

Yearly Status Report - 2015-2016

Part A	
Data of the Institution	
1. Name of the Institution	Bharatiya Adimjati Sevak Sangh (R), B. A. J. S. S. ARTS AND COMMERCE COLLEGE FOR WOMEN
Name of the head of the Institution	Dr. N.K. RAMACHANDRAPPA
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	08373267968
Mobile no.	9449570914
Registered Email	bajsswck09@gmail.com
Alternate Email	kkhavinal@gmail.com
Address	Sri Gayatri Campus, Halageri Road, Ranebennur.
City/Town	RANEBENNUR
State/UT	Karnataka

Pincode	581115
2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Semi-urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Sri. K.K. Havinal
Phone no/Alternate Phone no.	08373267968
Mobile no.	9449420215
Registered Email	kkhavinal@gmail.com
Alternate Email	bajsswck09@gmail.com
3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://www.bajsswomenscollege.org/arone/AQAR%202014-15%20final.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.bajsswomenscollege.org/arone/Calendar%20of%20Event%202015-16.pdf
5. Accrediation Details	

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	70.50	2005	28-Feb-2005	27-Feb-2010
2	B	2.27	2013	05-Jan-2013	04-Jan-2018

6. Date of Establishment of IQAC	08-Aug-2005
7. Internal Quality Assurance System	

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Nation importance perception Skill Exhibition by Women.	15-Jan-2016 1	200
Speech competition on Role of youth in Universal literacy	14-Jan-2016 1	140
National youth day week program	12-Jan-2016 1	180
Students opinion Program on	03-Oct-2015 1	165
Road safety week program	26-Aug-2015 1	150
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	2015 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	No
Upload latest notification of formation of IQAC	No Files Uploaded !!!
10. Number of IQAC meetings held during the year :	2
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	No
Upload the minutes of meeting and action taken report	No Files Uploaded !!!
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

(1) Deputed good number sports students to participate at various competitions. (2) Organised special lectures on current trends. (3) Promoted students to

participate seminars, conferences. (4) Recommended to augment learning resources.

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

Plan of Action	Achivements/Outcomes
To conduct financial audit	Conducted accordingly.
To promote students for various competitions.	Promoted sports students to compete competitions at various levels.
To organise special lecture on current trends.	Invited Experts, academicians to deliver topic on current trends and course curriculum.
Planned to prepare Calendar of Event	Executed and implemented successfully.
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2015
Date of Submission	21-Dec-2015
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	College has implemented partial mode of MIS. College has conducted training sessions on ICT for administrative staff and also deputed them to attend professional training outside the campus. Provided well configured 04 computers at the Administrative Office. Most of the correspondence are dealt using Office Automation. Provided internet facility. Permanent staff salary bill is generated using HRMS. To increase the paperless administration, IQAC convene meeting through SMS. College has installed Office Administration software Edu Tech

	version 2015 having the features like Automation of Students Admission Detail, Generation of Leaving, Character and Study Certificate, Bonafide Certificate, Students Attendance Tracking, etc. College also has facilitated automation of Library software i.e., VisLib. The Library automation helps to keep track record of issuance of books, students membership, generate the report i.e., Accession Register, Day Report, monthly report, books charging and discharging, etc. Extended OPAC provision at the Central Library. College also subscribed for INFLIBNET and provided remote access to the staff.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

1) The yearly academic calendar is prepared according to the university calendar prior to the commencement of the academic year by the IQAC taking into consideration of all teaching staff specifying available dates for the significant activities to be conducted throughout the year and to ensure proper teaching - learning process and continuous evaluation and it is displayed on the students and notice – board of staff room . 2) Meeting is held in Principal’s office prior to the commencement of academic sessions and discuss about the requisite human power based on the workload, (Principal is empowered to appoint temporary teachers wherever excess workload arise), allocation of subjects, etc. 3) Every department prepares Teaching Plan, allocate semester wise topics which are to be taught. Syllabus of the each subject for the academic sessions is provided to the students as teacher maintains a daily dairy which record academic planning, implementation and review of the curriculum. At the end of every month, each teacher instructed to submit the Daily Dairy to Principal. Theory and practical class are held according to the time table which is prepared prior to the commencement of the academic year and is published on student and teachers notice board. conventional Class room teaching is blended with reasonable use of ICT to make the teaching- learning process more learner centric. 4) Classroom teaching is supplemented with seminars, workshop, special lecture group discussion tutorials quiz competition prepare presentation by the students, projects, group assignment, educational tours, filed trips, and industrials visits for effective delivery of the curriculum, which are done in a planned manner. 5) Records are maintain by each department and information is provided to IQAC for documentations, internal examination like class test, 2 internal test as per university guidelines are conducted to evaluate the learning level of the students. Internal test are conducted and evaluated based on academic calendar of events, tutorials are held regularly to monitor the progress of the students, remedial and special classes are conducted for slow learners and advance learners respectively based on the performance of internal test, and semester results, to keep track of active participation of student that is regular attendance, assignment, participation in co-curricular extra-curricularactivities participation in

Sports, NSS, Red Cross, etc., 6) The college encourages faculty members to attend faculty development programs, seminars, conferences, workshops and present research articles conducted by affiliated and other university for acquiring necessary skill for effective delivery of the course curriculum. Every faculty whosoever participate in any co-curricular activities outside campus are asked to submit the photocopies of attendance and certificate to the IQAC for the documentation. Similarly, college has earmarked necessary financial provisions for conduct of special lectures, cocurricular activities to enrich the course curriculum.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Spoken English	Nil	11/01/2016	30	Students would able to communicate and enable them to prepare and face various competitive examinations conducted by competent agencies.	Students could able to speak and write confidently.

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	Nil	01/12/2016
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	Nil	01/12/2016

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

	Certificate	Diploma Course
Number of Students	37	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Nil	01/12/2016	Nill
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships

BA	Geography	31
BA	Journalism	6
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	No

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

Feedback Obtained
Taking into the confidence of the teachers, IQAC prepared the format of Feedback on course curriculum taking into the consideration of current syllabus. During the year, only final year students of BA and B.Com., are given scope to express their views about the course curriculum. Students are informed about the prominence of feedback, so that, their observations and suggestions enable the institution to strengthen and augment necessary facilities both infrastructure and learning resources, etc. The overall views and suggestions of the students suggested for augmentation of learning resources and also text book especially in Kannada medium for B.Com. VI semester. This has enabled the librarian to procure good number of text books and other learning resources based on course curriculum. Based on the overall suggestions, the department of commerce conducted special lectures based on current course curriculum. Similarly, BA students who opted Geography suggested for field project on Pattern of Irrigation and efficiency. The analysis report provided to the Department of Geography. Similarly, Department has guided the project on, Spatial Pattern of Irrigation and its Efficiency in Belgaum District. College also conducted a Debate Competition on “My Favourite Book”. Some of the students feedback reflected for conduct of Spoken English. In view of this, college has started Certificate course on Spoken English. Similarly, Bridge course for non commerce students, college conducted additional courses i.e., Special Accountancy and Special Commerce. To enrich the course curriculum, Department of Commerce, History, Sociology, Economics conducted study tours, field work, visit to Banks, financial institutions, Insurance Sectors, etc.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Arts	180	80	72
BCom	Commerce	135	95	90
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2.2 – Catering to Student Diversity

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

Year	Number of	Number of	Number of	Number of	Number of

	students enrolled in the institution (UG)	students enrolled in the institution (PG)	fulltime teachers available in the institution teaching only UG courses	fulltime teachers available in the institution teaching only PG courses	teachers teaching both UG and PG courses
2015	525	Nill	10	Nill	Nill

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
10	4	6	3	Nill	18
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

Yes. With the initiation of IQAC, college has introduced Mentoring mechanism with the holistic intention of catering diversed students enabling and facilitating them to cope up the course curriculum effectively and guide them for further higher education. So, the Institution has introduced Mentor - Mentee system to motivate the students to excel in their curricular, co-curricular and extra-curricular activities. The main Objectives of Mentor - Mentee system are: 1) To solve the academic, non-academic and personal problems of the students. 2) To guide the slow learners and at the same time encourage the advanced learners. 3) To Counsel the mentees psychologically whenever necessary. All faculty members who act as Mentors are assigned with a group of students. For the Academic year 2015-2016, 52 students were allotted to each mentor. To strengthen the moral responsibilities of every teachers and also guide each and every students who are studying in the college and motivate them to concentrate and focused on career prospects. Mentee is notified about their respective mentor and also proper time table so that they can visit their respective mentor. Advanced students are provided with additional study materials, guide them to prepare micro projects, encouraging them to participate at various seminars, conferences, workshops, etc. Students profile is maintained by the mentors. The Departments also orient the students about the syllabus, course structure, course materials and Books available in the Library, etc. The Departments conduct Seminars, Group Discussions, Quiz, Multiple Choice Based Tests. Mentor guide students who aspire for immediate job soon after the graduation and similarly, guided for progression to higher education. Most of the mentors provided financial support to pay the fees, attended personal problems, health issues, etc. Mentors discuss about all these issues in the Mentors - Mentees Meetings as and when meetings are called. The Mentors keep a record of academic progress of the mentees. This process of Mentoring mechanism has proved the overall semester end result, good number of students progressing to higher education and some of the mentee could able to get placement at various sectors.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
526	10	1:53

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
24	11	13	Nill	1

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

Year of Award	Name of full time teachers receiving awards from	Designation	Name of the award, fellowship, received from

	state level, national level, international level		Government or recognized bodies
2015	Prof. G.M. Nadiger	Associate Professor	BOE, Chairman, Karnataka State Womens University, Vijayapura
2015	Prof. G.K. Gowdar	Associate Professor	BOE, Chairman, Karnataka State Womens University, Vijayapura

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	1	Semester	26/05/2016	20/06/2016
BCom	2	Semester	25/05/2016	10/06/2016

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

Students are well informed about the university guidelines at the beginning of the semester. To track the overall performance, involvement, participation of students, college follows university guidelines from time to time. Every student need to maintain minimum attendance as per university guidelines. Failure to which, they are not permitted to attend for semester end examination. Every subject teacher maintains attendance of students for theory and practical classes. Students who remain absent to the classes, they are intimated through telephone, SMS and also informed to their respective parents. Students performance is evaluated through internal tests and semester end result. Based on the performance, students are identified as slow and advanced learners. Remedial classes are conducted for slow learners and provided additional study materials, tutorials, etc., for advanced learners. Based on the performance at the entry level, college do conduct bridge course, induction programme so as to make them confident. Students who are actively involved in extension activities viz sports, cultural etc., college provide coach and guide for participation of various competitions. As per the university guidelines, college conducts 2 internal tests. Soon after the internal test, Examination Committee prepares the Absentees list and in turn separate time slot is given to such students to write internal tests. Soon after the semester end result, IQAC analyses the overall institutional result.

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

Soon after the university notification of calendar of event for the current academic year, IQAC convenes the staff meeting to discuss and finalise the college calendar of events. Similarly, Academic Calendar is drafted taking into consideration of faculty suggestions, course enrichment programme, etc. Most of the activities highlighted in Calendar of Event are conducted based on the scheduled date. Only in the case of strike, holidays, etc., scheduled programme is rescheduled after taking staff’s suggestions. College has Examination

Committee. Committee prepares schedule of conduct of Internal Tests and communicates to students one week before the commencement of internal tests. College follows the overall activities based on the calendar of events.

2.6 – Student Performance and Learning Outcomes

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

https://www.bajsswomenscollege.org/arone/PROGRAMME%20OUT%20COME%202015-16docx.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
1	BA	Arts	120	109	90.83
2	BCom	Commerce	74	73	98.6

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2.7 – Student Satisfaction Survey

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

https://www.bajsswomenscollege.org/arone/2.7.1%20Students%20Satisfactory%20Survey.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	0	Nil	0	0

View File

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Nil	Nil	01/12/2016

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	02/12/2016	Nil

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	23/12/2016

View File

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
Nil	Nill

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Nil	Nill	0
International	Nil	Nill	0
View File			

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

Department	Number of Publication
Nil	Nill
View File	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	2015	0	Nil	Nill
View File						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	2015	Nill	Nill	Nil
View File						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nill	4	Nill	Nill
Presented papers	Nill	2	Nill	Nill
Resource persons	Nill	Nill	Nill	Nill

View File

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Medical check up for Animals	NSS and localites	2	98
Free Health Check up camp	NSS and localites	2	100
AIDS Awareness Programme	NSS	2	98
visited Slum areas and arranged a Cleanup campaign	NSS Unit	2	100
organised Road safety rally to NSS students	collaborated with NSS Unit and Traffic police station, Ranebennur	2	100

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	Nill

View File

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Swacha Bharat Abhiyana	NSS and localites	Cleanliness of Slum Areas	6	75
Health Awareness	NSS and localites	Blood Donation Camp	4	100
Safety Programmes	NSS and Police Dept.	Road Safety Programmes	2	80

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Nil	Nil	Nil	00

View File

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

facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nil	Nil	Nil	05/12/2016	06/12/2016	Nil

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	01/12/2016	Nil	Nill

View File

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
2.1	2.07

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing

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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
VisLib	Partially	2016	2009

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	1221	200847	307	41370	1528	242217
Reference Books	Nill	Nill	Nill	Nill	Nill	Nill

No file uploaded.

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	02/12/2016

View File

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	14	2	0	1	0	2	2	100	0
Added	0	0	0	0	0	0	0	0	0
Total	14	2	0	1	0	2	2	100	0

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Well equipped computer lab, digital camera, etc.	https://www.bajsswomenscollege.org/index.php

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
4	3.95	1.5	1.38

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

The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received the college as per the requirements in the interest of students. Maintenance and utilization of laboratories are as follows:- The policy is to maintain laboratories systematically and made available to students as and when they use. Laboratories under super vision of concerned faculty. The calibration, repairing and maintenance of sophisticated lab equipment’s are done by the technicians of related owner enterprises. Policies and procedures of Library:- Policies and procedures of Library:- College has a functional Library Committee. The Committee is entrusted to conduct meeting at

least twice in a semester. Committee seeks suggestions and recommendations for the procurement of any learning resources based on the course curriculum. Some of the initiatives are 1. The requirement and list of books is taken from the concerned faculty. 2. The finalized list of required books is duly approved and signed by the Principal, Chairman, and Library Committee. 3. Based on the approval from the Principal, Librarian processes the order to Vendor. 4. The maintenance of the reading room is done regularly by library staff. Stock verification of library books is done every year by stock verification committee GYMKHANA ACTIVITIES: We have well furnished Multigym and Indoor Sports for students and staff purpose. We have provided outdoor game facilities like, Kho-Kho, Volley Ball, Kabaddi etc. COMPUTER LAB:-It is made available for usage of students and staff for their academic purpose CLASSROOMS: - 1. To maintain cleanliness of the classrooms is entrusted to ministerial staff. The policy is to keep every classroom so hygiene and ensure congenial learning atmosphere. 2. Administrative officers will take in charge for student's academic requirements. Policies and procedures of maintain and utilizing other facilities:- 1. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute concern Employees. 2. College campus maintenance is monitored through regular inspection. 3. Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband. . 5. Outsourcing is done for the maintenance of wooden, furniture, electrification, and plumbing. 6. Regular maintenance of the water cooler and water purifier is done regularly.

https://www.bajsswomenscollege.org/arone/4.4.2%20Procedure%20and%20Policies.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	**Nil**	**0**	**0**
Financial Support from Other Sources			
a) National	**SC/ST Scholarship and others**	**429**	**1026381**
b)International	**Nil**	**Nill**	**0**

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Nil	**01/12/2016**	**Nill**	**Nil**

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling	Number of students who have passedin the comp. exam	Number of studentsp placed

			activities		
2016	Special Lecture on Scope for Employability after Graduation0	Nill	150	12	6
2016	One day lecture on "How to prepare for various competitive examinations "	200	Nill	10	5

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
4	4	6

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Nil	Nill	Nill	Neighbouring colleges	20	5

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2016	5	B.Com.	Commerce	PG Department, University.	M.Com., M.BA., etc.
2016	25	BA	History, Sociology, Economics, Political Science, Journalism.	PG Department	M.A., B.Ed., etc.

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

Items	Number of students selected/ qualifying

Any Other	Nill

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

Activity	Level	Number of Participants
Nil	Nil	Nill

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2016	Inter Collegiate Volley Ball	National	1	Nill	1	Kum. Soumya D.M.
2016	Volley Ball	National	1	Nill	1	Kum. Soumya D. Lamani
2016	Kho Kho Tournament	National	1	Nill	1	Team
2016	Volley Ball Tournament	National	1	Nill	1	Kum. Soumya D. Lamani

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

(a) Debate Union (b) Tourism (c) Sports (d) Cultural (e) Reading (f) Students' Welfare (g) Literature (h) Commerce (j) IQAC (k) Discipline (l) Women Empowerment Cell (a) Debate Union: During the first month of the odd semester, college conducts Debate competition on current trends. Students from First semester to Fifth semester which includes B.A. and B.Com. is notified to register their name within stipulated period of time. Subject Expert adjudges the competent speaker as a topper. The topper will be selected as a representative for Debate Union. (b) Tourism: To enrich the course curriculum, college has formed a Tourism committee. The Committee is entrusted to conduct study tours regularly. Faculty members of Commerce and History are the conveners. Class Representative who is top scorer in the previous 2 academic year is considered as a representative for this committee. (c) Sports: Students who has highest achievements in Sports competitions are selected as a Sports Committee students representative. (d) Cultural: To identify hidden talent of students, college conducts competitions on Singing, Music Play, Rangoli, clay modelling, Folk Dance, etc. Student who gets First Place is selected a student representative. (e) Student Welfare: College has Student Welfare Committee. The 3rd semester students who is topper in previous semester examination is considered as a member for this committee. (f) Literature: Student who are more interested in literature and language efficiency is selected for this committee. (g) Commerce: The Department of Commerce conducts competition on Elocution based on current trend. Students who perform and gets first place is selected for this committee. (h) IQAC: The overall topper at the fifth semester

is selected as a member for this Cell. In addition to the above all various committee, students representation is also considered in every activities of the college. As and when college organises Sports Competitions, Youth Festival, Seminars, Conferences, Management Fest, etc., in addition to the student representative in various committees other students are also involved.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

150

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

7500

5.4.4 – Meetings/activities organized by Alumni Association :

(1) Association regularly meets twice in a year. (2) Alumni Association resolved to conduct special lecture based on course curriculum. (3) Delivered special lecture on Competitive Examination. (4) Conducted a programme on Personality Development.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Institutional Vision ? Education ? Excellence ? Women empowerment ? Self employment ? Create competence ? Removal of inferiority ? General leadership ? Create communal harmony ? National integration Leadership Institutional has hierarchy of leadership to ensure institutional management system development, implementation and continuous improvement. The decentralization of administration is shown in organizational structure flow chart. • The chart illustrates the interaction among various committees And mechanism for de-centralization of administration in sustaining and enhancing quality in the institute. • The principal constitutes various committees in the beginning of the academic year. • The IQAC co-ordinates the functioning of committees. Each department has a Head and other members including students. • The proposals are generated and after careful consideration by IQAC the decisions are implemented.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	Some of the faculty members are in the panel of BoS. They have suggested modification of course curriculum, etc.
Teaching and Learning	In addition to the conventional mode of teaching, college has facilitated ICT provisions, LCD, internet for

	effective teaching learning processes. Performance appraisal of the faculty members has been a part of quality improvement strategy of the institution. Feedback on teachers is regularly collected from students and analyzed.
Examination and Evaluation	The Affiliating University's evaluation reforms like re-totaling, photocopying, revaluation, challenge evaluation are displayed on the notice Board with their specific dates and fees. The same is also sent to the departments. The evaluation methods are also communicated to the students by teachers during their lectures. The Examination committee intimates the time table of the internal assessment well in advance. Evaluated IA test papers and assignments are shown to the students. Outstanding performance of the students is announced and appreciated in the class rooms. Signature of the students is taken on the consolidated internal assessment marks list. Any grievances received from the students are redressed. Thus the institution ensures that the faculty and students are aware of the evaluation process of Parent University.
Research and Development	College has encouraged every faculty members, to present and publish research articles at a reputed Journals. OOD facility is extended to faculty members who attend Seminar, Conferences, Workshop, etc. College has invited academicians to deliver lecture on Research Methodology.
Library, ICT and Physical Infrastructure / Instrumentation	College has Library Committee. The learning resources are augmented based on the recommendations, feedback, suggestions by students and faculty members from time to time. Library is partially automated. Necessary infrastructural facilities are provided at the Library.
Human Resource Management	Management recruits qualified and competent teachers for newly introduced unaided subject by the University. Similarly, by virtue of excess of workload, Management facilitates temporary qualified teachers. College give ample scope for permanent and full time teachers to upgrade academically and give scope to attend seminars,

	conferences, workshops, etc.
Industry Interaction / Collaboration	College has Tourism Committee. Committee shouldered the responsibility to conduct study tours, field trips, visit to banks, financial institution, Insurance Sectors, APMC, etc. Similarly, college invites Experts, Academicians, Chartered Accountants, etc., to deliver special lectures based on course curriculum and current trends.
Admission of Students	The institution ensures wide publicity for admission of students. The Prospectus contains the process of admission, range of courses, subject combinations, eligibility, calendar of events, fees structure, Scholarships and freeships, support facilities etc. Admission notification through writing letters to the Principals of junior colleges. Publicity is also made through pamphlets, Alumni and parents. The admission is in conformity with the Guidelines of the affiliating university. A committee of staff members is constituted at the time of admission. The committee has adopted the following strategies for diverse groups of students. •Tuition fee is paid by the Govt. of Karnataka. •The institution has established “Anti-Sexual Harassment Cell” as per the guidelines of the Central/State Govt. In addition, ladies common-room with basic amenities is provided. • Active Ladies Forum. •Ramp facility is provided. • Students are also admitted on the basis of excellence in athletics and sports activities.

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

E-governace area	Details
Nill	Nil

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2015	Nil	Nil	Nl	Nill

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2015	Nil	Nil	01/12/2016	01/12/2016	Nill	Nill

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Nil	Nill	08/12/2016	20/12/2016	00

No file uploaded.

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
10	Nill	11	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
(1) Promotional benefit as and when due to any staff. (2) Incremental benefit to management staff. (3) OOD facility to participate Seminar, Conference, workshop, etc. (4) Scope for higher education and study leave with salary protection. (5) Tea and Snack provision. (6) Cooperative Management.	(1) Promotional benefit as and when due to any staff. (2) Incremental benefit to management staff. (3) Professional training on ICT by the college. (4) Financial support in the case of delay of salary from the Department. (5) Fee concession to children of menial staff.	(1) Remedial Classes (2) Mentorship Mechanism (3) Scholarship from different sources (4) Hostel Facility (5) Scope for Cultural activities. (6) Gymnasium provision.

6.4 – Financial Management and Resource Mobilization

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

system for financial accounts. CA Umashankar Company, Hubli, a well-known chartered accountant. Every year the institution invitees him for audit. The CA and his team initiate the auditing of financial accounts of the institution in the month of March every year and the financial report along with statements of audit and recommendations, if any, will be handed over by the CA to the head of the institution by the end of the month. The audit report will be submitted to the management for record and necessary actions, if necessary, for the improvement of financial management of the institution. The audit report will be submitted to the Joint Director of Collegiate Education, Dharwad, and every year.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil

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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Joint Director, Collegiate Education, Govt. of Karnataka	Yes	Management, IQAC and Principal
Administrative	Yes	Joint Director, Collegiate Education, Govt. of Karnataka	Yes	Management, IQAC and Principal

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

(1) Absentee list is made known the respective parents. (2) Parents have suggested for enhancement of text books. (3) Felicitated high scorers and also honoured their parents.

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

Nil

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

(1) Recruited 01 Non Teaching Staff during the year. (2) Conducted special lectures on current trends and course curriculum. (3) Deputed students to participate sports competitions held at University and Inter State Level.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2016	“National youth day”	01/12/2015	12/01/2016	17/01/2016	180

	week program				
2016	Speech competition on “Role of youth in Universal literacy”	01/12/2015	14/01/2016	14/01/2016	140
2016	National importance perception Skill Exhibition by Women.	01/12/2015	15/01/2016	15/01/2016	120
2015	Students opinion Program on “my favorite book”	01/07/2015	03/10/2015	03/10/2015	165
2015	Road Safety Week Programme	01/07/2015	26/08/2015	01/09/2015	150

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
International Women’s Day	08/03/2016	08/03/2016	110	Nill

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

Percentage of power requirement of the University met by the renewable energy sources
- College has mounted good number of CFL bulbs in the campus. - College has power back up provision. - Good number of sapplings around the campus.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2015	Nill	Nill	01/12/2	00	Nil	Nil	Nill

			016				

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct for Students	15/06/2015	(1) Students are supposed to follow the rules and regulations issued by the college from time to time, failing which disciplinary action will be taken against them. (2) Regular attendance to the classes and tests are compulsory. A minimum of 75 attendanceis essential in every subject. Otherwise they won't be eligible to appear for the semester exams. (3) Students should not indulge in unauthorized activities either in or outside the college premises which would fade the discipline of the college. (4) Students are requested to keep checking the notice board.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Personality development programme for students by Swami Vivekananada Ashram,Ranebennur	12/01/2016	12/01/2016	200

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

1) Plantation of Saplings 2) Special lecture on "Water Conservation" in urban township

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

CASE 1 : Swa-Abhivruddhi (Self-Development) Objective of the practice: Enablement of weak and slow learners.Need Addressed and the content: Self-evolvement of a sound, work, ethic, and additional support for slow learners. The Practice: This is six-month course in Academic upliftment and skill development offered to under privileged and underprivileged students of the final year degree course between 4.00pm to 5.00pm. on all week days mentoring around 35 students by various department faculties. Time Management, Computing

skills, spoken English, confidence building and total development of personality from the course content. No fees was charged for students and no remuneration was paid to teachers. Significant rise in students strength was observed from 35 to around 50. Almost all of them have been employed in local industries and other public sectors. One could see a significant growth in academic performances and attitudes of students who turned out to be more modest and accommodative, which in a way exhibits uniqueness as all rounders. Evidence of Success:This practice is now popularly being followed by Polytechnic and Technical institutions. No. of Employers have increased along with more recruitments taking place every year as a result of this practice. Resources: Many Industrialists, Permanent and Guest lecturers are subjected to voluntary actions related to the program/practice.The Institution:Name: BAJSS Arts and Commerce College for WomenAddress: Halageri cross, Gayathri Campus, Haveri Dist. Ranebennur-581115Phone No: 08373297468Email: Bajsswck09@gmail.comYear of Accreditation: 2012-13Grade awarded by NAAC: BContact person: Prof. S. A. Tambe, Principal CASE 2 : Training students to use College Library Resources Objective of the practice:To make students aware of the available library resources and services.Need Addressed and the content :Students are fast losing their habit of visiting libraries to read even if they do , their reading is confined to prescribed texts. They hardly look around to peruse other books in their college library. The need is to introduce the habit of visiting the library more frequently to look at books of various types and to utilize the services available. The Practise:The practice involves the organization of book exhibitions. In order to promote focused reading the exhibitions are organized on chosen themes. Most of the books of the library are the exhibits. A quiz is organized to promote reading widely and in depth. Evidence of Success:A large number of students visit the exhibitions. Many participate in the quiz. Also book transaction records show that the reading habit of students is on the increase.Resources:Books in the library and the co-operation of the library staff.The Institution:Name:BAJSS Arts and Commerce college for women,Address : Halageri Cross, Gayathri campus,Haveri Dist. Ranebennur-581115Telephone: 8373297468 Email:Bajsswck09@gmail.comYear of Accreditation:2012-13Grade awarded by NAAC: BContact person: Prof. S. A. Tambe, Principal

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://www.bajsswomenscollege.org/arone/7.2.1%20BEST%20PRACTICES.pdf

7.3 – Institutional Distinctiveness

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

More number of female students are from Rural belt. Our College is very much committed to work as per its Vision and Mission statement. Majority of the villagers, farmers, parents still follow the older tradition in the midst of changing scenario of Urbanization, Privatization and Globalization. To empower the women folk at a larger scale and uplift every village to the main stream, staff of the college put maximum efforts to convince, motivate and promote for higher education offemale wards.Keeping the thought in mind that one educated female can lead the rest of the family towards quality education, every neighbouring villagers, farmers, illiterate parents are made verymuch aware about the scope of higher education, privisions from State and Central government. This has resulted in increase in the strength of students being enrolled from rural belt, even though college is situated in urban background. The distinctiveness of this college, is our esteemed Administrator and Chairmanare committed and dedicated in facilitating higher education in possible major places of Karnataka State has driven attention of villagers,

illiterates, farmers irrespective of their religious background, which in a waysuccessfullymotivated their daughters to continue higher education rather than discontinuingit at an early age and getting them married. Our esteemed Administrator and Chairman established our women's college so as to empower female students so that they in turn educate and empower their entire family members, which turns out to be strength for our country. One of the most prominent positive atmosphere in the college felt by every student is the parental care by staff of the college. The track record of the academic performance of the students is remarkable and also ranks at university level and good number of sports laurels including university blues.

Provide the weblink of the institution

https://www.bajsswomenscollege.org/arone/7.3.1%20Distinctiveness%20of%20the%20college%20.pdf

8.Future Plans of Actions for Next Academic Year

(1) Preparation of SSR as per prescribe NAAC manual to apply for next cycle. (2) Special lecture on Revised NAAC SSR manual. (3) Conduct of Inter Collegiate Volley ball Tournament. (4) To Conduct special lecture on "Role of Media on Youth Personality Development". (5) More number of extension activities at neighbouring villages. (6)To conduct special lectureson Career Guidance,Placement Cell and Importance of Appearing Competitive exams. (7) Special lecture on Women Empowerment, Women Safety measures, etc.