so that they are informed about change in schedules and can pre-plan other classroom assignments
 - Prior intimation and consent to be obtained from parents / local guardian through consent form.
 - Emergency contact numbers must be collected and documented.
- In all cases where girl students are part of a tour / trip, it is mandatory for a lady teacher to accompany.
- Transportation shall be arranged by the concerned teachers in consultation with the administration.
- First aid kits are mandatorily to be carried on such tour / trip and must be easily accessible.

- Instructions / orientation to students by the concerned faculty on the purpose of the tour / trip along with a brief explanation on the complete itinerary must be given at least a week before the trip.
- In case of industrial visits or field trips, all students are mandated to submit a report to the concerned faculty within the stipulated time.
- Feedback on such trips may be collected and documented for further improvement.

Note: *Trips and tours organised by the students on their own without notice to the institution shall be at their own risk and the Institution shall not be held liable in any way.*

Role Definition

(i) CLASS TEACHER

- The Class Teacher shall, in addition to the regular work, shoulder the responsibility of taking care of the well-being and academic progress of the students under her/his care.
- The Class Teacher shall monitor the attendance of the students on a regular basis and advice and counsel them whenever required.
- The Class Teacher shall play the role of a guide and counsellor to the students.
- The Class Teacher will communicate with the parents of the students regarding their progress and problems (if any) at regular intervals.
- The Class Teacher shall inform the students about the examination schedules, including the details of the application forms and fees.
- The Class Teacher shall be easily accessible to the students.

(ii) MENTOR

- A Mentor shall maintain a diary for the students assigned to him/her. The diary will contain all the relevant information about the students.
- The Mentor shall meet the students on a regular basis either as a group or individually.
- The Mentor will also organize meetings with the parents of the students from time to time.
- The Mentor shall record and keep track of the academic and co-curricular progress of the students.
- The Mentor shall guide and counsel the students on academic and personal issues.
- The Mentor should be easily accessible to the students.
- The Mentor's Diary should be updated with information about the mentees on a regular basis.

Policies

(i) Curriculum development and deployment

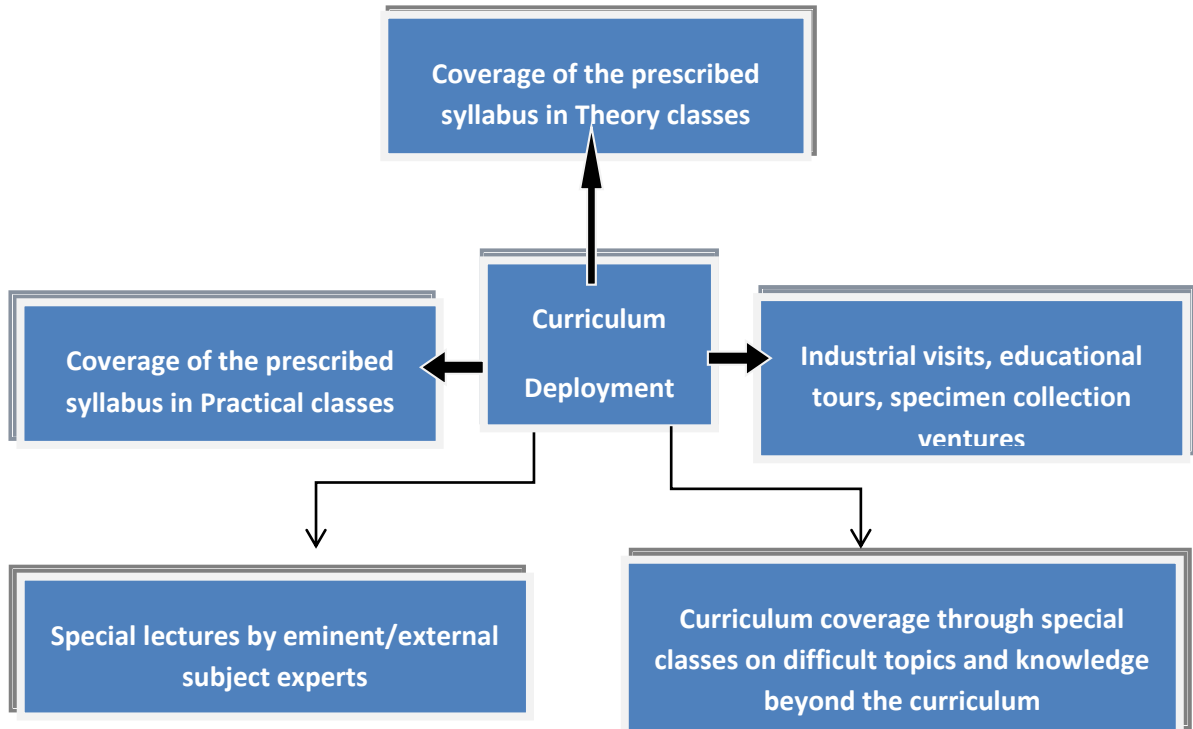
Being an affiliated college under the Bangalore University, MES College is mandated to follow the curriculum as prescribed by the university from time to time. However, the institution aids in the development and deployment of action plans for effective implementation of the curriculum as follows:-

Institutional action plans for effective implementation of the curriculum

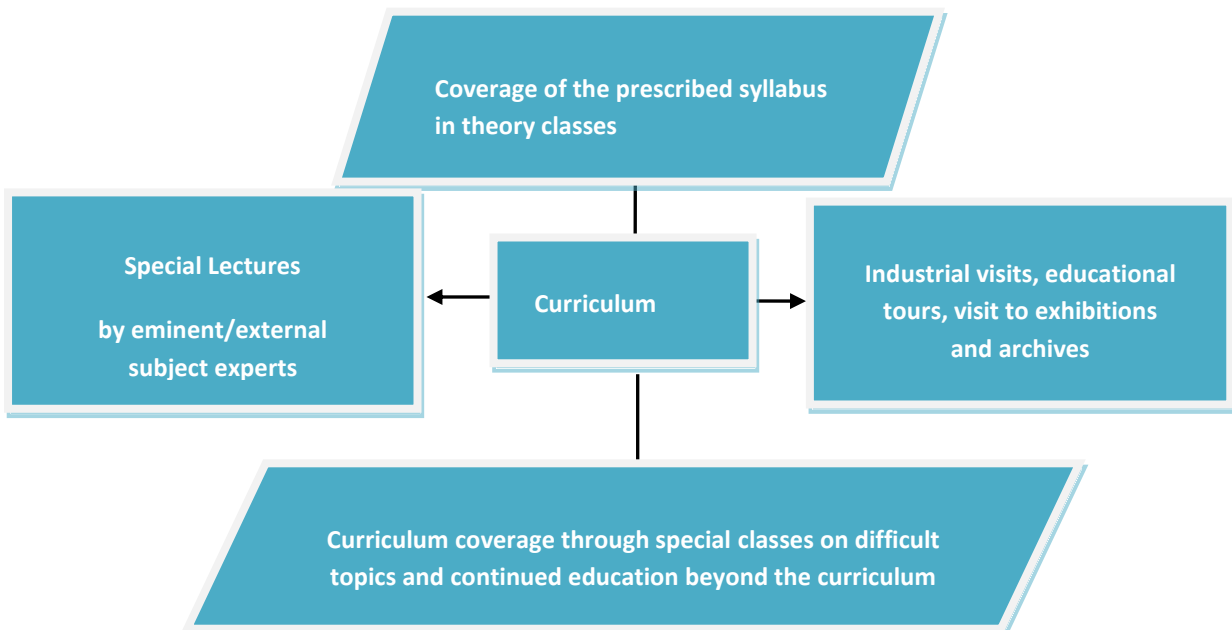
Development of Action Plans	Deployment of Action Plans
Planned Discussions during HOI-faculty meetings.	Feedback from students on curriculum-overlap/difficulty/disconnect etc.
Intra departmental staff meetings for appropriate distribution of units/modules under the syllabus.	Feedback from faculty for conveying to the BOS chairman.
Introspection for discussion during faculty participation in subject-specific Boards of Studies.	Active participation of senior faculty who are members of the BOS.
Participation in inter-institutional workshops, seminars and symposia related to curriculum and curriculum revision.	Discussions during faculty development/orientation programs (also arranged by the Academic staff college of the university).

Description of the deployment process with specific examples:

Science subjects with laboratory practical:



Humanities and Commerce Subjects



(ii) Admission:

Admissions shall be in accordance with the rules of the regulatory bodies and as per the direction of the admission committee of the Managing Committee (MC)

(a) Publicity for Admission

- Advertisement in regional or National Newspaper.
- Admission notice is posted on the website of the institution.
- Annual Prospectus carries the details of courses/programmes offered for UG and PG.
- Display on the college notice board giving details of admission.
- Publicity in sister institutions where PUC is offered.
- Banners displaying Courses and Programmes offered are put up in and around the college during admission.
- Provision of help desk and counselling done by the teaching staff explaining scope, career and job opportunities for the various programmes.

(b) Transparency in the admission Process

- Applications are accepted from all aspirants and eligibility criteria as stipulated by the affiliating University are adhered strictly.
- The details regarding last date of submission of applications, mode of admission and list of selected candidates are displayed on the notice board.
- Seat matrix is displayed on the notice board giving the number of seats available under GM and other categories as per the government norms with details of fee structure.
- Updated admission lists (indicating the number of seats available) are displayed on a date to day basis during admissions
- All the admissions are subject to approval by the Bangalore University.
- Parents/Guardians can meet the Principal/Vice Principal for any query/clarification regarding the admission of their wards.
- The entire admission process is completed through two dedicated CC.

(a) An Institutional admission Committee comprising:

Chairman-Principal,

Members:

Vice-Principal and

- Head of the Department of Commerce and the faculty of the department of commerce(for B.Com)
- Heads of the departments of Languages, Economics, Psychology and sociology (for Arts)
- Heads of the departments of Physical and Biological sciences (for Science)

(b) A Management admission Committee comprising:

Chairman - Managing Committee Member

Members:

- Secretary (Academics)
- Secretary (Administration)
- HOI

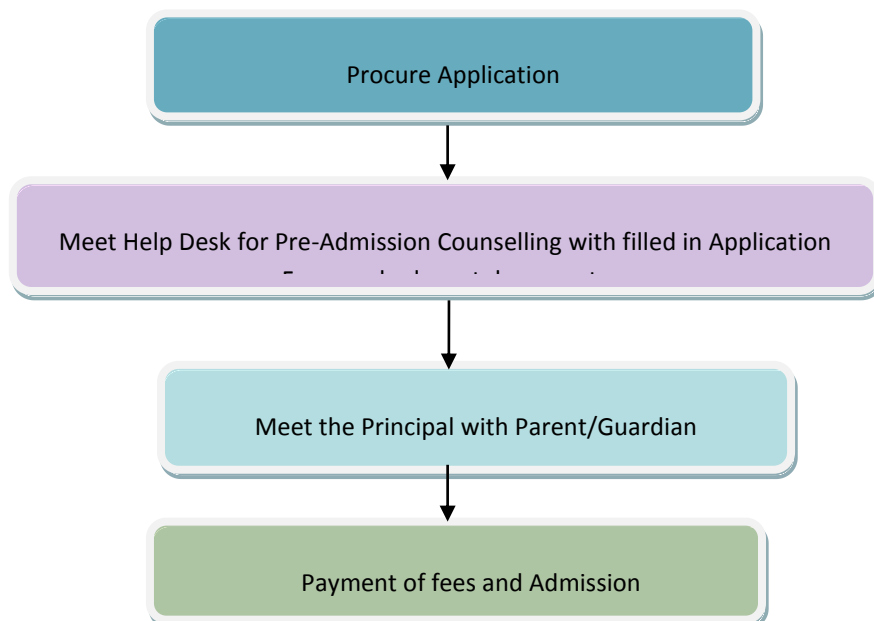
All decisions are transparently taken as per the norms of the regulatory bodies.

Admissions for B.A./B.Sc.

Criteria to be adopted for admission

- ✚ The students for B.A./B.Sc. courses are admitted exclusively based on their previous academic record in the qualifying exam(Pre-University or XII standard) based on eligibility criteria.
- ✚ The cut-off percentage at entry level is 35% in the qualifying examination.
- ✚ Students who have passed in more than one attempt at Pre University (or Class XII) level are also admitted based on the availability of seats.
- ✚ Government norms of reservation/admission norms are strictly adhered to.
- ✚ 20% of the seats for each aided course and 50% of the seats for each un-aided course are reserved for the management to fill.

Process of Admission for B.A./B.Sc

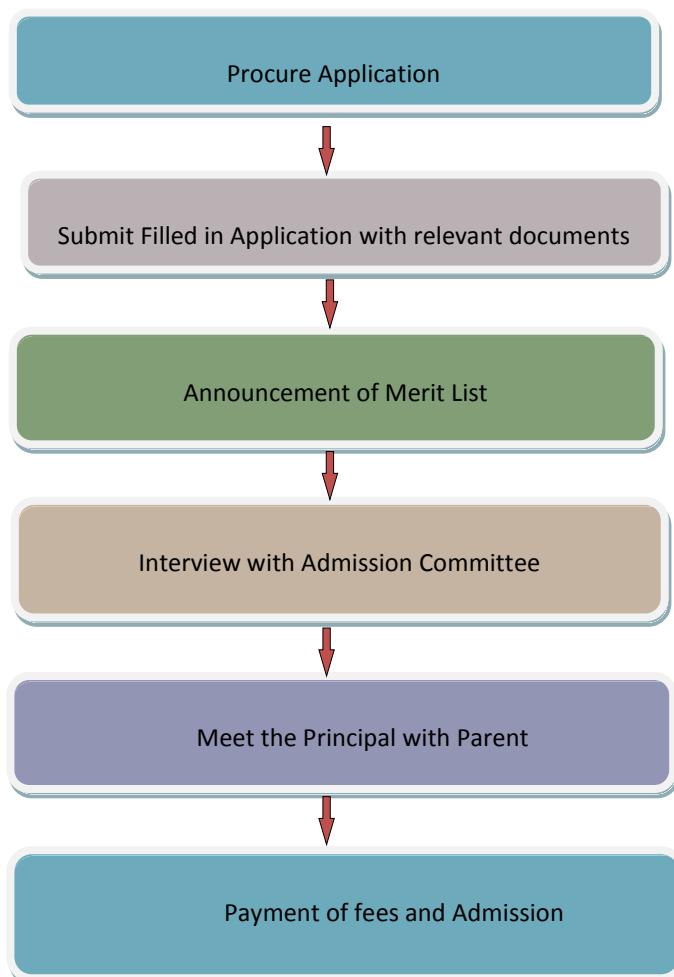


Admissions for B.Com

Criteria to be adopted for admission

- The students for B.Com are selected based on their previous academic record (On merit basis) in their qualifying exam and interview by the admission CC.
- Students of sister institutions are given preference based on the availability of seats
- Government reservation/admission norms are strictly adhered to.
- 20% of the seats for aided sections and 50% of the seats for un-aided sections are reserved for the management to fill.

Process of Admission to B.Com.

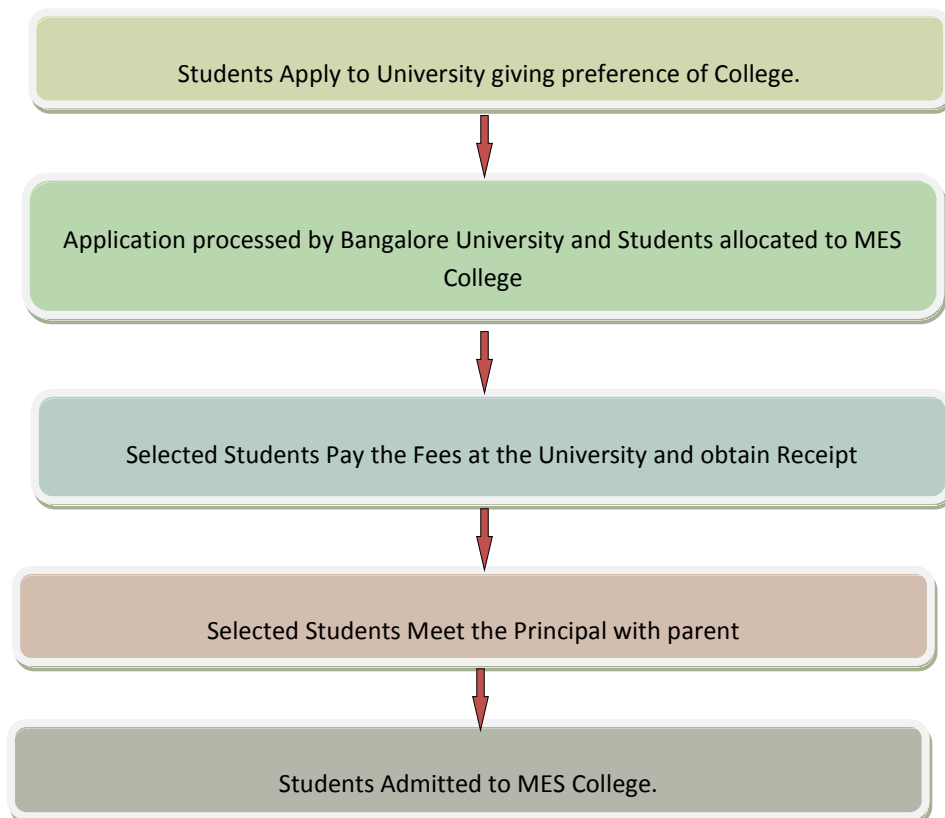


**Admission to P.G. Courses [M.Sc. (Mathematics) and M.A (Kannada)]
Criteria**

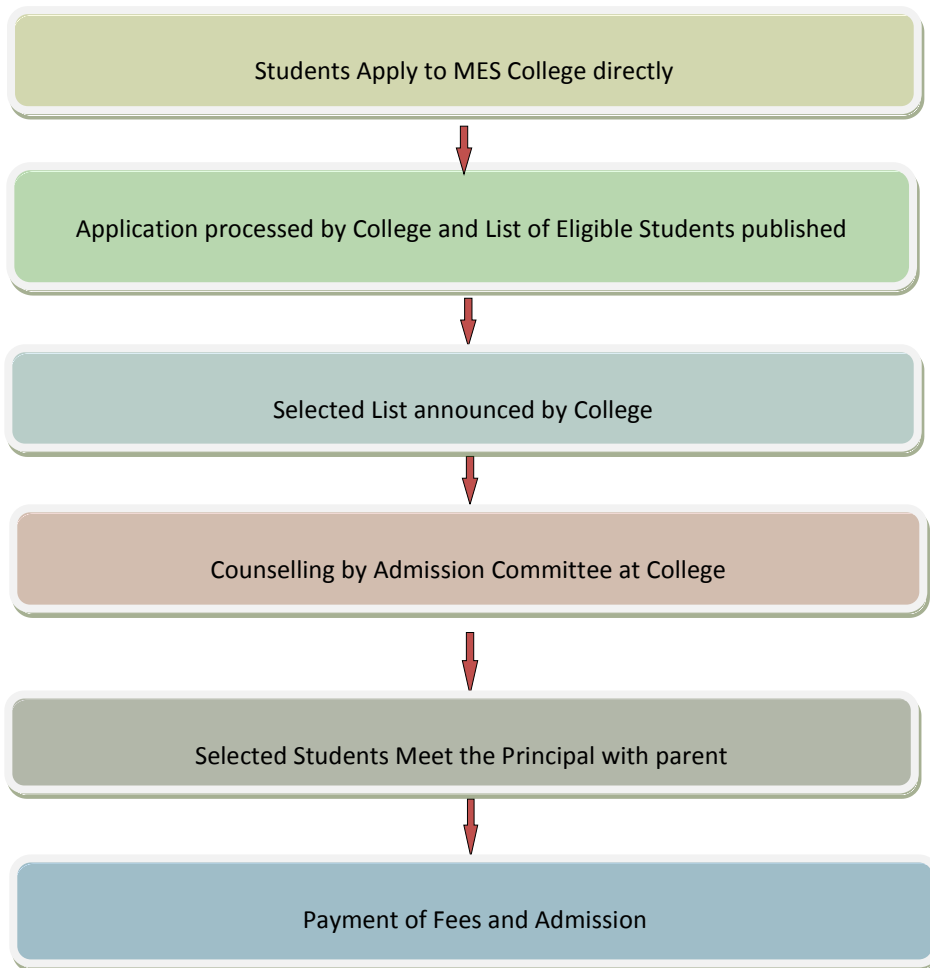
- 50% of the seats for Post graduate course -Mathematics (20) and Kannada (10) are filled by the Bangalore University, on merit basis for GM as well as reservation quota.
- The cut off percentage at entry level is fixed at 50%
- 50 % of the seats are filled by the Management, based on merit/counselling.

Process of Admission to PG (M.Sc. and M.A.)

a: University Allotment



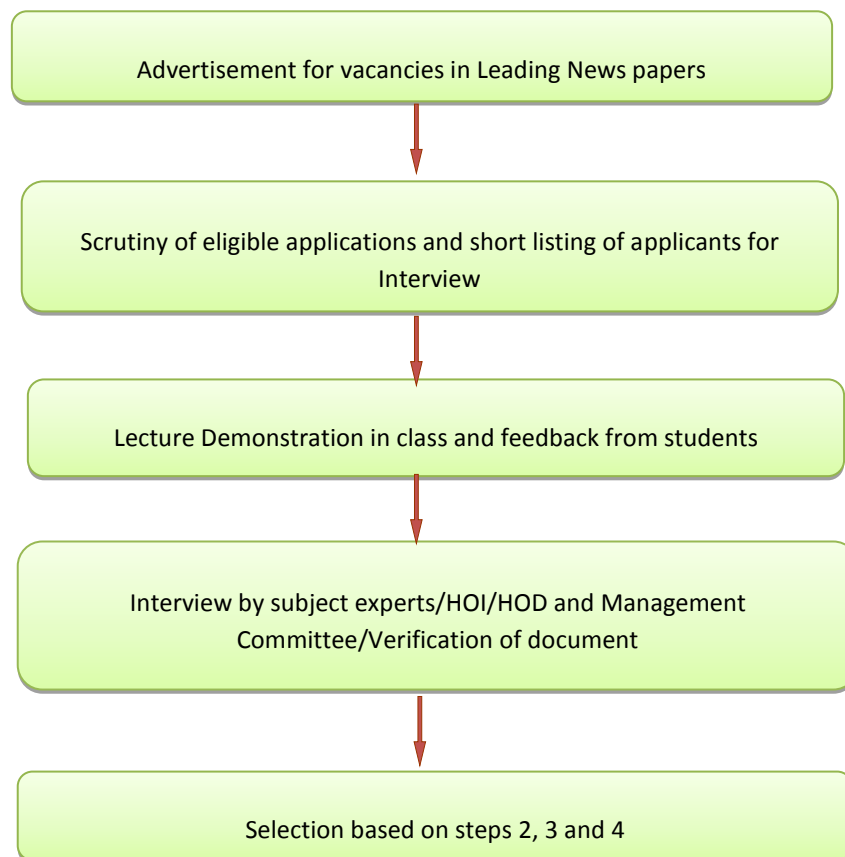
b: Management Seats



(iii) Recruitment

The recruitment of teachers is based on workload requirements as well as the needs of the curriculum. The planning of recruitment is done as follows.

- At the end of each semester/academic year the HOI calls for the workload requirement for the following semester/academic year from all the HOD's.
- Based on the workload the number of teachers required for various subjects for the following academic year is determined and proposal sent to the management for sanction.
- After obtaining sanction from the management the following process is adopted to recruit the staff.



(iv) Awards and rewards for staff

Motivated staffs are the best asset that an institution possesses. Awards, rewards and felicitations go a long way in sustaining such motivation. Achievements of the staff for their excellence in teaching, research, consultancy and extension activities shall be suitably awarded/rewarded. An award for the best department of the year may be instituted.

The documentation Committee shall prepare a list of the achievements of all the staff and submit it to the Principal. The Principal shall constitute a Committee with the help of IQAC which shall have in house members and external experts with the approval of the management. The committee shall short list the awardees based on the criteria approved by the management and recommend their names to the management for the awards/rewards.

The score obtained in the Academic audit of the department shall be one of the criteria along with other criteria as may be approved by the management for selecting the award for the best department.

Special award shall be given to the Library, Department of Physical Education, NCC, and NSS for any outstanding work done by them.

The criteria for the awards and rewards for the staff (teaching and non-teaching) shall be framed above mentioned committee in consultation, with the staff association and the management.

Awards for faculty shall be constituted for

Innovative methods/practice developed in teaching.

Publication of research papers in peer reviewed Journals of National and International repute (recommendation/citation from the research cell shall be sought)

Original Research and patents obtained.

Completion of 10 and 25 years of meritorious service.

Rewards for the following

Extension and Consultancy work.

Acquiring /guiding Ph.D.

Authoring Books.

(v) Purchases

The following guide lines shall apply for purchase of any equipment/item by any department of the college including Library, NCC, NSS, Department of Physical Education, ICT cell and office.

Purchases made to add to the infrastructure requirements shall be directly dealt by the Principal/Vice Principal through the college office.

- The requirement of equipment for a department shall be made and a budgetary provision sought in march/April from the HOI.
- Once the budgeting provision is made by the HOI and permission given, a minimum of three quotations shall be called for the items required.
- A comparative statement of the quotation shall be made and the best offer recommended for purchase will be submitted to the Principal.
- On receipt of approval of the best offer from the Principal a note to place order for the item along with the comparative statement shall be submitted to the office.
- The office shall make the necessary purchase order and place the order to the vendor.
- On receipt of the item from the vendor by the department concerned, it shall be checked and certified and taken into departmental/college stock.
- The bill shall be submitted to the office with proper record of stock book entry.
- The office shall process the bill and make the payment to the vendor from suitable head of account.
- If the department is procuring anything from UGC grants the requirement shall be given to the UGC coordinator and the process completed in coordination with him/her.
- The UGC coordinator shall maintain all the records pertaining to the spending of the UGC funds.
- The accounts CC shall check the purchases made by the department annually before the internal and external audits are conducted.

Code of Professional Ethics

Teachers and their responsibilities

Any person adopting the noble profession of teaching shall be obliged to conduct himself/herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his/her students and the society at large. Hence every teacher should see that there is no incompatibility between his/her precepts and practice. Listed below are some essential code of professional ethics that a teacher shall strive to follow:

- ✓ Adhere to a responsible pattern of conduct and demeanour expected of them by the community and manage their private affairs in a manner consistent with the dignity of their profession.
- ✓ Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- ✓ Cooperate and assist in carrying out functions relating to educational responsibilities of the college such as assisting in admission, advising and counselling students, conduct of examination etc.
- ✓ Participate in extension, co-curricular and extracurricular activities including community service.

Teachers and Students:

- ✓ Respect the right and dignity of the student in expressing his/her opinion.
- ✓ Deal justly and impartially with students regardless of their religion, caste, political, social standing and physical characteristics.
- ✓ Encourage, and motivate students to improve their academic attainments, develop their personalities as well as contribute to community service.
- ✓ Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs
- ✓ Refrain from inciting students against other students, colleagues, support staff or administration

Teachers and Colleagues:

- ✓ Treat all your colleagues/other members of the profession with respect and develop a healthy professional relation.
- ✓ Speak respectfully of your colleagues and render assistance for their professional betterment
- ✓ Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.
- ✓ Refrain from lodging unsubstantiated allegations against colleagues to higher authorities

Teachers and Authorities:

- ✓ Cooperate in the formulation of policies of the institution by accepting various offices and discharging responsibilities which such offices may demand.
- ✓ Cooperate with the authorities for the betterment of the institution keeping in view the interest and in conformity with the dignity of the profession.
- ✓ Adhere to the terms of contract if any.

Support Staff:

All the above mentioned code of professional ethics shall apply to the support staff as well in the context of their duties and responsibilities.
