



**MODERN EDUCATION SOCIETY'S**  
**M.E.S. COLLEGE OF COMMERCE**

VIDYA NAGAR, SIRSI – 581402

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**ANNUAL QUALITY ASSURANCE REPORT**

SUBMITTED TO  
**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**  
(NAAC)

BANGALORE – 560072

2016 -17

# The Annual Quality Assurance Report (AQAR) of the IQAC

FOR THE ACADEMIC YEAR 2016-17

## Part – A

### I. Details of the Institution

1.1 Name of the Institution

M.E.S COLLEGE OF COMMERCE, SIRSI

1.2 Address Line 1

VIDYA NAGAR

Address Line 2

COLLEGE ROAD

City/Town

SIRSI – UTTAR KANNADA

State

KARNATAKA

Pin Code

581402

Institution e-mail address

[mescsirsi@gmail.com](mailto:mescsirsi@gmail.com)

Contact Nos.

08384-233098, 236298

Name of the Head of the Institution:

Prof. R.N.Nayak

Tel. No. with STD Code:

08384-233098, 236298

Mobile

9242116124

Name of the IQAC Co-ordinator: SHRI. SATISH BAADGAONKAR

Mobile: 9743389764

IQAC e-mail address: [mescsirsi@gmail.com](mailto:mescsirsi@gmail.com)

1.3 NAAC Track ID (For ex. MHCOGN 18879) EC/61/RAR/18

1.4 Website address: [www.mescsirsi.co.in](http://www.mescsirsi.co.in)

Web-link of the AQAR: [www.mescsirsi.co.in](http://www.mescsirsi.co.in) \AQAR2016-17.docx

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

#### 1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B+	--	03-05-2004	5 YEARS
2	2 <sup>nd</sup> Cycle	B	2.89	15-09-2012	5 YEARS
3	3 <sup>rd</sup> Cycle	IN PROCESS			
4	4 <sup>th</sup> Cycle	--	--	--	--

1.6 Date of Establishment of IQAC : DD/MM/YYYY 04-07-2004

1.7 AQAR for the year (for example 2010-11) 2016-17

1.8 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 1-7-2012 TO 30-6-2013 (01/09/2015)
- ii. AQAR 1-7-2013 TO 30-6-2014 (10/10/2015)
- iii. AQAR 1-7-2014 TO 30-6-2015 (29/03/2016)
- iv. AQAR 1-7-2015 TO 30-6-2016 (14/03/2017)
- v. AQAR 1-7-2016 TO 30-6-2017 (17/11/2017)

### 1.9 Institutional Status

University State ☒ Central ☐ Deemed ☐ 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 ☐

### 1.10 Type of Faculty/Programme

Arts ☐ Science ☐ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

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

Others (Specify)

### 1.11 Name of the Affiliating University (for the Colleges)

KARNATAKA UNIVERSITY, DHARWAD

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence	--	UGC-CPE	--
DST Star Scheme	--	UGC-CE	--
UGC-Special Assistance Programme	--	DST-FIST	--
UGC-Innovative PG programmes	--	Any other ( <i>Specify</i> )	--
UGC-COP Programmes	--		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	07
2.2 No. of Administrative/Technical staff	01
2.3 No. of students	01
2.4 No. of Management representatives	02
2.5 No. of Alumni	02
2. 6 No. of any other stakeholder and community representatives	--
2.7 No. of Employers/ Industrialists	--
2.8 No. of other External Experts	--
2.9 Total No. of members	13
2.10 No. of IQAC meetings held	04
2.11 No. of meetings with various stakeholders:	No. 01 Faculty 05
Non-Teaching Staff Students	2
Alumni	2
Others	1

2.12 Has IQAC received any funding from UGC during the year? Yes ☐ No ☒

If yes, mention the amount

--

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

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2.14 Significant Activities and contributions made by IQAC

- Renovation of Canteen building.
- Installation of CC cameras in class rooms and corridor.
- Enhancement in the quality of teaching- learning process.
- Conductance of remedial classes for slow learners.
- Orientation programme by the faculty of Azim Premji University.
- Taluka level Late Shri.P.S.Kamath Memorial debate competition.
- Programme on Impact of currency ban on stock market.
- Programme on Dynamics of Human Performance.
- World women's day observed.

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
Purchase of books with recent edition and new authors to enable the upgradation of knowledge by teachers and students.	PURCHASED
Compulsory preparation of project report for M.Com students	ACHIEVED
Review of academic performance in Semester Exams and unit tests.	Meetings held and improvements suggested.

Awareness Program against drug abuse	Circle Police inspector and Sub inspector addressed the students against the drug abuse, warned against the rash vehicle driving by students and precautions to be taken while making use of social media.
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*\* Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body      Yes ☒      No ☐

Management ☒      Syndicate ☐      Any other body ☐

Provide the details of the action taken

❖ Motivated the students to pursue their career in professional courses such as CMA, M.B.A M.Com. C.A. and C.S.
❖ Coaching classes for competitive exams were conducted.
❖ To equip the PG students to appear for NET, SLET, Competitive examinations, additional books have been purchased and provided to the PG students.
❖ Mentor system further strengthened and induction programme conducted for M.com (previous) students.
❖ For the first time in the history of our college, our unit has won the General Championship prize in the Inter-Zonal youth festival held at Karnatak Univeristy, Dharwad
❖ Seven students of our college have brought glory by being recognised as University blues in Ball Badminton, Volleyball and Chess. Their achievement was duly recognized by the college.
❖ In Chess and Ball Badminton, our college team has won Runner-up position.
❖ Our college team bagged III place in yoga at Inter Zonal level.

## Part – B

### Criterion – I

#### I. 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	--	--	--	--
PG	ONE	--	ONE	--
UG	ONE	--	--	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	--	--	--	--
Others	--	--	--	--
<b>Total</b>	<b>TWO</b>	<b>--</b>	<b>ONE</b>	<b>--</b>

  

Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

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

##### (ii) Pattern of programmes:

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

##### 1.3 Feedback from stakeholders\* Alumni ☒ Parents ☐ Employers ☐ Students ☒ (On all aspects)

Mode of feedback : Online ☐ Manual ☒ Co-operating schools (for PEI) ☐

*\*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.

YES, University upgrades the syllabus once in every 3 years to enhance the students' knowledge on current trends, monetary and economic policies, budgetary implications, tax implications etc

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

Examination centre for Azim Premji University , Bangalore.



## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
07	01	06	--	--

2.2 No. of permanent faculty with Ph.D.

03

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
--	5	--	--	--	--	--	--	--	05

2.4 No. of Guest and Visiting faculty and Temporary faculty

21

--

--

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	--	--	01
Presented papers	03	02	--
Resource Persons	--	--	--

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

- Use of ICT.
- Arranging Group discussion.
- Use of PowerPoint presentations in teaching.
- Assigning seminars to the students.
- Visit to industrial Estates and Banks.
- Installation of smart boards.
- Providing additional books to slow and advanced learners.

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

204

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

Conducting Re-test

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

2.10 Average percentage of attendance of students	75%
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2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com	337	69.73	21.95	3.85	--	94.36

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

- ❖ IQAC conducts meetings and prepares Annual action plan and makes it known to teachers.
- ❖ The chairman of IQAC monitors the implementation of action plan through periodic, academic and staff meeting and ensures the evaluation of teaching - learning process.
- ❖ Getting necessary feedback from students relating to teachers performance.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	--
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	--
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	--
Others	--

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	06	07	--	--
Technical Staff	--	--	--	--

## Criterion – III

### 3. Research, Consultancy and Extension

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

- Providing opportunities by giving assignments to support research activities.
- Free Internet facilities to all the students and lecturers
- Providing on duty leave facility to the faculty to attend and present Research papers in National and International Seminar and Conferences.

#### 3.2 Details regarding major projects

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

#### 3.3 Details regarding minor projects

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

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	--	--	--
Non-Peer Review Journals	--	01	--
e-Journals	--	--	--
Conference proceedings	--	--	--

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. 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
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/funds

3.9 For colleges Autonomy  CPE  DBT Star Scheme   
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	--	--	--	--	--
Sponsoring agencies	--	--	--	--	--

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	--
	Granted	--
International	Applied	--
	Granted	--
Commercialised	Applied	--
	Granted	--

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
--	--	--	--	--	--	--

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 other --

3.21 No. of students Participated in NSS events:

University level 100 State level --

National level -- International level --

3.22 No. of students participated in NCC events:

University level 16 State level --

National level -- International level --

3.23 No. of Awards won in NSS:

University level -- State level --

National level -- International level --

3.24 No. of Awards won in NCC:

University level -- State level --

National level -- International level --

3.25 No. of Extension activities organized

University forum -- College forum 01

NCC 01 NSS 02 Any other --

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

- ❖ Health awareness programme.
- ❖ Blood Grouping and Donation.
- ❖ Industrial Visit.
- ❖ Bank Visit.
- ❖ Campus cleaning programmes by faculty and the students.
- ❖ Celebration of Library day and Book exhibition programmes.

## 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	7 Acres	--	Funding by Management	7 Acres
Class rooms	11	--	Funding by Management	11
Laboratories	02	--	Funding by Management	02
Seminar Halls	01	--	Funding by Management & Contribution by Alumni	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	--	CC camera, printer & Furniture	Funding by UGC	--
		Furniture, UPS	Funding by Management	
Value of the equipment purchased during the year (Rs. in Lakhs)	--	Rs.1,28,813	Funding by UGC	--
		Rs.2,41,253	Funding by Management	
Others	--	--	--	--

#### 4.2 Computerization of administration and library

One Printer, one UPS battery and 12 CC cameras were additionally installed.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	21601	--	1999	2,65,218	23600	--
Reference Books	2519	--	40	8,609	2559	--
e-Books	--	--	--	--	--	--
Journals	17	--	01	950	--	Rs.53,205
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	173	--	6	Free	179	--
Others (specify)	ICT facilities provided to staff and students.					
Total	--	Rs.29,49,446	--	Rs.2,73,827	--	Rs.32,23,273

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	85 PC's + 4 laptops	Three labs [UG:2 &PG:1]	128kbps	Two [UG &PG]	Two [UG &PG]	Two [UG &PG]	Two [UG &PG]	30KV Generator
Added	--	--	--	--	--	--	--	--
Total	89	03	128kbps	02	02	02	02	30KV Generator

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

Yes,

- ❖ Total 67 computers are connected with LAN and Internet facility provided for UG.
- ❖ Total 18 computers are connected with LAN and Internet facility provided for PG.
- ❖ Espon color printer is purchased.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs.89,063
ii) Campus Infrastructure and facilities	Rs.83,436
iii) Equipments	Rs.1,05,750
iv) Others	Rs.91817
<b>Total :</b>	Rs.3,70,066



## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC has introduced the concept of 'Induction program' for first year students at the entry level. During induction program, the experts and the senior faculty will enlist the various scholarship facilities from Central, State Govt. and Non-Governmental organizations. They will be informed about the HELPDESK facility in the staffroom.

During induction, the students will be briefed about the Discipline in the campus, minimum 75% attendance, conductance of internal tests, Re-test for those who could not attend the test because of their ill health or any other genuine reason. The students would be made aware of the grievance redressal cell and also about the Mentor System.

Book bank facility to the students by means of giving one set of books, Blood grouping, NSS, NCC, Redcross, student counselling, canteen facility, career guidance, creating health awareness, Ideal student award etc during the course of their admission and continuance.

#### 5.2 Efforts made by the institution for tracking the progression

- ❖ The students' progression is in positive direction as is witnessed in University ranks bagged by our college, University blues, Winners of various Trophies, University Level best Debaters etc.
- ❖ The details of the students who are walking out of the portals of the college will be collected and the better job opportunities would be intimated to the aspirants.
- ❖ Personal contact would be established with the Alumni and information would be collected as to where do they stand.
- ❖ By arranging Alumni Meet
- ❖ The progression to higher study is also ascertained by tracking the records of Transfer certificates issued.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1046	95	--	--

#### (b) No. of students outside the state

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#### (c) No. of international students

--
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Men	No	%	Women	No	%
	470	41.19		671	58.81

	Last Year						This Year					
	General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
UG	717	39	04	223	02	985	726	53	05	261	01	1046
PG	43	05	02	46	--	96	43	07	01	44	--	95

Demand ratio 1:1.5 Dropout % : --

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

❖ Training for competitive examinations like banks and other financial institutions, Govt. and corporate jobs.

No. of students beneficiaries

70

#### 5.5 No. of students qualified in these examinations

NET	--	SET/SLET	02	GATE	--	CAT	--
IAS/IPS etc	--	State PSC	--	UPSC	--	Others	42

#### 5.6 Details of student counselling and career guidance

- Personal counselling is done on a regular basis, career guidance programmes have been arranged frequently.
- AMCAT- Talent Assessment Test has been conducted.

No. of students benefitted

213

#### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01	18	12	NOT AVAILABLE

#### 5.8 Details of gender sensitization programmes

World women's day observed.

#### 5.9 Students Activities

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

State/ University level	45	National level	--	International level	--
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No. of students participated in cultural events

State/ University level	38	National level	--	International level	--
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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	15	Rs.15,615
Financial support from government	127	Rs.9,33,575
Financial support from other sources	10	Rs.1,00,000
Number of students who received International/ National recognitions	105 [MHRD]	Rs.10,50,000

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_

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## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

- ❖ Our Vision: “Shaping the students with the educational inputs to meet the challenges of change in socio-economic environment.”
- ❖ Our mission: “Continuous upgradation of knowledge, skills and Human values of our teachers and students.”

#### 6.2 Does the Institution has a management Information System

All the information relating to student admission, examinations, scholarships and correspondence with the university, Joint Directors Office, Commissioners office and Government all the related information's are through MIS.

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

##### 6.3.1 Curriculum Development

The University prescribes the curriculum for Degree and Post Graduate courses and updates the syllabus every Three years. As such the college has no role to play in curriculum design.

##### 6.3.2 Teaching and Learning

###### Students:

- Appointment of qualified and dedicated faculty.
- Spacious and well ventilated class rooms with CC Cameras.
- Well furnished library and Computer lab.
- Use of smart classes at Post Graduation Department.
- Wi-fi facility at Post Graduation Department
- Remedial classes for slow learners.
- Extra coaching for advanced learners to build up their career.
- Personality development programmes under Career Guidance cell.

###### Staff :

- Management encourages the faculty to participate in seminars, workshops, conferences and refresher programs.
- Additional increment will be sanctioned to the teachers who have cleared NET,SLET,M.Phil,Ph.D...
- ICT facility provided to the teachers for upgradation of their knowledge.
- Research cell has been established to facilitate the teachers in preparation of papers for seminars, workshops etc.

### 6.3.3 Examination and Evaluation

- ❖ Two performance measuring tests will be conducted during each semester and the performance in the test would be displayed on the notice board.
- ❖ The students have to write assignments and would be got corrected by the course teachers.
- ❖ Re-test will be conducted to those students who could not attend regular tests due to either ailments or any other genuine reasons.
- ❖ The teachers should attend the question paper setting and valuation work at the university level.

### 6.3.4 Research and Development

- For the faculties who are involved in research activities and publication of papers, the institution provides the library facility and can avail internet facility. A separate research cell has been arranged.
- The academic development of the faculty is continuously facilitated through Faculty Development Programmes, workshops, seminars and sensitization programmes.
- For developing academics and professionalism, faculty is encouraged to take up minor/major research projects.
- Departments are motivated to apply for seminars/conferences/workshops. Faculty is encouraged for engaging in research and submitting publications.
- Provision for study-leave and duty-leave is made use of by the faculty to attend national/international seminars/workshops/conferences.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- ❖ UGC Books for students
- ❖ INFLIBNET facility.
- ❖ Bar coding of library books
- ❖ Journals, News papers and Magazines.
- ❖ LAN facility
- ❖ CC TV
- ❖ Separate Computers, Laser printers, scanners for students and staff.
- ❖ Sports facilities.
- ❖ Water purifiers.
- ❖ Smart classes.
- ❖ Spacious Play ground, Canteen, Vehicle parking.
- ❖ Separate common room for Girls.

### 6.3.6 Human Resource Management

- ❖ Computerization of all major activities.
- ❖ Maternity Leave for ladies staff.
- ❖ Fixation of responsibility through the constitution of various committees.
- ❖ Annual increment, PF, Casual Leave, Earned Leave etc

### 6.3.7 Faculty and Staff recruitment

In concurrence with the approval of the Higher Education Department of the Govt. of Karnataka, the teaching and non-teaching staffs are recruited by the Management. The appointment would be as per the roster system.

Filling up of vacancy in the college by the Management and the Principal by conducting interview and presentation of Demo classes.

### 6.3.8 Industry Interaction / Collaboration

- ❖ The institution is accredited by ICAI for conducting CA-CPT and PE coaching classes.
- ❖ The Institution is associated with TATA DHAN Academy for conducting D-MAT entrance examinations for admission to PGDDM course.
- ❖ The institution is also having affiliation with Azim Premji University, Bangalore
- ❖ The Institution is also associated with Forum of Free Enterprise, Mumbai for developing interest among students about recent economic development by organising A.D. Shroff Memorial Elocution Competition.
- ❖ Our Institution is a centre for conducting competitive examinations by Karnataka Public Service Commission [KPSC], for FDA, SDA and TET exams of Govt. of Karnataka.
- ❖ Online AMCAT – Talent assessment test in association with Aspiring Minds, Bangalore.

### 6.3.9 Admission of Students

The Institution has an open admission policy as per the roster system of the Govt. of Karnataka.

### 6.4 Welfare schemes for

Teaching		VACATION STAFF	NON VACATION STAFF
	Casual Leave	15 days/anum.	15 days/anum.
	Earned Leave	15 days/anum.	30 days/anum.
	Commuted Leave	--	20 days/anum.
	<ul style="list-style-type: none"><li>• Conducive ambience for working.</li><li>• Canteen facility in the campus with separate room for ladies and staff.</li><li>• P.F. facility for Guest Lecturers.</li><li>• Felicitation to staff on being conferred with Doctorate.</li><li>• Reimbursement of expenses for participation in seminars, conferences and workshops.</li></ul>		

	<ul style="list-style-type: none"> <li>• Maternity Leave.</li> <li>• Auditorium facility with approximately seating capacity of 700 students.</li> <li>• Vehicle parking Facility.</li> <li>• Annual weightage in monetary terms to guest faculty.</li> <li>• Employee Co-Op. Society to meet the financial needs of the staff.</li> <li>• Hostel facilities to ladies' staff.</li> <li>• Provision of Telephone, Computer, Internet, Xerox and office stationary to the staff.</li> <li>• Sports and games facilities, news papers and magazines to ladies hostel inmates.</li> <li>• Group Insurance.</li> <li>• First aid box.</li> <li>• Health check up camp in association of IMA</li> <li>• CC cameras in classrooms and corridors.</li> </ul>
Non teaching	All the aforesaid facilities are also available.
Students	<ul style="list-style-type: none"> <li>• First-Aid box facility.</li> <li>• Group Insurance.</li> <li>• Financial support through several scholarships.</li> <li>• Facilitating the students in submission and sanction of MHRD scholarship.</li> <li>• Copier facility at concessional rate.</li> <li>• Bus pass facility at concessional rates.</li> <li>• Placement cell.</li> <li>• Ladies Hostel has well equipped and clean kitchen.</li> <li>• Lady students have separate common room with toilets.</li> <li>• The student suggestion box is provided.</li> <li>• Sanitary napkin vending machine.</li> <li>• Water purifier installed.</li> </ul>

6.5 Total corpus fund generated

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	Management	Yes	Govt.
Administrative	Yes	Govt.	Yes	Internal Auditor

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?

- Preparation of Calendar of events before the commencement of each semester.
- Admission according to roaster system.
- Online submission of examination application form.
- Online submission of IA marks
- Declaration of results through internet ([www.kud.ac.in](http://www.kud.ac.in))
- DA and TA for teachers for examination and valuation work.
- Payment of examination valuation remuneration through RTGS.
- Provision of golden opportunity to the final year students who have failed in the examinations with an intent to save their loss of one year.

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

---

6.11 Activities and support from the Alumni Association

- Financial assistance provided to the poor students in payment of their fees.
- Uniform is provided to the needy students.
- Endowment cash prize instituted.
- Career guidance by the alumni.
- Meetings and programmes are conducted by the Alumni association

6.12 Activities and support from the Parent – Teacher Association

- Teachers also provide financial help to poor students in payment of their college fees.
- Conducting awareness programmes to avoid chewing of tobacco and abuse of alcoholic drinks and drug abuse.
- Campus cleaning and beautification.
- Endowment cash prize instituted by Parents to the needy poor students.

6.13 Development programmes for support staff

- Computerization of office work with LAN facility.
- Increase in the number of office staff for smooth and effective functioning of the Institution.
- Revision of pay support staff.



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

- Vanamahotsav.
- Shramdhan by NSS volunteers, students and teachers.
- Installation of Energy efficient LED bulbs.
- Awareness about the use of paper bags in place of polythene bags.
- Messages displayed at prominent places - switch off fans, light and computers.
- Dustbins kept at classrooms, staff rooms, office and at other prominent places.
- Display of messages at prominent places warning against the use of cigarettes, chewing of tobacco, ragging, prohibition of mobiles in the campus etc
- Plastic free campus.

## 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.

- ❖ Health camp in association with IMA.
- ❖ Conductance of IBPS coaching class under MES Career Guidance Institute.
- ❖ Conducted written test for KPSC, AMCAT- an online exam for final year students.

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

- ❖ CC cameras are installed in all the classes and corridors.
- ❖ Student feedback obtained.
- ❖ Enhanced facilities in the canteen.
- ❖ Mentor System.

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

- ❖ Re test for students.
- ❖ Conductance of IBPS coaching class under MES Career Guidance.
- ❖ Conducted written test for KPSC, AMCAT- an online exam for final year students
- ❖ Health camp
- ❖ Tata Dhaan Academy's orientation programme and Azim Premji University's orientation program to cater to the man power requirements of emerging developing sector.
- ❖ Conductance of Late Shri.P.S.Kamath Memorial debate competition to inculcate the habit of acquisition of knowledge in respect of the trends that are taking around the country and the world.

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

7.4 Contribution to environmental awareness / protection

- ❖ Swachh Bharath Abhiyan on Republic day, Independence day and Gandhi Jayanti by teachers and students.

7.5 Whether environmental audit was conducted?      Yes ☐      No ☒

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

- ❖ S – Congenial working conditions with opportunity provided to the guest faculties by increasing the emoluments of the guest lecturers. It enables the guest faculty to work with dedication.
- ❖ W – Reluctance of the government in filling up of permanent vacancies
- ❖ O – Inclusion of more number of add-on courses.
- ❖ T – The guest faculties are always on the lookout for better opportunities due to the absence of regularisation of their service.

## **8. Plans of institution for next year**

- ❖ Renovation of auditorium.
- ❖ Installation of CC cameras in the campus.
- ❖ Inclusion of ESI scheme for employees.
- ❖ Beautification of campus
- ❖ Laying down of vitrified tiles in second floor.
- ❖ Rain water harvesting in the campus.
- ❖ Extension of vehicle parking.

**Shri. Satish S. Baadgaonkar**

**Coordinator, IQAC**

**Prof. R.N. Nayak**

**Signature of the Chairperson, IQAC**

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2 of 12

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CAPU AQAR <capuaqar@gmail.com>

to me

11/20/17

NAAC/AQAR ACK/ NOVEMBER/ 2017/

M.E.S College of Commerce, Sirsi  
Vidya Nagar, College Road  
Sirsi – Uttar Kannada  
Karnataka

**Subject: Acknowledgement of AQAR**

We are acknowledging the receipt of Online Submission of **Annual Quality Assurance Report (AQAR)** for the year : 2016-17.

For any queries related to **AQAR**, you may kindly contact E-mail ID ([capuaqar@gmail.com](mailto:capuaqar@gmail.com)).

Wishing you success in your quality enhancement process.

THANKS WITH REGARDS

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