

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

1. Details of the Institution

1.1 Name of the Institution

CANARA FIRST GRADE COLLEGE

1.2 Address Line 1

MAHATHMA GANDHI ROAD

Address Line 2

City/Town

MANGALORE

State

KARNATAKA

Pin Code

575003

Institution e-mail address

cnrcollege@yahoo.co.in

Contact Nos.

0824-2492366

Name of the Head of the Institution:

Prof. M. SathishBhat

Tel. No. with STD Code:

0824-2414362

Mobile:

9964340877

Name of the IQAC Co-ordinator:

Dr. K.V. Malini

Mobile:

9901330497

IQAC e-mail address:

kvmalini@yahoo.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

08849

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC/53/RAR/36 dated 25-04-2010

1.5 Website address:

www.canaracollege.org

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	Inst.score 70.75	2004	Feb.15 2009
2	2nd Cycle	B	2.33	2010	Sept.03 2015
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

01/06/2004

1.8 AQAR for the year (for example 2010-11)

2013-14

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

- i. AQAR 2010-11 submitted to NAAC On 30/04/2012
- ii. AQAR 2011-12 submitted to NAAC On 10/07/2012
- iii. AQAR 2012-13 submitted to NAAC On 02/07/2013 (Online)
- iv. AQAR 2013-14 submitted to NAAC On

1.10 Institutional Status

University State ☒ Central ☐emed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☐ No ☒

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

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

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

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

1.11 Type of Faculty/Programme

Arts ☒ Scienc ☒ Commer ☒ Law ☐ PEI (Phys Edu) ☐

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

Others (Specify)

. BCA, M.Com.

1.12 Name of the Affiliating University (for the Colleges)

Mangalore University

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

Autonomy by State/Central Govt. / University

No

University with Potential for Excellence

No

UGC-CPE

No

DST Star Scheme

No

UGC-CE

No

UGC-Special Assistance Programme

No

DST-FIST

No

UGC-Innovative PG programmes

No

(specify)

No

UGC-COP Programmes

No

2. IQAC Composition and Activities

2.1 No. of Teachers

06

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

00

2.4 No. of Management representatives

03

2.5 No. of Alumni

03

2.6 No. of any other stakeholder and
community representatives

01

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

00

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year?

If yes, mention the amount

NA

No

2.13 Seminars and Conferences (only quality related)

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

Total Nos International National Institutional

(ii) Themes

(1) Professional and Personal development

(2) Facilitating active learning

2.14 Significant Activities and contributions made by IQAC

- Faculty development Workshops for Teaching and non-teaching staff.
- Documentation of College activities.
- Assist the Principal in ensuring quality in day to day administration.
- Preparation and submission of AQAR

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1.To continue Value education classes to help students recognize, encourage and inculcate moral values.	Value education classes are conducted for all the classes during the first hour of every Saturday. Project work is given due weightage in

2. To encourage Research culture among students by making 'Project work' a part of internal assessment.	internal assessment.
3. To organize at least one workshop/seminar/conference by each department.	Almost all the departments organized workshop/seminar/conference. Workshop on 'Good interpersonal relationship' was organised for the benefit of non-teaching staff
5. To organise skill development programmes for non-teaching staff.	Remedial classes are being conducted.
6. To strengthen Remedial classes for slow learners.	Two new Add on courses are started.
7. To start a few more useful Add-on courses.	

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body ☒ ☐

Management ☐ Syndicate ☐ other body ☒

Provide the details of the action taken

AQAR was discussed in IQAC meeting with all the staff members. Strategies to improve quality indicators of the institution were discussed.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	01 in	00	00	00

	Sanskrit			
PG	01	00	01	00
UG	07	00	04	00
PG Diploma	00	00	00	00
Advanced Diploma	00	00	00	00
Diploma	00	00	00	00
Certificate	00	00	00	00
Others	00	00	00	00
Total	00	00	00	00

Interdisciplinary	00	00	00	00
Innovative	00	00	00	00

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options - Elective option

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	√
Trimester	--
Annual	--

1.3 Feedback from stakeholders* (On all aspects)

Alumni ☒

Parents ☒

Employers ☐

Students ☐

☒

Mode of feedback :

Online ☐

Manual ☒

Co-operating schools (for ☐)

*Please provide an analysis of the feedback in the Annexure

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

The University revises the syllabus both in practicals and theory every 3 to 4 years as per the recommendation of Board of Studies in various subjects. The same syllabus is followed by all the affiliated colleges.

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1
Total
No.
of
per
ma
nen
t
facu
lty

Total	Asst. Professors	Associate Professors	Professors	Others
14 (Govt. Paid)	05	04	00	05 (On Deputation- 4 State scale -01)
50 (Mgmt. Paid)				Full Time- 44 Part Time-06

2.2 No. of permanent faculty with Ph.D.

Government	Management
04	04

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
00	7	00	00	00	00	4	00	11	00

2.4 No. of Guest and Visiting faculty and Temporary faculty

00	00	12
----	----	----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	42	00
Presented papers	02	16	00
Resource Persons	00	00	00

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

- Use of ICT and teaching aids.
- Field trips and Industrial tours.
- Power point presentations and Seminars by students.
- Lecture by experts in the respective fields.

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

185

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

Following rules and regulations of Mangalore University

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

BoS	Faculty participated in workshop
09	07

2.10 Average percentage of attendance of students

89.55

2.11 Course/Programme wise distribution of pass percentage :(Based on April 2013 Examination Results)

Title of the Programme	Total no. of students appeared	Rank	Division				
			Distinction %	I class %	II class%	III class%	Pass %
BA	34	2	8.8	17.6	50	--	76.4
BSc	59	--	49.2	28.9	1.6	--	79.7
BCom	270	--	41.5	22.6	7.4	0.7	72.2
BBM	72	--	15.3	23.6	30.6	2.7	72.2
BCA	40	--	37.5	20	2.5	--	60
MCom	49		20.4	61.2	18.4	--	100

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

- Encouraging participation in Faculty development programmes
- Circulating articles relating to Teaching and Learning process
- Conducting Workshops to enhance teaching competency.
- Taking regular Feedbacks on Teacher quality

- Creation of learning environment in classes which motivates critical thinking, creativity and scientific temper.
- Making Project and field experiences as compulsory part of courses.
- Recognition to innovative and creative contributions of faculty and students.
- Sharing of experiences of experts in the form of guest lecture and practical demonstrations.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	2
UGC – Faculty Improvement Programme	2
HRD programmes	00
Orientation programmes	00
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	08
Personality development Programme conducted by IQAC	55

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	12(Govt) + 16 (Mngmt.)	00	00	04
Technical Staff	00	00	00	00

Criterion – III

3. Research, Consultancy and Extension

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

- Emphasizing on University funded minor research projects by the faculty.
- Addressing various schemes through 'UGC and Research Committee', a constituent committee under IQAC,

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	00	00	00
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	04	00	02
Outlay in Rs. Lakhs		i) Rs.55,000/- ii) Rs.75,000/- iii) Rs. 1,90,000/- iv) Rs.97,000/-		(i)2,35,000 (ii)2,40,000

3.4 Details on research publications

	International	National	Others
Peer Review Journals	04	03	00
Non-Peer Review Journals	00	00	00
e-Journals	00	00	00
Conference proceedings	02	03	00

3.5 Details on Impact factor of publications:

Range Average -index s. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
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Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/fun

3.9 For colleges

Autono C DBT Star Schem
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	00	02	00	00	00
Sponsoring agencies	--	UGC	--	--	--

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	00
	Granted	00
International	Applied	00
	Granted	00
Commercialised	Applied	00
	Granted	00

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

Total	International	National	State	University	Dist	College
02	00	00	00	02	00	00

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

3.19 No. of Ph.D. awarded by faculty from the Institution

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

JRF SRF Project Fellows Any oth

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

	University level	11	State level	02
National level	00	International level	00	

3.24 No. of Awards won in NCC:

	University level	00	State level	00
National level	00	International level	00	

3.25 No. of Extension activities organized

University for	00	College for	02		
NCC		NSS	08	Any other	26

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

Activities of Socio-Cultural Research and Study Centre (SCRSC)

- June 30, 2013: Students distributed old clothes to 18 SC families from Thottilaguri, who were relocated to Ambedkar Bhavan after the compound wall of a private hotel came crashing on their houses killing three people on the spot.
- July 15, 2013: Visited 18 families from Thottilaguri and distributed, 50 kgs of rice, old clothes, soaps and biscuits.
- October 1, 2013 : Celebrated Gandhi Jayanthi and distributed old clothes to HIV positive children in Samvedana in Mangalore.
- December 5, 2013: Visited Malali Gurupur Koraga colony and awareness about the ill-effects of alcohol abuse was created among 12 families.
- December 18, 2013: Visited Malali Gurupura Koraga colony and distributed 30 kgs of rice, old clothes, soaps donated by philanthropist Mr Christopher.
- December 26, 2013: Visited Gundavu Padavu Koraga colony near old Bajpe Airport and undertook a survey of the present socio-economic status of families and school drop-out rate.

- December 27, 2013: Visited Porkodi slum and after studying the problems of 10 families presented a memorandum to Bajpe Gram Panchayat PDO Mr.Sadananda.
- December 28, 2013: Conducted a survey of problems faced by 22 families in Porkodi slum and briefed Daksina Kannada Zilla Panchayat Chief Executive Officer (CEO) Ms TulasiMaddineni.
- December 29, 2013: Held discussions with MGNREGA Ombudsman Mr Sheena Shetty on giving old clothes to poor job card holders.
- December 29, 2013: Conducted a trekking camp in Kudremukh forest.
- December 30, 2013: A street play on the ill-effects of alcohol abuse was staged in Malali Gurupura. The play was directed by Mr Christopher.
- Presented a cultural programme at GundavuPadavuKoraga colony near old Bajpe Airport. The residents too presented a cultural programme.
- January 15, 2014: Visited GundavuPadavu colony and created awareness on importance of health, hygienic surroundings and education. As part of zero dropout campaign launched district-wide, five students from Koraga community including Sumitha (tenth standard), Nithyananda (ninth standard), Sanu (ninth standard), Rajesh (eighth standard) were re-admitted in Holy family school in Bajpe and Naresh (seventh standard) in Siddharthanagar government school.
- January 20, 2014: With help of Rotary Mangalore (Metro) donated Rs 50,000 worth notebooks to 300 poor students in Kuvempu model government school, in Nalyapadavu.
- January 26, 2014: Presented Cultural programme at Vanavasi Ashram for girls in Dandeli. Old clothes were also donated to the poor inmates.
- January 28, 2014: Appointed Mrs Kanaka as tuition teacher to coach 23 students at GundavuPadavuKoraga colony near old Bajpe Airport.
- February 6, 2014: With help of Mangalore Customs department, old clothes, plastic barrels (for stocking water) were donated to residents of GundavuPadavuKoraga colony near old Bajpe Airport and Malali.
- February 7,2014: Facilitated free counselling for 20 students in two phases at Canara First grade college in Mangalore. The first session was conducted by Mrs Shallet on February 9 and by Mrs Lolita on February 10.
- February 15, 16, 2014: Facilitated free counseling to 30 students in Nalyapadavuschool in Mangalore in two phases.
- February 18,2014: Facilitated free counselling to 25 students in Canara Girls high school in Mangalore.
- February 18, 2014: Helped Manoj from GurupurMalaliKoraga colony to apply and secure Disability card.

- February 19, 2014: Visited Yettinahole near Sakleshpura and interviewed residents to understand their level of awareness about the floodwaters diversion project.
- February 21,2014: Released the project work on Yettinahole scheme.
- February 22, 2014: Conducted an awareness talk on Yettinahole flood waters diversion project and well known environmentalist Dinesh Holla was the resource person.
- February 25, 2014: Visited Gokarna to study the unique market system implemented by women of Halakki community. We were also familiarised about their unique farming methods.
- March 28,2014: Donated a fan, old clothes, comics to students in Sishila

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	2.82 hectors	---	Management	2.82 hectors
Class rooms	34	7	Management	41
Laboratories	7			7
Seminar Halls	1			1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		1water pump, LCD projector with accessories , sound system in Seminar hall.	UGC	Rs324833
Value of the equipment purchased during the year (Rs. in Lakhs)		Inverter batteries ,water purifier digital camera	management	96484
Others		New building	Management	808882

4.2 Computerization of administration and library

- 1.Computerized data base software for library
- 2.Computerized documentation of fees paid by students (OFFICE)

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	31913	1184535.75	308	22334	32221	1206869.75
Reference Books	10058	1814543.92	250	65820	10308	1880363.92
e-Books						
Journals	95					
e-Journals						
Digital Database						
CD & Video	301	Free	67	Free	368	Free
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	163	3	3	1	-	1	16+1(PG)	-
Added	-	-	-	-	-	-	-	-
Total	163	3	3	1	-	1	17	-

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

- Computer Lab with Internet facility
- Internet connectivity terminals for teachers
- Computer and internet access Training to teachers
- Workshop on Photoshop and Web designing for Students

4.6 Amount spent on maintenance in lakhs :

i) ICT

113504

ii) Campus Infrastructure and facilities

808882

iii) Equipments	421307
iv) Others	717857
Total :	2061544

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Conducting Orientation programme on student support services through Academic advisors
- Training & placement assistance through alumni.
- Display of Placement brochures through Departmental Notice boards and Placement cell.
- IPBS and NET coaching.

5.2 Efforts made by the institution for tracking the progression

Academic performance

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1460	98	02	

(b) No. of students outside the state

150

(c) No. of international students

00

No	%
509	34

Men

No	%
961	66

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
446	39	30	928	03	1443	420	44	24	972	04	1460

Demand ratio

Dropout % 0

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

i.	Coaching for IBPS exam
ii.	Coaching for NET exam

No. of students beneficiaries

118

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PS UPS Other

5.6 Details of student counselling and career guidance

- Career guidance for BCA and B.Sc. students on “How to face Interview in IT field?” by the Dept.of Computer Science.
- Counselling for 20 students by Mrs.Shallet and Mrs. Lolita on 9th Feb. 2013 by SCRSC(Socio Cultural Research and Study Centre).
- Career guidance for final year B Com, BBM, BCA and B.Sc. students by Career guidance Cell.

No. of students benefitted

120

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
04	00	00	28

5.8 Details of gender sensitization programmes

Two days workshop on “Gender Awareness and sensitization” organized by Center for women and gender studies on July 19 th and 20 th 2013.
--

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of Students	Amount
--	--------------------	--------

Financial support from institution	167	6,52,272.00
Financial support from government	46	2,03,002.00
Financial support from other sources	43	78,100.00
Number of students who received International/ National recognitions	01	

5.11 Student organised / initiatives

Fairs : State/ University lev National lev International level

Exhibition: State/ University lev National lev International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: NIL

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: To prepare Educationally strong and Culturally vibrant students

Mission: 1. To impart quality education to all sections of society at affordable cost.

2. To develop good character, manners, habits and taste among the students.

3. To inculcate among the students a sense of discipline.

4. To guide and prepare the students in choosing career.

6.2 Does the Institution has a management Information System

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

6.3.1 Curriculum Development

The curriculum is designed by the University. The college provides facilities for co-curricular activities like NSS, N.C.C., Games, Athletics, Fine arts etc.,. In addition, the college has designed and developed Add – On/ Certificate Courses.

During class room interaction, special importance is given to Power Point Presentation, Group discussion, Student seminar and Project work.

6.3.2 Teaching and Learning

- Extensive use of ICT in for classroom teaching
- Encouraging Commerce students to evaluate business related articles.
- Encouraging Seminars and Power Point Presentations by students.
- Giving individual attention during Practical classes.

6.3.3 Examination and Evaluation

Periodical examinations and tests are conducted. Two terminal tests are conducted and based on performance, marks are awarded. In addition to this, students progress is assessed through assignments ,paper presentation, seminars, viva-voce and group discussion.

6.3.4 Research and Development

- The college encourages the teaching faculty to pursue Research work. Special consideration is given to staff members who are undertaking research in the form of reduced work hours.
- Two Study Centres viz., The Socio-cultural Research and Study Centre and Centre for Advanced studies in Commerce & Management are functioning in the college to promote research culture.
- Student Research Projects are made mandatory in some subjects.
- Paper presentation for students is made an integral part of Seminars/ Conferences conducted by the college.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Our Institution is a member of N-LIST (National Library and Information Services Infrastructure of scholarly content) which is working under INFLIBNET (Information and Library Network Centre) that provides access to Electronic Journals and Electronic books to eligible colleges. The annual Membership fees of Rs 5000 is being paid by the institution.
- To create awareness among the students about the latest arrivals and quality reference, Book exhibition is held annually in the library for two days.
- All the library books are bar coded.
- OPAC(online public access catalogue) facility is provided in the library and students are trained to use it.
- Paper clippings are maintained in the library.
- To inculcate the habit of reading good books the library conducts competition to students “The book I liked the most in the college library”.
- The College building is extended and renovated.

6.3.6 Human Resource Management

- The college has a ‘Human Resource Development cell’ which organizes leadership training programmes for the students.
- The IQAC organises Workshops for Teaching as well as Non-teaching staff to enhance their competency.
- Training programme for NET and IPBS examinations are conducted in the college.
- Computer training for non-Computer science students are offered through the Computer science department.
- Students are encouraged to participate in the training programmes organized by other institution.
- Add on and Certificate courses are conducted for the students to enable them to acquire additional knowledge and skills in different spheres of study.

6.3.7 Faculty and Staff recruitment

The institution follows a systematic procedure for faculty and staff recruitment. The Principal forwards staff requirement proposals to the management. The management advertises in the local daily. The applications received are short listed and called for an interview before the Principal, Management members and Head of the concerned department. Interview is followed by Demonstration class and finally the right candidate is chosen.

6.3.8 Industry Interaction / Collaboration

- The Institution organises National level Seminars /Conferences in collaboration with Industries.
- Industrial visits are organised regularly.

6.3.9 Admission of Students

- Admission is purely on merit basis and done in transparent procedure.
- All admission information is placed on university website and/or notice boards.
- Well communicated admission process with course features highlighted through news paper advertisements.
- Reservations are strictly followed as per state government

6.4 Welfare schemes for

Teaching	Provident Fund
Non teaching	Provident Fund, ESI
Students	Group insurance

6.5 Total corpus fund generated

Rs.55,00,00.00

6.6 Whether annual financial audit has been done

Yes

☒

No

☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority

Academic	Yes	Affiliation Committee of Mangalore University	Yes	College Management
Administrative	Yes	1.Joint Director of Collegiate Education, Mangalore 2.Accountant General, Bangalore	Yes	M/S B.R. Kamath and Co.

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

For UG Programmes Yes ☒ No ☐

For PG Programmes Yes ☒ No ☐

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

- Introduction of MCQ pattern for some subjects in UG level courses.
- Restricting addition of supplements to main answer books.
- Coding of Answer scripts for valuation
- Entry of marks in OMR sheets
- Provision for Photo copy, Re-totalling and Re-valuation

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

Encourages affiliated colleges to become Autonomous.

6.11 Activities and support from the Alumni Association

- Qualified Professional Alumni members share their knowledge & expertise with the present students free of cost.
- Many academic prizes, scholarships and financial assistance are also provided by the alumni association.
- The Alumni organises and participates in Sports activities in the college.

6.12 Activities and support from the Parent – Teacher Association

The College organises formal and informal Parent meet to keep them aware of their ward's progress, to get feedback and also to find future linkage possibilities.

6.13 Development programmes for support staff

- The staff members are encouraged to participate in Seminars and Workshops organised by other Institutions.
- The IQAC organises Workshops for Non-teaching staff to enhance their competency.

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

Every week the NSS volunteers of the college undertake campus cleaning programme. 'Vraksha Ganga' project is successfully implemented inside the college premises. Under this scheme, medicinal plants of different varieties are grown and maintained in about five cents of land.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the

functioning of the institution. Give details.

Some activities are done as the part of the innovations department wise . They are

Programmes conducted by Commerce department

Competition on Financial Services

It is a unique competition conducted on 5th October 2013. Final year students of each class are asked to make a model stock broking and other financial services of their imagination and creativity. They were given a free hand to develop the project. Students participated in the competition with the zeal and enthusiasm. They virtually converted their classes into stock brokerage agency. They spent money from their own pocket for infrastructure.

The event was judged by Sri Vijay Rao of Share Wealth Enterprises, Mangalore and Sri Ruben Menenzes, Navadurga Shares, Mangalore. They appreciated the creativity of the

students and uniqueness of the event. Final B.Com G students bagged the first prize. 2nd and 3rd prize bagged by III B.Com A1 & III B.Com A respectively.

Project Preparation

First and second year students were assigned projects with different topics. The academic advisors of the respective class are given the responsibility to guide the students and execute the work. The classes and the topics allotted are as follows:

CLASS	TOPIC
I.B.Com G	Brand preference for daily needs.
I B.com G1	Students' perception towards branded goods.
I B.Com A	A study on E Banking.
I B.Com A1	Social Networking – Issues and Concerns.
II B.Com G	Usage of Mobile Phones by Students.
II B. Com G1	Impact of gold rate fluctuations on society.
II B. Com A	Online shopping.
II B. Com A1	Customer satisfaction of E Buyers.

These activities were conducted mainly to give some practical knowledge to the students relating to respective areas.

Programmes conducted by Computer Science department

- Hardware course for the BCA students. Practicals on 'Designing small circuits' which the students study only in theory.
- Short term course on fundamentals of MS Office for BA students.
- A workshop on "Career guidance and prepare yourself for Interview" for BCA & BSC students on 1-03-2014
- Outreach Programme : One day workshop for the benefit of school children's of rural area- Exhibition and demonstration the various computer devices.

Programmes conducted by Management department

- Marketing Reserach
Preparation of 'Advertisement copy' by Final year BBM students.
A class on, 'what is an advertisement copy? Its importance and creation of ADD copy' was conducted on 25/8/13. Class was divided into 6 teams and each team had to

come up with unique Add copy about the CANARA FIRST GRADE COLLEGE. Students actively participated, presented and enjoyed the session.

- Organisational Behaviour-Experiencing Perception.
- Insurance and risk management.
- New Product development and role play of marketing of insurance products.
- Resource faculty for Export Management- WTO and GATT.
- Practical demonstration of NSE and BSE and commodities through use of internet, business line etc.
- Business Environment and Entrepreneurship-Case analysis on corporate social responsibility and business ethics.
- Financial Management- Faculty Guide- Group activity and Presentation – “ want to save rupee?
- Think outside the box, say experts”.

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

Plan of Action	Action taken
1. To continue Value education classes to help students recognize, encourage and inculcate moral values.	Value education classes are conducted for all the classes during the first hour of every Saturday.
2. To encourage Research culture among students by making 'Project work' a part of internal assessment.	Project work is given due weightage in internal assessment.
3. To organize at least one workshop/seminar/conference by each department.	Almost all the departments organized workshop/seminar/conference. Workshop on 'Good interpersonal relationship' was organised for the

5. To organise skill development programmes for non-teaching staff.	benefit of non-teaching staff
6. To strengthen Remedial classes for slow learners.	Remedial classes are being conducted.
7. To start a few more useful Add-on courses.	Two new Add on courses are started.

7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manual)

<ul style="list-style-type: none"> Value education classes for all the students. Remedial classes for the slow learners. <p>Details in Annexure (iii)</p>

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

7.4 Contribution to environmental awareness / protection

S l. n o	Programe	Topic	Organized by	Resource person	Date	Place
1	One day workshop	Environmental awareness workshop	NSS under the guidance of Dr.ManoharJoihi, HOD of Botany	Dr.ManoharJoihi	21-07-2013	Canara first grade college, Mangalore
2	One day workshop	Drug awareness programme	NSS under the guidance of Dr.ManoharJoihi, HOD of Botany	Mr. JaganPawar, Bekal	28-07-2013	Canara first grade college, Mangalore
3	One day workshop	Plastic use and plastic waste management	NSS under the guidance of Dr.ManoharJoihi, HOD of Botany	Prof.JagadishBala, Haleangadi	11-08-2013	Canara first grade college, Mangalore

						e
4	One day programme	Shramadana, Ceaning and Vanomahotsava	NSS, under the guidance of Dr.ManoharJoishi, HOD of Botany in association with Amala Bharat, Amritanandamavi, Boolor	----	25-08-2013 And 01-09-2013	Vanithavana, Lalbagh
5	One day camp	Rudrabhumi construction work	NSS, under the guidance of Dr.ManoharJoishi, HOD of Botany	---	04-08-2013	Kodman
6	Talk and slide show	Netravathi river diversion	Mrs. Prameela, Assistant professor, HOD Political science, Convenor of socio cultural research and study center	Mr. Dinesh Holla	22-02-2014	Canara first grade college, Mangalore
7	Visit to Yethinahole	Netravathi river diversion	Mrs. Prameela, Assistant professor, HOD Political science, Convenor of socio cultural research and study center	---	09-02-2014	Yethinahole
8	Book release	Netravathi river diversion, (students research project)	Mrs. Prameela, Assistant professor, HOD Political science, Convenor of socio cultural research and study centre	---	22-02-2014	Canara first grade college, Mangalore

7.5 Whether environmental audit was conducted?

No

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

SWOT analysis of the Institution was done by the IQAC. Identifying the central location of the college as strength and increasing demand for B.Com. course as an opportunity, proposal for an Evening College offering B.Com. Course has been submitted.

Identifying the space constraint as a challenge, a new multi-storeyed building has been constructed.

7.8. Plans of institution for next year

- Starting B.Com.evening college
- Intercollegiate competitions : Canfest, Science fest, Volleyball Match, NSS fests
- At least two events must be conducted by each department which will be informative and knowledgeable to the students community and society.

Name: Dr. K.V. Malini

Name: Prof. M. Sathish Bhat

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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Annexure(i)**Calendar of activities 2014-15**

1	Workshop for the staff on effective class room management	12 & 13 June 2013
2	Orientation for first year students	15th June 2013
3	Business world – inter class competition for commerce and management students	6th July 2013
4	Felicitation to Manjunath, B.Sc student who got a seat for MSc – Phd in IIT Bhuvaneshwar	15th July 2013
5	Commercial – Inter class competition in Commerce and Management event	17th & 18th July 2013
6	Workshop on gender awareness and equity	19 & 20th July 2013
7	Leadership training programme for student council members	2nd August 2013
8	Kalavikas - seminar and paper presentation by students at university level	7th August 2013
9	Library exhibition	7th & 8th August 2013
10	Career guidance training for final year students	7th August 2013
11	Science quiz	9th August 2013
12	Lakshya competition in commerce events for M.Com students	12th & 13th August 2013
13	Raksha Bandhan – visited Wenlock hospital children's ward	21st August 2013
14	Independence Day celebration	15th August 2013
15	Interaction with police commissioner by the students of human right cell	3rd September 2013
16	Youth rally to Nehru Maidan -150th Birth anniversary of Swami Vivekananda	11th September 2013
17	Photography club inaugurated	13 September 2013
18	Workshop on Disaster management by CSCRC by Doctors from KMC	

19	Ranganathan's Day – Father of Library Science in India	24th September 2013
20	Talk by Swami Hamsanand Chinmaya Mission on values	25th September 2013
21	Proceedings of National seminar released by Centre of Studies in Commerce & Management	1st October 2013
22	Special talk on "Time Mastery and business success" organize by Hindu business line for M.Com students	5th November 2013
23	Founders day celebration	19th November 2013
24	Practical demonstration – financial services by Final B.Com students.	
25	Silver Jubilee programme of NSS activities at Kodman Village Bantwal tq & 7 day Annual Special Camp	20th & 21st Nov 2013 22nd to 28th Nov 2013
26	Entrepreneurship awareness Camp for Final B.Sc students By NSTEDB New Delhi Centre for Entrepreneurship Development of Karnataka CEDOK Dharwad	9th December 2013
27	Talk on 'Equity market and Mutual funds' by Ashok Kumar 'Lotus know wealth', Mumbai	16-12-2013
28	College Day Celebrations	26-12-2013
29	UGC Sponsored National Seminar on "Parallel Economy & Money Laundering"	3rd & 4th Jan.2014.
30	National Level Canfest-14 Intercollegiate competitions	6th & 7th Jan.2014
31	State Level Science Fest & Science Exhibition	6th & 7th Jan.2014
32	Youth Day Celebration – Talk by Swami Anupamanandaji, Ramakrishna Ashram	13th January 2014
33	Blood Donation by NSS Unit in Association with Red cross society, Mangalore	17th Jan. 2014
34	UGC Sponsored National Seminar on "Green Business	23rd & 24th

	opportunities”	Jan.2014
35	NSS Volunteers participated in progression Human Rights in Town Hall Mangalore	25th January 2014
36	Republic day Celebration	26th January 2014
37	To be organized, Manaveeya – Arts Faculty intercollegiate fest	4th Feb. 2014
38	University Level NSS Event ‘Srujana’	13th February 2014
39	Can-Cup University Level Inter collegiate Basket ball tournament	17th February 2014
40	Interaction with students by Lt. Gen P.G. Kamath	19th February 2014
41	Canarena 14 – National Level Fest for P.G Students Department of P.G. Studies in Commerce	6th & 7th March 2014
42	International Wolmens Dat - Kannada Sangha	12th March 2014
43	Eray Prashasthi – awarded to Swami Vireshananda Saraswathi, Ramakrishna Ashrama - Tumkuru	14th March 2014
44.	Outreach programme Basis of Computers – Demonstration session For 26 srudents of DKJP School, Mannaguda	15th March 2014
45.	Honours Day & Release of compitetion of poems written by Raghavendra Prasad final B.Com	28th March 2014
46.	Voters Education and awareness programme at M.G. Road & Oath taking by students	29th March 2014

Annexure(ii)

Feed back analysis

Annexure(iii)

Best Practices

i) Value Education:

Goal :

The objective of conducting value education classes once in a week is to impart values among the students along with their curriculum. With the regular subjects which they study, they get an opportunity to learn about the values which a student has to inculcate in his life for the betterment of his own and the society as well.

a. The context :

This value education class is implemented from past two years. And every time different lecturers go to different classes. The challenging issues that had to be addressed was to make sure that the students were benefiting from the value education classes and they are taking these classes seriously along with their regular subjects.

b. The Practice :

The practice and implementation of value education classes were very effective gradually. It was conducted on every Saturdays between 9:30 to 10:00 in the morning. Each lecturer was assigned a class where he or she will put an effort to bring the awareness and importance of values among the students. The staff will also conduct different activities with regard to this.

c. Evidence of success :

As far as evidence of success is concerned it is the positive verbal feedback from the students. It ensures that students are happy with the value education classes and students are finding their classes beneficial.

ii) Remedial Classes :**Goal :**

The aim of this practice followed by the institution is to bring improvement in the slow learners who need individual attention.

a) Context :

The challenging issue that have had been addressed in designing and implementing the practice of remedial classes is reduce the number of students attending tuitions outside the college. When the students are not able to follow in the class these Remedial Classes will help them to learn and follow the subject. Some students specially slow learners need additional and individual attention. These remedial classes have benefited them a lot.

b) The Practice :

The practice and implementation of the Remedial Classes is made effective from the beginning of each semester in all the streams. The list of slow learners is made from each class in each subject and two days in a week is assigned for each subject and

students are supposed to attend these remedial classes. Separate attendance will be taken for each remedial class students are given exams after each chapter to know about their performance after attending remedial class.

c) Evidence of Success :

The review results of Remedial Classes process that it has been very effective to the students. Most of the students attending remedial classes have cleared their pending subjects.