# YEARLY STATUS REPORT - 2021-2022

## Part A

## Data of the Institution

**1.Name of the Institution**　　　　　　　M.E.S college of Commerce,Sirsi

- Name of the Head of the institution　　Dr.S.K.Hegde

- Designation　　Principal

- Does the institution function from its own campus?　　Yes

- Phone no./Alternate phone no.　　08384236298

- Mobile no　　9481048776

- Registered e-mail　　mesccsirsi@gmail.com

- Alternate e-mail　　sudhirshg30@gmail.com

- Address　　Vidya Nagar

- City/Town　　Sirsi

- State/UT　　Karnataka

- Pin Code　　581402

**2.Institutional status**

- Affiliated /Constituent　　Affilliated

- Type of Institution　　Co-education

- Location　　Semi-Urban

- Financial Status　　UGC 2f and 12(B)

- Name of the Affiliating University — **Karnataka University Dharwad**

- Name of the IQAC Coordinator — **Prof. Sudheer Shanbhag**

- Phone No. — **9741032977**

- Alternate phone No. — **9449423947**

- Mobile — **9741032977**

- IQAC e-mail address — **sudhirshg30@gmail.com**

- Alternate Email address — **vinayhegdesa@outlook.com**

**3.Website address (Web link of the AQAR (Previous Academic Year)** — http://mesccsirsi.co.in/aqar/

**4.Whether Academic Calendar prepared during the year?** — **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: — http://mesccsirsi.co.in/academic-calendar/

**5.Accreditation Details**

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|-------|-------|------|-----------------------|---------------|-------------|
| **Cycle 2** | **B** | **2.89** | **2012** | **13/09/2012** | **04/09/2017** |
| **Cycle 3** | **C** | **2.00** | **2019** | **28/03/2019** | **27/03/2024** |

**6.Date of Establishment of IQAC** — **01/09/2004**

**7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|-----------------------------------|--------|----------------|-----------------------------|--------|
| **Nil** | **Nil** | **Nil** | **Nil** | **Nil** |

**8.Whether composition of IQAC as per latest NAAC guidelines** — **Yes**

- Upload latest notification of formation of IQAC — View File

**9.No. of IQAC meetings held during the year**    4

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?    Yes

- If No, please upload the minutes of the meeting(s) and Action Taken Report    No File Uploaded

**10.Whether IQAC received funding from any of the funding agency to support its activities during the year?**    No

- If yes, mention the amount

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

1. Motivation of teachers for the effective online teaching and assessment

2. Created the opportunities to conduct online activities,personality development and Skill formation.

3. Initiative steps to implement NEP-2020

4.Extension Activities such as NSS camps, Blood donation camps, Lake adaption ,Yoga training etc

5. Special emphasis for personal counselling of students during COVID-19 period

**12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

| Plan of Action | Achievements/Outcomes |
|---|---|
| **Social Services through various functionaries** | **1. Adopted a lake "Basettikere" for cleaning and maintenance at Sirsi. 2. Tree Plantation in the campus of the institution. 3. Cleaning of Campus under "Swachh Bharat Abhiyan".4.Organising blood donation camp** |
| **Effective implementation of NEP-2020** | **Implemented NEP-2020 from the academic year 2021-22** |
| **Research and Extension Activities** | **Faculty members are encouraged to participate in National Seminars and Conferences** |
| **Greenification of the campus** | **Tree plantation at the college campus.** |
| **Safety Awareness Programme** | **Organised Road safety Awareness programme under "National Road safety Awareness week".** |

**13.Whether the AQAR was placed before statutory body?**          **Yes**

- Name of the statutory body

| Name | Date of meeting(s) |
|---|---|
| **College Sub Committee** | **25/06/2022** |

**14.Whether institutional data submitted to AISHE**

| Part A | |
|---|---|
| **Data of the Institution** | |
| **1.Name of the Institution** | **M.E.S college of Commerce,Sirsi** |
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| • Designation | **Principal** |
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| • Mobile no | **9481048776** |
| • Registered e-mail | **mesccsirsi@gmail.com** |
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| • City/Town | **Sirsi** |
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| • Pin Code | **581402** |
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| | |
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|---|---|---|
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|---|---|
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| | | |
|---|---|---|
| website? | | |
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| • If yes, mention the amount | | |

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| |
|---|
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|---|---|
| College Sub Committee | 25/06/2022 |

**14.Whether institutional data submitted to AISHE**

| Year | Date of Submission |
|---|---|
| 2021-22 | 11/01/2022 |

**15.Multidisciplinary / interdisciplinary**

Single Faculty-Multidisciplinary

**16.Academic bank of credits (ABC):**

Under National Education Policy -2020 and CBCS courses of study credit system is being maintained. If in any case of tranfer of

students to other instiions provisions have been made to transfer credits also.

**17.Skill development:**

Association with Pragati Poshak, Vidya Poshak, Good Future Academy,Deshapande Skilling for Skill Enhancement.

Aita Hub Skill Lab in the campus for skill training and placement of students.

**18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

Yoga, Health and Wellness, Sports and Cultural activities,NSS and Youth Red Cross in the campus as curriculum prescribed by the university under National Educational Policy.

**19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

As per the curriculum prescribed by the university the plans and actions relating to course outcome are being implemented.

**20.Distance education/online education:**

As a course of the study Digital Fluency and Artificial Intelligence subjects are being taught on online basis.

## Extended Profile

**1.Programme**

| 1.1 Number of courses offered by the institution across all programs during the year | 78 |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

**2.Student**

| 2.1 Number of students during the year | 923 |
|---|---|

| File Description | Documents |
|---|---|
| Institutional Data in Prescribed Format | [View File](#) |

| 2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | 488 |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | View File |

| 2.3 Number of outgoing/ final year students during the year | 346 |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | View File |

## 3.Academic

| 3.1 Number of full time teachers during the year | 19 |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | View File |

| 3.2 Number of sanctioned posts during the year | 0 |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | No File Uploaded |

## 4.Institution

| 4.1 Total number of Classrooms and Seminar halls | 12 |
|---|---|
| 4.2 Total expenditure excluding salary during the year (INR in lakhs) | Rs.40,85,447/- |
| 4.3 Total number of computers on campus for academic purposes | 95 |

# Part B

**CURRICULAR ASPECTS**

**1.1 - Curricular Planning and Implementation**

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The Institution is affiliated to Karnatak University, Dharwad. The Institution follows and adopts the University prescribed curriculum. The Academic schedule for UG and PG courses is prescribed by the University detailing out the date of commencement and closure of the semesters. Based on this, college prepares the calendar of events. At the end of every month, every faculty has to get scrutinized the daily dairy by the Principal. Further, for the effective delivery of curriculum, e-learning resources are utilised effectively with the help of LCD and smartboard.

To get practical know how, some of the extra exercises are given to students and taught them accordingly - Computer Applications in Business, Business Statistics, Commercial Arithmetic, Income Tax and Costing, etc.NEPpattern is initiated by the Karnatak University, Dharwad for UG programm. For PG programme revision is made in CBCS programme.

The PG students as part of their completion of PG Programme must undergo Project Viva-Voce in the PG Department of Studies in Commerce, Karnatak University Dharwad. It is special to note that the institution is the centre for CA examinations at all levels such as CA Foundation, CA Intermediate and CA Final examinations from the year 2019-20.

| File Description | Documents |
|---|---|
| Upload relevant supporting document | [View File](#) |
| Link for Additional information | http://mesccsirsi.co.in/college-preface/ |

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institution follows the guidelines of affiliating university for continuous evaluation of students. The present system of CIE consists of two internal tests and one assignment for each subject. The first internal test is conducted after completion of 8 weeks and the second one after the completion of 12 weeks of

each semester. Assignment/ Project work topics are announced well in advance, stipulating the delaine for submission.

Evaluation of test papers and assignments will be done in time and IA marks are submitted to the university. The internal assessment is carried out as per the pattern prescribed by the affiliating university. At present for undergraduate students, internal evaluation is for 20 of marks and for post graduate students for 25 of the marks in each subject. The evaluation is to be made on the basis of two internal tests, one assignment and attendance in each semester. The first internal test is conducted at the completion of 8 weeks and second one after 12 weeks of each semester.

| File Description | Documents |
|---|---|
| Upload relevant supporting document | View File |
| Link for Additional information | http://mesccsirsi.co.in/academic-calendar/ |

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University  Setting of question papers for UG/PG programs  Design and Development of Curriculum for Add on/ certificate/ Diploma Courses  Assessment /evaluation process of the affiliating University**

C. Any 2 of the above

| File Description | Documents |
|---|---|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View File |
| Any additional information | View File |

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

**2**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Minutes of relevant Academic Council/ BOS meetings | **No File Uploaded** |
| Institutional data in prescribed format (Data Template) | View File |

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

**3**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Brochure or any other document relating to Add on /Certificate programs | **No File Uploaded** |
| List of Add on /Certificate programs (Data Template ) | View File |

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

**21**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | **No File Uploaded** |

**1.3 - Curriculum Enrichment**

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

**The College is affiliated to Karnatak University, Dharwad and follows the prescribed curriculum prepared by the Board of Studies. The University updates the B.Com curriculum every three years. The curriculum is related to gender, environment and**

sustainability, human values and professional ethics. Such issues are mentioned in our curriculum and are listed and presented for our course.

English - This course enables the students to cultivate human values such as to help the needy by reducing their extra expenses, care and concern for the elders, prohibiting animal sacrifice etc.

Commerce - Social concern keeping in mind the concern for the society, supply of the qualitative products to the consumers at reasonable price, to effect cost cut, cost control thereby leading to economic development. Business Law, labour laws are helpful to the employees in getting their right share of reward, getting compensation for hardships they had suffered.

Economics - Social concern of increasing population, how to tackle the menace of increasing population, how to achieve increased Per Capita Income, National Income ? How to deal with the economic issues comprising of Credit Policy, Credit Creation etc ?

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. | View File |

**1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year**

1

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Programme / Curriculum/ Syllabus of the courses | *View File* |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | **No File Uploaded** |
| MoU's with relevant organizations for these courses, if any | **No File Uploaded** |
| Institutional Data in Prescribed Format | *View File* |

### 1.3.3 - Number of students undertaking project work/field work/ internships

**35**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | *View File* |

## 1.4 - Feedback System

### 1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

**B. Any 3 of the above**

| File Description | Documents |
|---|---|
| URL for stakeholder feedback report | http://mesccsirsi.co.in/feedback-system/ |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management | **No File Uploaded** |
| Any additional information | **No File Uploaded** |

**1.4.2 - Feedback process of the Institution may be classified as follows**

**A. Feedback collected, analyzed and action taken and feedback available on website**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| URL for feedback report | http://mesccsirsi.co.in/feedback-system/ |

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

### 2.1.1 - Enrolment Number Number of students admitted during the year

### 2.1.1.1 - Number of students admitted during the year

**918**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Institutional data in prescribed format | View File |

### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

**408**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Number of seats filled against seats reserved (Data Template) | View File |

### 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

**College admits students from different backgrounds, urban-rural, English, Kannada and Urdu mediums, State- CBSE boards, Students from different socio- economic backgrounds etc. As the students**

taking admission in the college are from diverse backgrounds, their learning levels also vary. Language proficiency, competence, subject knowledge and extent of motivation are a few of the determining factors revealing advanced and slow learners. The learner levels are assessed at varying stages of the teaching-Learning Process.

At the entry stage, the overall percentage of marks obtained in the qualifying examination is an indicator.

Students' language proficiency, regularity in attending the classes, attentiveness, participation in class room activities etc. are other indicators.

Students performance in various internal and external evaluations is another way of determining learner levels.

The College offers equal opportunities to all learners. The institution conducts doubt clearing classes, and application oriented programmes for all groups of students to increase their skills and competence. Some surprise tests are conducted by the faculty members to test their knowledge gained during classes.

| File Description | Documents |
|---|---|
| Paste link for additional information | http://mesccsirsi.co.in/advanced-learners-and-slow-learners/ |
| Upload any additional information | View File |

**2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)**

| Number of Students | Number of Teachers |
|---|---|
| 918 | 19 |

| File Description | Documents |
|---|---|
| Any additional information | View File |

**2.3 - Teaching- Learning Process**

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem

solving methodologies are used for enhancing learning experiences

The ambiance of the college is very much student centric. In addition to the conventional mode of lecturing, other methods adopted by the faculty members include Interactive Methods, Project based learning, Computer assisted learning, Experiential Learning, etc. The Teaching –Learning activities are made effective through illustrations and special lectures. Some of the lectures are being made through the usage of ICT and e-learning resources.

Some of the specific initiation of Experiential Learning are ;

1. Interactive mode of communication skills through computer language laboratory.

2. With the support of Commerce Laboratory students get experience about banking transactions like; Opening Bank Account, Filling forms, writing cheque, Debit and Credit Cards , Demat Accounts etc.

3. Leadership abilities through various NSS / NCC activities.

4. Involvement of students in preparation of project reports.

Interactive Method: The faculty members make learning interactive with students by motivating student's participation in group discussions, subject quiz, question-answer sessions, case study analysis etc.

Participative Learning: Students are encouraged to take active part in curricular, co curricular and extra- curricular activities.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Link for additional information | http://mesccsirsi.co.in/student-centric-methods-such-as-experiential-learning-participative-learning-and-problem-solving-methodology/ |

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Along with the lecture method, the following other methods are adopted for providing learning experience to students.

ICT based teaching is commonly practiced by teachers.

Majority of the teachers adopted modern method of teaching i.e. usage of smartboard for effective dissemination of the topics.

Establishment of a separate internet centre enabled students to gain necessary skills and knowledge. Procurement of academic journals has become facilitator for advanced learning.

Sufficient e-learning resources are made available and being utilized as per the syllabus requirements.

Class seminars, Case study analysis, Group Discussions, Guest lectures by experts, News Paper Clippings, Participation and Presentation in State/National Seminars and Workshops are the participatory student centric teaching methods.

In support of this visit to library and computer laboratories, Industrial and field visits, extension activities, e-learning, learning through videos, management games, academic competitions, trade fair, enactment of play, film and documentary shows, are the other effective teaching methods adopted by the faculty.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | View File |

## 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

## 2.3.3.1 - Number of mentors

19

| File Description | Documents |
|---|---|
| Upload, number of students enrolled and full time teachers on roll | View File |
| Circulars pertaining to assigning mentors to mentees | **No File Uploaded** |
| Mentor/mentee ratio | View File |

## 2.4 - Teacher Profile and Quality

## 2.4.1 - Number of full time teachers against sanctioned posts during the year

**19**

| File Description | Documents |
|---|---|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | View File |
| List of the faculty members authenticated by the Head of HEI | View File |

## 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

## 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C  Superspeciality / D.Sc. / D.Litt. during the year

**3**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template) | View File |

## 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

## 2.4.3.1 - Total experience of full-time teachers

**261**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | [View File](#) |

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

**The internal assessment is carried out as per the pattern prescribed by the affiliating university. At present for undergraduate students, internal evaluation is for 20% of marks and for post graduate students for 25% of the marks in each subject. The evaluation is to be made on the basis of two internal tests, one assignment and attendance in each semester.**

**The first internal test is conducted at the completion of 8 weeks and second one after 12 weeks of each semester. The following strategies have been adopted by the institution for maintaining transparency in the internal evaluation system:**

**A separate Examinations Committee is formed to look in to the**

**issues relating to internal assessment.**

**Teachers inform the students about the pattern of the internal examinations well in advance.**

**The examination notices are displayed well in advance and sufficient time is given to students for preparation.**

**The question paper will be printed outside the college and secrecy is maintained about the place where it will be printed.**

**Seating arrangement for the students is made in such a way that no malpractice takes place. The students are monitored closely by the examination supervisors and also through CCTV.**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Link for additional information | http://mesccsirsi.co.in/examination-reforms/ |

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

**Students' grievances regarding Internal Assessment and allotment of marks are attended through the following mechanism.**

**· After evaluation of internal test, papers are shown to the students.**

**Student's signatures are obtained after the verification of the internal assessment marks.**

**· The consolidated internal assessment marks of each student are displayed on the notice board for the verification by the students.**

**· Student's grievances are addressed by the respective teachers after verifying the records available with the faculty.**

**· The grievances not resolved at the teacher level will be attended by the Examination Committee and Principal.**

**End Semester Examination**

**· On-line submission of Revaluation is made available by the university.**

**Soon after the declaration of Sem. End result, university gives stipulated time frame for applying revaluation online.**

**Pertaining to this, college notifies about revaluation and also concerned subject teachers guide students while applying revaluation.**

**· Students have the provision of getting the photocopy of answer script.**

**The students can also apply for Re-total and challenge evaluation within the stipulated time period soon after the announcement of**

**end semester examination results. The college will extend all the help to the students in this regard and makes necessary follow up.**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Link for additional information | http://mesccsirsi.co.in/examination-reforms/ |

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

**Bachelor of Commerce is an undergraduate degree course that offers the development of a wide spectrum of managerial skills in students along with building up a strong competence in the**

**specific area of business studies. Students pursuing this course learn about general principles of business management, and knowledge of finance, accounting, statistics, economics, marketing, etc.**

**On the successful accomplishment of this Programme, the following outcomes should be expected from**

**Mechanism of Communication:**

**The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students.**

**Hard Copy of syllabi and Learning Outcomes are available in the library and departments for ready**

**reference to the teachers and students. Syllabi are printed in the Prospectus of the college which is distributed to the students at the time of admission.**

**Learning Outcomes of the Programs and Courses are displayed on the notice board**

**The importance of the learning outcomes has been communicated to the teachers in every IQAC Meeting.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for Additional information | http://mesccsirsi.co.in/po-pso-cso/ |
| Upload COs for all Programmes (exemplars from Glossary) | **No File Uploaded** |

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

**The following measures are undertaken by the institution to monitor and ensure the achievement of learning outcomes:**

**· Internal results are continuously reviewed and analyzed.**

**· The assignments and presentations are assessed and the feedback is given to the students.**

**· Regular academic counseling of the students is done.**

**· Learning outcomes are monitored by pass percentage, placement, enrolment of students in higher education and research,**

**Increase in the participation of students in extracurricular activities, competitions and contests helps in measuring the learning outcomes of the curriculum.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for Additional information | http://mesccsirsi.co.in/po-pso-cso/ |

## 2.6.3 - Pass percentage of Students during the year

## 2.6.3.1 - Total number of final year students who passed the university examination during the year

**300**

| File Description | Documents |
|---|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | [View File](#) |
| Upload any additional information | **No File Uploaded** |
| Paste link for the annual report | **Nil** |

## 2.7 - Student Satisfaction Survey

## 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

http://mesccsirsi.co.in/sssr

## RESEARCH, INNOVATIONS AND EXTENSION

## 3.1 - Resource Mobilization for Research

## 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

## 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

**Nil**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| e-copies of the grant award letters for sponsored research projects /endowments | **No File Uploaded** |
| List of endowments / projects with details of grants(Data Template) | **No File Uploaded** |

## 3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

## 3.1.2.1 - Number of teachers recognized as research guides

**0**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Institutional data in prescribed format | **No File Uploaded** |

## 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

## 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

**Nil**

| File Description | Documents |
|---|---|
| List of research projects and funding details (Data Template) | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Supporting document from Funding Agency | **No File Uploaded** |
| Paste link to funding agency website | **Nil** |

## 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

**Training Sessions for High School Students and Teachers:**

**The Institution has 3 well-equipped computer laboratories installed with necessary software's like; Tally ERP9, Communication Skills, etc.Computer Training sessions being conducted specifically forHigh school students and teachers who have been randomly selected by the Block Education Office, Govt.of Karnataka, Sirsi. Computer knowledge and operational training have been provided to high school students and teachers by our Computer Teaching Staff.**

**Advanced mode of teaching:**

**Four classrooms are mounted with LCD and some class rooms with smart boards which are very useful in imparting knowledge to our students. Sufficient e-learning resources are made available in the college which have become major source for effective**

**dissemination of teaching.Academic Journals are made available in the Central Library of the college.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | http://mesccsirsi.co.in/gallery/college-infrastructure/ |

**3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year**

**3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year**

**0**

| File Description | Documents |
|---|---|
| Report of the event | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| List of workshops/seminars during last 5 years (Data Template) | **No File Uploaded** |

**3.3 - Research Publications and Awards**

**3.3.1 - Number of Ph.Ds registered per eligible teacher during the year**

**3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year**

**0**

| File Description | Documents |
|---|---|
| URL to the research page on HEI website | **Nil** |
| List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template) | **No File Uploaded** |
| Any additional information | **No File Uploaded** |

**3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year**

**3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year**

0

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of research papers by title, author, department, name and year of publication (Data Template) | **No File Uploaded** |

**3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**

**3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year**

0

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List books and chapters edited volumes/ books published (Data Template) | **No File Uploaded** |

**3.4 - Extension Activities**

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

**Serving the community through extension activities is a social responsibility based on core values. Extension is also the aspect of education which emphasis community services. These are often integrated with curricula as extended opportunities intended to help, serve reflect and learn. The curriculum extension interface has an educational value. Endowment Lecturers have been conducting by the institution from time to time on the issues like Co-operative movement and related matters.**

**Our NSS unit is regularly organising a one week special camp in different places near by the institution and organised several useful outreach programs useful to the society. The activities are mainly focusing on the issues like Skill Development, Personality**

Development, Awareness regarding EnvironmentalProtection, Leadership Quality, Road Safety, Role of Self Help Groups and Entrepreneurship Development etc. For all the above programs, the local community has extended full hearted co-operation and support. Such programs have made an impact on our students to respond to social issues and contributed a lot towards holistic development.

| File Description | Documents |
|---|---|
| Paste link for additional information | http://mesccsirsi.co.in/nss/ |
| Upload any additional information | View File |

**3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

**3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

0

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Number of awards for extension activities in last 5 year (Data Template) | No File Uploaded |
| e-copy of the award letters | No File Uploaded |

**3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

1

| File Description | Documents |
|---|---|
| Reports of the event organized | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template) | View File |

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted  in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

1

| File Description | Documents |
|---|---|
| Report of the event | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

**3.5 - Collaboration**

**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year**

**3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

0

| File Description | Documents |
|---|---|
| e-copies of related Document | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Details of Collaborative activities with institutions/industries for research, Faculty | **No File Uploaded** |

**3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate**

**houses etc. during the year**

**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

1

| File Description | Documents |
|---|---|
| e-Copies of the MoUs with institution./ industry/corporate houses | View File |
| Any additional information | No File Uploaded |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | No File Uploaded |

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Adequate infrastructure facilities are the key for effective and efficient conduct of the Educational Programmes.

There are 15 Classrooms, 01 Central Library, 03 well-equipped Computer Laboratories, 02 Office Rooms, Principal chamber, 01 Multi-Purpose Auditorium, IQAC Room, NSS & NCC Room, Physical Director Chamber, 01 Research Cell, 01 Ladies Hostel, 02 Staff Rooms, 01 Ladies Common Room, UPS Backup Room with separate Battery house, Canteen, Drinking Water Facility and Medical Aid. These facilities add for the enhancement of the Teaching Learning Environment in the College Campus.

Brief Description:

1. Classrooms: The College has 15 well ventilated classrooms with different seating capacity as per the need of various courses and strength of the students. Each classroom is mounted with CCTV Cameras, LED Bulbs and Ceiling Fans. The College has 02 Classrooms with Smartboard facilities.

2. Laboratories: The College has 03 well-equipped Computer Laboratories with necessary legalised softwares installed. P.G.

Section computer laboratory contains 20 computers with Wi-Fi facility and U.G. section has 02 Computer Laboratories with 48 latest configuration computers with Broadband Internet Connectivity. LCD is mounted in one computer laboratory for demonstrative classes.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | http://mesccsirsi.co.in/facilities-maintenance/ |

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

In our college we support and encourage sports by providing different facilities for indoor and outdoor games. We have a Multipurpose Auditorium which is used to conduct indoor games like Shuttle Badminton, Table Tennis, Chess etc. Our students are utilising Playground for Athletics, Ball Badminton, Volleyball, Cricket, Kabaddi etc. District stadium is used by our college to conduct intercollegiate tournaments such as Cricket, Volleyball etc. Necessary sports materials are purchased as and when necessitated. Due to the superannuation of regular Physical Director in March, 2017, college has recruited qualified and competent Physical Education Director on Management salary. Every year our college produces champion laurels in the form of University Blues, etc. Sports champions are being honored and felicated by Alumni, Management and Institution.

Facilities available for extracurricular and co-curricular activities

Separate provisions are made available for NSS, NCC (Boys and Girls) and Youth Red Cross activities.

Multi-purpose Auditorium is used for conducting cultural programmes.

Multi-purpose Auditorium is used for conducting various academic activities such as Conference, Seminars, Workshops, Guest Lectures and Social Activities like Blood Donation and Health Check- up camp.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | http://mesccsirsi.co.in/facilities-maintenance/ |

### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

4

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | http://mesccsirsi.co.in/it-facilities/ |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

Rs.40,85,447/-

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Upload audited utilization statements | No File Uploaded |
| Upload Details of budget allocation, excluding salary during the year (Data Template | View File |

## 4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Our Library is well furnished with INFLIBNET facility, Barcode technology & OPAC.

**Books**

1. Total Number of Books in the Library: 41810.

2. Books are classified using CC system.

**Non Book Materials**

1. Number of CD/DVD available in the library: 189

2. Various non book materials like CD/DVD, Project Reports are systematically maintained.

3. Many projects are conducted in M.Com section of our college and Project Reports are stored in the library for the further benefit of our students.

**Journals (Multilingual)**

1. Number of Journals available in the Library: 18

**Periodicals**

1. Number of periodicals available in the Library: 28

2. To update the knowledge of current affairs, multilingual News papers and magazines are kept in Library.

**OPAC (Online Public Access Catalogue)**

Our College uses OPAC system to search Text Books, Reference Books, Rare Books, based on Title, Author's Name and Publisher.

**INFLIBNET Facility:**

Our college uses INFLIBNET facility to search e-books, e- journals online. This facility is used by our staff members and the students to search the required information which is not available in the books in the library. Our students use this facility to

**prepare for the seminars & assignments.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for Additional Information | [http://mesccsirsi.co.in/library/](http://mesccsirsi.co.in/library/) |

**4.2.2 - The institution has subscription for the**  **E. None of the above**
**following e-resources e-journals e-**
**ShodhSindhu Shodhganga Membership e-**
**books Databases Remote access toe-resources**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | View File |

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**2295/-**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Audited statements of accounts | **No File Uploaded** |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | View File |

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

**412**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Details of library usage by teachers and students | View File |

## 4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

**The College has 95 computers including laptops in the campus which are regularly updated as per University curriculum and need of administrative work. All 95 computers are in LAN.The College regularly updates the computers with advanced configuration as per syllabi requirement of B.Com and M.Com Streams. Neecessary softwares being installed based on the curriculum requirement. For example; Tally ERP9, MySQL, Office Package, Windows OS, etc., all these are legal version.**

**Almost all computers are given UPS Battery backup facility which provide 3 hours backup. It is upgraded.**

**regularly as per the need of the college.Wi-Fi facility is made available in IQAC room, administrative office, Principal's chamber and P.G. section with a diameter of 100 metres.**

**Computers are protected with Quick Heal Antivirus and 56 computers are upgraded to licensed windows version. GPRS is available so that Principal can monitor the overall functionality of the college using remote access. Office is set up with 06 computers. Salary of the permanent staff is generated through HRMS. Partial MIS is implemented in the office.**

**At present college campus is having 02 Smart boards, 05 LCD Projectors and 14 Laser Printers and 01 Colour Printer.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | http://mesccsirsi.co.in/it-facilities/ |

## 4.3.2 - Number of Computers

**95**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| List of Computers | [View File](#) |

### 4.3.3 - Bandwidth of internet connection in the Institution

**C.10 - 30MBPS**

| File Description | Documents |
|---|---|
| Upload any additional Information | **No File Uploaded** |
| Details of available bandwidth of internet connection in the Institution | [View File](#) |

## 4.4 - Maintenance of Campus Infrastructure

### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

**9,51,748/-**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Audited statements of accounts | [View File](#) |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | [View File](#) |

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

**The physical facilities including classrooms, library and laboratories, etc. are made available for the students those who are admitted in the college. All the admitted students pay fees for various facilities as per the guidlines and norms of statutory bodies.**

Our institution is spread over a vast area of 7 acres which enable us to have sufficient physical facilities. This has enabled the institution to have spacious vehicle shed, canteen, ladies hostel with the intake of 154 student inmates, auditorium,etc.In addition it is having adequate water facility with open well as well as borewell. To ensure safety of ladies students electric generator facility with 30kwh is provided. To ensure hygienic condition in the ladies hostel napkin disposable machine also has been installed.

Our Library has an enriched collection of more than 41810 books,189 CDs/DVDs, 28 Periodicals, 18 Journals and 13 News Papers. Use of appropriate chemicals to protect the books from insects. For maintainence and safety of book restricted access is use for graduation students.

Our two Computer Laboratories are well furnished with 48 computers with latest configuration. The PG Computer Laboratory contains 20 computers with WiFi facility. Cleanliness is maintained regularly by the attenders to maintain dust free environment.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | http://mesccsirsi.co.in/facilities-maintenance/ |

**STUDENT SUPPORT AND PROGRESSION**

**5.1 - Student Support**

**5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

**5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

330

| File Description | Documents |
|---|---|
| Upload self attested letter with the list of students sanctioned scholarship | **No File Uploaded** |
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | View File |

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**

**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

**0**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | **No File Uploaded** |

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**          **C. 2 of the above**

| File Description | Documents |
|---|---|
| Link to Institutional website | http://mesccsirsi.co.in/it-facilities/ |
| Any additional information | View File |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

0

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

0

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | No File Uploaded |

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

A. All of the above

| File Description | Documents |
|---|---|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | No File Uploaded |
| Upload any additional information | View File |
| Details of student grievances including sexual harassment and ragging cases | No File Uploaded |

## 5.2 - Student Progression

**5.2.1 - Number of placement of outgoing students during the year**

**5.2.1.1 - Number of outgoing students placed during the year**

22

| File Description | Documents |
|---|---|
| Self-attested list of students placed | **No File Uploaded** |
| Upload any additional information | **No File Uploaded** |
| Details of student placement during the year (Data Template) | <u>View File</u> |

**5.2.2 - Number of students progressing to higher education during the year**

**5.2.2.1 - Number of outgoing student progression to higher education**

106

| File Description | Documents |
|---|---|
| Upload supporting data for student/alumni | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Details of student progression to higher education | <u>View File</u> |

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

0

| File Description | Documents |
|---|---|
| Upload supporting data for the same | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Number of students qualifying in state/ national/ international level examinations during the year (Data Template) | **No File Uploaded** |

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

**10**

| File Description | Documents |
|---|---|
| e-copies of award letters and certificates | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Number of awards/medals for outstanding performance in sports/cultural activities at unive rsity/state/national/international level (During the year) (Data Template) | [View File](#) |

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

**Every academic year, student representatives for Union and Gymkhana are democratically elected by students for each class.**

**Lady representatives are elected on the basis of their merit and participation in extracurricular activities. All students' representatives actively participate in various activities and programmes conducted by the college committees.**

**Union**

**The various council and representative committees in MESCC**

**1. IQAC**

**Comprises of management representatives, teachers, alumni, and students representatives. It acts as a backbone for the effective conductance of academic and non- academic activities, and in meeting with the academic, infrastructural and library book bank facilities.**

**2. Planning forum**

**A D Shroff was an eminent economist of our country, whowas a strong advocator of Free play of the economy .On his memory, the forum of free enterprise ,Mumbai has been organising a nationwide elocution competition among college students in order to encourage thinking power and public speaking skill.**

**3. Debate and literary circle.**

**4. Arts Circle**

**5. Youth Red Cross**

**6. Women's forum**

**7. Youth festival**

**8. Centre for Entrepreneurship Development & Guidance**

**Help the students to build better career through counselling, training and motivation.**

**Anti-Ragging committee**

**Implementing rigid anti ragging measures to get ragging free campus.**

**10. N.S.S**

**11. N.C.C**

| File Description | Documents |
|---|---|
| Paste link for additional information | http://mesccsirsi.co.in/nss/ |
| Upload any additional information | View File |

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

## 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

**6**

| File Description | Documents |
|---|---|
| Report of the event | **No File Uploaded** |
| Upload any additional information | **No File Uploaded** |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | View File |

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

**Ours, a prestigious Institution established in the year 1972, with a good number of reputed alumnus. Our alumni are occupying prominent positions throughout India and abroad. The Alumnus of our Institute generously donate as well as pay the tuition fee of the poor and the needy students. This has strengthened bonds and built the relationship between alumni, students and the College and provides opportunities for them to contribute towards the welfare of the College and creates homely atmosphere.**

| File Description | Documents |
|---|---|
| Paste link for additional information | http://mesccsirsi.co.in/alumni/ |
| Upload any additional information | **No File Uploaded** |

## 5.4.2 - Alumni contribution during the year (INR in Lakhs)　　**E. <1Lakhs**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

## 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The Vision and Mission of the institution reflect the nature of governance and the perspective plans of the institution. The governance of the institution is carried out with the support of following bodies:

The Management is the life force of the administration. The participative decision-making strategy of the Management helps to achieve the Vision and Mission.

The Governing Body is a liaison between Management and the Institution that ensures all necessary infrastructural and developmental activities. The Governing body strives to steer for the implementation of the strategic plans adopted by the college.

The Academic Council approves policy matters, the academic activities recommended by the Board of Studies, admission, Examination, research activities, infrastructural developments of the College.

The planning committee executes the academic and administrative policies and practices towards consistent growth for the development of society through education.

The Finance Committee prepares the annual budget. The committee also oversees and monitors the funds from UGC scheme and other funding agencies.

The autonomous status that provides an opportunity for the faculty to shoulder various responsibilities helps in the good governance of the college. The stakeholders parents, alumni, students and industry also make major contributions in education and community development.

The Management incorporates Social, Moral and Intellectual values in its Vision and Mission Statement. It has strategies, methods and systems for excellence in teaching, learning and administration. The staff members are motivated to actively participate in decision making process.

| File Description | Documents |
|---|---|
| Paste link for additional information | http://mesccsirsi.co.in/vision-mission/ |
| Upload any additional information | View File |

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The college promotes culture of participative management. The Head of the Institution in consultation with IQAC, senior staff chalk out the planning and implementation of various activities for the academic time frame. To decentralise and participative management the decisions are taken by the committees on the concerned issues unanimously with the consent of each member of the Committee.

Some of the major committees in the college are;

(a) Admission Committee (b) Time Table Committee (c) Attendance Committee (d) Examination Committee (e) Website and Union Committee consisting of cultural programmes.

Admission Committee: Management has given decentralisation of administration. Principal composes admission committee comprising of various subject teachers. Students seeking admission are counselled and guided.

Time Table Committee: After consideration of various subjects, time table is set accurately including practical session also. This has helped proper functioning of the class schedules without affecting even for temporary staff.

Attendance Committee: College has designed and implemented a software to keep track of regular absentees.

Examination Committee: It looks after the successful conduct of Internal Assessment and Semester Exams.

Likewise, Anti-Ragging Committee, RUSA Committee, Staff-Student Grievance Committee, Website Committee, Internal Complaints Committee play their respective roles.

| File Description | Documents |
|---|---|
| Paste link for additional information | http://mesccsirsi.co.in/institution-governing-body/ |
| Upload any additional information | View File |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Perspective Plan of the Institution are;

1. Establishment of coaching centre for various competitive examinations.For example; IBPS coaching classes, SSC, KPSC, Civil Services etc.

2. Establishment of M.Com programme.

3. Upgradation of Computer laboratories.

4. Procurement of Smartboards.

5. Mounting of CCTV for entire campus and hostel for security purpose.

6. Digging of 02 open wells in college campus and ladies hostel premises for supply of sufficient drinking facilities.

7. Installation of Purified Water Supply system.

8. Fixing of vitrified tiles in second floor.

9. Renovation of multipurpose auditorium.

10. Upgradation of Library

11. Conduct of On-campus interview.

12. Augmentation of sufficient learning resources and many more.

For any plan of the Institution to be implemented, this has to be brought to the notice of our Management and inturn Management involves wherever their role is needed to be essential and also guide the institution for strengthening on various aspects.

| File Description | Documents |
|---|---|
| Strategic Plan and deployment documents on the website | View File |
| Paste link for additional information | **Nil** |
| Upload any additional information | View File |

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

**The Management Sub-Committee is the Apex body. It meets periodically and makes all major policy decisions regarding finance, faculty recruitment, infrastructure development and performance evaluation of Teaching and Non-Teaching Staff.**

**The college strictly adheres to rules and regulations laid down by the competent authorities like U.G.C, Government of Karnataka and University etc. to recruit staff. As and when vacancy arises**

**due to retirement, introduction of new subject, under the strict instruction of the management, college recruits competent and qualified staff even before the filling up of regular vacancy by Government of Karnataka. To fill up the vacancy, advertisement is published in local news papers.**

**As and when the promotion is due, the management act upon immediately. The management provides a facility of annual increment and pay remuneration for the valuation of Internal Assessment papers to the management staff.**

**To cater the financial needs, the membership of Employee Co-Operative Society has been extended to staff appointed by management also.**

| File Description | Documents |
|---|---|
| Paste link for additional information | http://mesccsirsi.co.in/service-rules/ |
| Link to Organogram of the institution webpage | http://mesccsirsi.co.in/org-chart/ |
| Upload any additional information | View File |

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

**A. All of the above**

| File Description | Documents |
|---|---|
| ERP (Enterprise Resource Planning)Document | **No File Uploaded** |
| Screen shots of user inter faces | View File |
| Any additional information | View File |
| Details of implementation of e-governance in areas of operation, Administration etc(Data Template) | View File |

## 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

**Facilities for Teaching and Non Teaching staff :**

**Types of leave Teaching**

**Non-Teaching Staff Management**

**Casual leave**

**15 days per annum**

**15 days per annum**

**15 days per anum Earned leave**

**10 days per annum**

30 days per annum

10 days per anum

by management.

3. Annual weightage in monetary terms to management staff: Annual weightage in the form of additional increment will be given to those who have successfully cleared NET, SLET examinations.

ESI facility: ESI facility will be provided to management staff.

5. Group insurance: Group insurance facility is also provided.

6. Employee's co-operative society: It caters to the urgent financial needs of the staff.

7. Maternity leave: The institution is providing maternity leave facility to its female staff. They are entitled to 90 days of leave along with their salary. One of our faculties has been benefited by this facility.

Canteen facility in campus with separate enclosure for ladies and staff: Hygienic canteen facility is available in the campus at reasonable rate for both teachers and students.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

3

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | View File |

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

| File Description | Documents |
|---|---|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres). | **No File Uploaded** |
| Reports of Academic Staff College or similar centers | **No File Uploaded** |
| Upload any additional information | **No File Uploaded** |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | View File |

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

2

| File Description | Documents |
|---|---|
| IQAC report summary | **No File Uploaded** |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | **No File Uploaded** |
| Upload any additional information | **No File Uploaded** |
| Details of teachers attending professional development programmes during the year (Data Template) | [View File](#) |

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

**The Institution has a 5 Tier System for evaluating the performance of Teaching and Non-Teaching Staff. The evaluation process passes through 5 stages.**

**Self Evaluation**

**Evaluation by Head of the Department Remarks by the Principal Remarks by the Sub Committee Remarks by the Management**

**1) Every faculty member at the end of the academic year has to fill up the self evaluation report. The report covers personal information and academic aspects such as subject taught, feedback about the students, conductance of co-curricular activities etc.**

**2) The Head of the Department thoroughly analyses the report and puts remarks on it and the same will be submitted to the Principal.**

**3) Subsequently, Principal goes through the report and he puts his remarks if needed and passes it to the sub -committee**

**4) Sub-committee put remarks if needed and hand over it to the management.**

**Feedback about teachers is collected from the students through feedback forms in which they are asked to give their responses to questions covering different aspects of teachers' performance. Students are assured of the confidentiality of the report and they are encouraged to express their opinions freely and objectively.**

| File Description | Documents |
|---|---|
| Paste link for additional information | http://mesccsirsi.co.in/performance-appraisal-2/ |
| Upload any additional information | No File Uploaded |

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The financial accounts of our institution are audited every year by the certified Chartered Accountant. The

financial auditor vouches and submits the Audit Report to the management together with the Auditor's

observations. The management gives necessary instructions to the Principal to plug the lacunae in maintenance of our financial accounts.

In addition to the regular internal audit conducted every year, the government machinery also conducts periodical financial audit and the report will be submitted to the government.

The accounts of National Service Scheme are audited every year. In respect of UGC grants, the utilisation report of purchases duly signed by the chartered accountant has to be sent to the UGC.

Minor errors of omission and commission pointed out by the audit team are rectified and steps are taken to avoid recurrence of such errors. To maintain transparency the transactions are carried through cheque/draft. No external audit has been conducted during last 5 years.

| File Description | Documents |
|---|---|
| Paste link for additional information | http://mesccsirsi.co.in/audit-report/ |
| Upload any additional information | View File |

## 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers

**during the year (not covered in Criterion III)**

**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

Nil

| File Description | Documents |
|---|---|
| Annual statements of accounts | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | No File Uploaded |

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The mobilization of funds and the effective utilization of resources are discussed in college sub committe

meeting. If no conclusions are arrived it is forwarded to standing committe and for further conclusions, if necessary, the file is forwarded to governing council which is the supreme authority.

The college collects fees from the students as per the direction of University and the Government of Karnataka.

The collected amount is utilised as per the prescribed set of norms.

The institution also collects funds contributed by Philanthropists and Alumni. Such funds will be utilised as endowment prizes.

The college receives salary support from the government for

Grant-in-Aid posts in teaching and non teaching.

To pay salary of staff appointed by management, the management mobilises funds which will be used for salary as well as development of infrastructure.

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | [View File](#) |

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC frequently conducts meetings with its functionaries and chalks out concrete scheme of action and strategies for improved qualitiy operative mechanism. It discusses about the improvement to be implemented in ICT and the various infrastructure requirements comprising of improvement of auditorium, additional computer systems to be installed, installation of CCTV camera, need based repairs to the building, etc.,

Two practices institutionalized are explained below. Remedial Classes:

The college has practice of conducting remedial classes to the pupils who are experiencing difficulties in specific subjects and these classes will be extended to the students who couldn't attend the regular classes due to some or other reasons.

In house seminar:

IQAC plays a significant role in conducting In House Seminar.

The conductance of In house seminar aims

to provide pupils with the space to reflect on their career goals within the context of future expectations and to support

preparation for developing their career.

To build entrepreneurial skills, College has conducted seminar on "Interaction with entrepreneur". To keep pace with the competitive world, the college organises various seminars.

| File Description | Documents |
|---|---|
| Paste link for additional information | http://mesccsirsi.co.in/iqac-minutes/ |
| Upload any additional information | No File Uploaded |

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

**The college asks the teachers to prepare teaching plan. Every year the Principal constantly monitors the teaching learning process. Once in a year a joint meeting of the faculty will be convened and conducted with the management to set right the grievances of the teachers and how to overcome the practical difficulties faced by the teachers in enhancing the quality initiative. With the help of IQAC, Business Lab has been introduced for conducting practical classes.**

**Two examples are explained below:**

**Student appraisal of the teacher and feedback analysis:**

**This report covers academic aspects such as subjects taught, syllabus completion, teaching techniques used and learning methodology used like group discussions, tutorials, seminars, etc**

**Feedback about teachers is collected from the students. These feedback responses are carefully studied by IQAC and their findings are communicated to the principal who conveys the suggestions to individual teacher for improving their performance.**

**Overall development and Participation of Students At the beginning of the academic year, faculty members submit their teaching plans. Every faculty maintains work diary.**

| File Description | Documents |
|---|---|
| Paste link for additional information | http://mesccsirsi.co.in/performance-appraisal/ |
| Upload any additional information | No File Uploaded |

**6.5.3 - Quality assurance initiatives of the**       D. Any 1 of the above

**institution include: Regular meeting of
Internal Quality Assurance Cell (IQAC);
Feedback collected, analyzed and used for
improvements Collaborative quality
initiatives with other institution(s)
Participation in NIRF any other quality audit
recognized by state, national or international
agencies (ISO Certification, NBA)**

| File Description | Documents |
|---|---|
| Paste web link of Annual reports of Institution | http://mesccsirsi.co.in/feedback-system/ |
| Upload e-copies of the accreditations and certifications | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Life on campus comes with newfound excitement and fun, particularly for students living away from home, but it may also come with some risks. College and hostel life introduces new

environments, new experiences, and new people, but it also creates new challenges inside and outside the classroom and hostels as well. Whether big or small, rural or urban, personal safety and security on campus are big concerns for teaching, non- teaching staffs and management of the educational institutions.

In our college, we emphasises more on student's safety and security.

For the safety and hygiene of girl students at college and hostel, advanced napkin vending machines has been installed and warden ensures the periodical refilling. With the keen supervision of warden, nutritious, clean and hygienic food is provided to the students residing at hostel. Security personnel are appointed and they provide security services 24*7 to our hostel.

We have provided a common room for girl students, which is well equipped with napkin vending machine, first aid kit with necessary medicines, resting bed and blankets.

| File Description | Documents |
|---|---|
| Annual gender sensitization action plan | http://mesccsirsi.co.in/gender-equality/ |
| Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | http://mesccsirsi.co.in/gallery/facilities-to-lady-students/ |

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**D. Any 1 of the above**

| File Description | Documents |
|---|---|
| Geo tagged Photographs | **No File Uploaded** |
| Any other relevant information | View File |

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management  Waste recycling system Hazardous chemicals and radioactive waste management

We are proud to say that minimal waste is generated in our campus. Waste generated in the campus is segregated as e-waste and solid waste. Old computers and other electronic gadgets and equipments are sold to junk dealers dealing with e-waste management. Students are asked to dispose waste only in the designated bins. All classes are provided with dustbins for solid waste disposal. Old newspapers, Books, used water bottles etc are sold to venders dealing in recycling. College has plans to make the campus plastic free in the near future.

Students are encouraged to donate their unused notes and blank papers to under privileged and needy students in and around the city in association with many NGOs. For the same purpose, we have placed a carton box in our college in which students put their

**unused papers and note books.**

| File Description | Documents |
|---|---|
| Relevant documents like agreements / MoUs with Government and other approved agencies | **No File Uploaded** |
| Geo tagged photographs of the facilities | <u>View File</u> |

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**       **D. Any 1 of the above**

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | **No File Uploaded** |
| Any other relevant information | <u>View File</u> |

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**       **C. Any 2 of the above**

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

| File Description | Documents |
|---|---|
| Geo tagged photos / videos of the facilities | **No File Uploaded** |
| Various policy documents / decisions circulated for implementation | **No File Uploaded** |
| Any other relevant documents | <u>View File</u> |

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

D. Any 1 of the above

| File Description | Documents |
|---|---|
| Reports on environment and energy audits submitted by the auditing agency | No File Uploaded |
| Certification by the auditing agency | No File Uploaded |
| Certificates of the awards received | No File Uploaded |
| Any other relevant information | View File |

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

D. Any 1 of the above

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | No File Uploaded |
| Policy documents and information brochures on the support to be provided | No File Uploaded |
| Details of the Software procured for providing the assistance | No File Uploaded |
| Any other relevant information | View File |

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other

diversities (within 200 words).

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Different sports and cultural activities organized inside the college to promote harmony towards each other. Commemorative days like Women's day, Yoga day and many other events are celebrated in the college.

This establishes positive interaction among people of different racial and cultural backgrounds. There are different grievance redressal cells in the institute like Student grievance redressal cell, Women grievance redressal cell which deal with grievances without considering anyone's racial or cultural background. Institute has code of ethics for students and a separate code of ethics for teachers and other employees which have to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversities. For the patients also, the institute reaches out to community for providing better health care. Since the institution is situated near to many hospitals and health care centres, employees and students are always in the verge to donate blood whenever there is a requirement. All these activities are undertaken irrespective of caste, creed, colour, sex or socioeconomic background.

| File Description | Documents |
|---|---|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | [View File](#) |
| Any other relevant information | [View File](#) |

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

M.E.S. College of commerce takes pride in the fact that apart from preparing a sound academic foundation of the student community; the college constantly works upon to develop them as better citizens of the country. In this regard, the institute, apart from imparting professional legal education, inculcates a feeling of oneness among the student community through various practices and programs. Various faculties have always been in the practice of organizing activities that not only initiate but

also motivate the students to adopt various practices that promote

**the "Unity in Diversity" of our motherland. The College ensures that the students participate very enthusiastically in all such activities. Since the last five years, the college has strived forward with great effort to increase the level of awareness and appropriate practices amongst the students with regard to the following areas:**

| File Description | Documents |
|---|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | http://mesccsirsi.co.in/gallery/programme-related-constitution-values-rights-and-responcibilities/ |
| Any other relevant information | **Nil** |

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**  **C. Any 2 of the above**

| File Description | Documents |
|---|---|
| Code of ethics policy document | View File |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

To keep the memories of the great Indians personalities, college organizes birth and death anniversaries of national leaders and all the motivational great personalities of India.

AmbedkarJayanti, Kanakadasa Jayanti, Valmiki Jayanti, to remember their work, sacrifice and dedication towards the nation, state, literature etc .The birth and death anniversaries are also celebrated to inspire and motivate students about the love and affection towardsnation. College also arranges different types of competitions like essay writing, debate and poster making competition for students to enhance their love and affection for country. These types of festivals help to maintain tolerance within students regarding different cultures, traditions, religions and their lifestyles.

Students become aware about how people from different communities come together and celebrate festivals.To maintain the integrity within the nation, college also gives holidays to celebrate religious festivals likeDiwali,Muharram,Christmas,Dussera,Mahashivratri,Good Friday, Mahavir Jayanti,Bakri Id etc.

India is the only nation which has more than 18 official languages. It's a diversified nation which is having number of religion ,castes,subcastes,culture and traditions, so it's very hard to maintain religious tolerance withinour country. so celebrating these types of programmes help to maintain integrity within nation. On the celebration of death and birth Anniversary, College arranges some functions in which they perform Pooja of the idols or photo frame of the respective personalities.

| File Description | Documents |
|---|---|
| Annual report of the celebrations and commemorative events for the last (During the year) | No File Uploaded |
| Geo tagged photographs of some of the events | View File |
| Any other relevant information | View File |

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

College has very many best practices for the effective delivery of curriculum and overall development of student career. Two of prominent bestpractices are;

(1) Employee Welfare i.e., PF, ESI, Group Insurance, Earned Leave, CL, Maternity Leave, etc., for management staff.

(2) Good amount of blood donation

Evidence:

(1) Mrs.Renita Dsouza was on maternity leave from April 1st, 2018.By date 3 months salary and ESI monetary benefit was credited to her account by ESI. The xerox copy of her SB account is appended herewith.

(2) Similarly Prof. Harsha Prabhu, working as an Assistant Professor is also the beneficiary of ESI facility. His wife was admitted at Manipal and nearly RS.1,23,000/- being the delivery charges and post-delivery paid to the hospital.

Blood Donation

There are many hospitals situated near to our college. Whenever they are in need of blood for patients, they are always relying on our college blood donrs.

Blood donation is one of the most important donation which can save one's life. The NCC cadets, NSS voluntaries and Red Cross and Youth Red Cross voluntaries and all the students of our institution are regularly donating their blood. We have conducted many blood donation camp, which is a very noble event of our college.

Our students are ready to donate their blood at any time during emergencies. The E-mail address and contact number have been recorded and maintained in the college to reach our students instantly.

| File Description | Documents |
|---|---|
| Best practices in the Institutional website | http://mesccsirsi.co.in/best-practices-and-institutional-distinctiveness/ |
| Any other relevant information | http://mesccsirsi.co.in/gallery/nss-ncc-red-cross/ |

## 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

We have produced N number of successful professionals like CAs, Lawyers, Management experts, Lecturers etc. We have students not only from Sirsi Taluk, but also from many places from various districts. Even though there are many other colleges situated in and around the city, number of student inflow to our college is increasing year on year, eventually our result also. Our college is equally encouraging curricular, co-curricular and social activities.

The commitment and the dedication of management and faculty members enabled the college to thrive well over the years. It is considered as leader in heralding best of education in commerce at university level.serve the cause of good education without exploiting the ignorance of people. Later We felt the necessityof post-graduation in commerce and established M.com during the year 2013-14 to promote higher education in commerce as priority area. Our institution, through quality education lays better foundation to students aspiring for professional courses like CAs, CMA, CS, MBA and others. In spite of great demand for the UG and PG offered, our institution sticks to its vision of providing the need based education at affordable charges.

Therefore, the thrust area of the management of the institution is to serve people of oppressed categories without exploiting them under the pretext of quality education. In addition, the management distributes scholarships.

## Part B

CURRICULAR ASPECTS

### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The Institution is affiliated to Karnatak University, Dharwad. The Institution follows and adopts the University prescribed curriculum. The Academic schedule for UG and PG courses is prescribed by the University detailing out the date of commencement and closure of the semesters. Based on this, college prepares the calendar of events. At the end of every month, every faculty has to get scrutinized the daily dairy by the Principal. Further, for the effective delivery of curriculum, e-learning resources are utilised effectively with the help of LCD and smartboard.

To get practical know how, some of the extra exercises are given to students and taught them accordingly - Computer Applications in Business, Business Statistics, Commercial Arithmetic, Income Tax and Costing, etc.NEPpattern is initiated by the Karnatak University, Dharwad for UG programm. For PG programme revision is made in CBCS programme.

The PG students as part of their completion of PG Programme must undergo Project Viva-Voce in the PG Department of Studies in Commerce, Karnatak University Dharwad. It is special to note that the institution is the centre for CA examinations at all levels such as CA Foundation, CA Intermediate and CA Final examinations from the year 2019-20.

| File Description | Documents |
| --- | --- |
| Upload relevant supporting document | [View File](#) |
| Link for Additional information | http://mesccsirsi.co.in/college-preface/ |

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institution follows the guidelines of affiliating university for continuous evaluation of students. The present system of CIE consists of two internal tests and one assignment

for each subject. The first internal test is conducted after completion of 8 weeks and the second one after the completion of 12 weeks of each semester. Assignment/ Project work topics are announced well in advance, stipulating the delaine for submission.

Evaluation of test papers and assignments will be done in time and IA marks are submitted to the university. The internal assessment is carried out as per the pattern prescribed by the affiliating university. At present for undergraduate students, internal evaluation is for 20 of marks and for post graduate students for 25 of the marks in each subject. The evaluation is to be made on the basis of two internal tests, one assignment and attendance in each semester. The first internal test is conducted at the completion of 8 weeks and second one after 12 weeks of each semester.

| File Description | Documents |
|---|---|
| Upload relevant supporting document | [View File](#) |
| Link for Additional information | http://mesccsirsi.co.in/academic-calendar/ |

| 1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.  Academic council/BoS of Affiliating University  Setting of question papers for UG/PG programs  Design and Development of Curriculum for Add on/ certificate/ Diploma Courses  Assessment /evaluation process of the affiliating University | C. Any 2 of the above |
|---|---|

| File Description | Documents |
|---|---|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | [View File](#) |
| Any additional information | [View File](#) |

**1.2 - Academic Flexibility**

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

**2**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Minutes of relevant Academic Council/ BOS meetings | **No File Uploaded** |
| Institutional data in prescribed format (Data Template) | View File |

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

**3**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Brochure or any other document relating to Add on /Certificate programs | **No File Uploaded** |
| List of Add on /Certificate programs (Data Template ) | View File |

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

**21**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | **No File Uploaded** |

**1.3 - Curriculum Enrichment**

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human

Values, Environment and Sustainability into the Curriculum

The College is affiliated to Karnatak University, Dharwad and follows the prescribed curriculum prepared by the Board of Studies. The University updates the B.Com curriculum every three years. The curriculum is related to gender, environment and sustainability, human values and professional ethics. Such issues are mentioned in our curriculum and are listed and presented for our course.

English - This course enables the students to cultivate human values such as to help the needy by reducing their extra expenses, care and concern for the elders, prohibiting animal sacrifice etc.

Commerce - Social concern keeping in mind the concern for the society, supply of the qualitative products to the consumers at reasonable price, to effect cost cut, cost control thereby leading to economic development. Business Law, labour laws are helpful to the employees in getting their right share of reward, getting compensation for hardships they had suffered.

Economics - Social concern of increasing population, how to tackle the menace of increasing population, how to achieve increased Per Capita Income, National Income ? How to deal with the economic issues comprising of Credit Policy, Credit Creation etc ?

| File Description | Documents |
| --- | --- |
| Any additional information | No File Uploaded |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. | View File |

**1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year**

1

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Programme / Curriculum/ Syllabus of the courses | *View File* |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | **No File Uploaded** |
| MoU's with relevant organizations for these courses, if any | **No File Uploaded** |
| Institutional Data in Prescribed Format | *View File* |

## 1.3.3 - Number of students undertaking project work/field work/ internships

**35**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | *View File* |

## 1.4 - Feedback System

| 1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni | B. Any 3 of the above |
|---|---|

| File Description | Documents |
|---|---|
| URL for stakeholder feedback report | http://mesccsirsi.co.in/feedback-system/ |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management | **No File Uploaded** |
| Any additional information | **No File Uploaded** |

| 1.4.2 - Feedback process of the Institution may be classified as follows | A. Feedback collected, analyzed and action taken and feedback available on website |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| URL for feedback report | http://mesccsirsi.co.in/feedback-system/ |

## TEACHING-LEARNING AND EVALUATION

## 2.1 - Student Enrollment and Profile

## 2.1.1 - Enrolment Number Number of students admitted during the year

## 2.1.1.1 - Number of students admitted during the year

**918**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Institutional data in prescribed format | View File |

## 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

## 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

**408**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Number of seats filled against seats reserved (Data Template) | View File |

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

College admits students from different backgrounds, urban-rural, English, Kannada and Urdu mediums, State- CBSE boards, Students from different socio- economic backgrounds etc. As the

students taking admission in the college are from diverse backgrounds, their learning levels also vary. Language proficiency, competence, subject knowledge and extent of motivation are a few of the determining factors revealing advanced and slow learners. The learner levels are assessed at varying stages of the teaching- Learning Process.

At the entry stage, the overall percentage of marks obtained in the qualifying examination is an indicator.

Students' language proficiency, regularity in attending the classes, attentiveness, participation in class room activities etc. are other indicators.

Students performance in various internal and external evaluations is another way of determining learner levels.

The College offers equal opportunities to all learners. The institution conducts doubt clearing classes, and application oriented programmes for all groups of students to increase their skills and competence. Some surprise tests are conducted by the faculty members to test their knowledge gained during classes.

| File Description | Documents |
|---|---|
| Paste link for additional information | http://mesccsirsi.co.in/advanced-learners-and-slow-learners/ |
| Upload any additional information | View File |

## 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

| Number of Students | Number of Teachers |
|---|---|
| 918 | 19 |

| File Description | Documents |
|---|---|
| Any additional information | View File |

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The ambiance of the college is very much student centric. In addition to the conventional mode of lecturing, other methods adopted by the faculty members include Interactive Methods, Project based learning, Computer assisted learning, Experiential Learning, etc. The Teaching -Learning activities are made effective through illustrations and special lectures. Some of the lectures are being made through the usage of ICT and e-learning resources.

Some of the specific initiation of Experiential Learning are ;

1. Interactive mode of communication skills through computer language laboratory.

2. With the support of Commerce Laboratory students get experience about banking transactions like; Opening Bank Account, Filling forms, writing cheque, Debit and Credit Cards , Demat Accounts etc.

3. Leadership abilities through various NSS / NCC activities.

4. Involvement of students in preparation of project reports.

Interactive Method: The faculty members make learning interactive with students by motivating student's participation in group discussions, subject quiz, question-answer sessions, case study analysis etc.

Participative Learning: Students are encouraged to take active part in curricular, co curricular and extra- curricular activities.

| File Description | Documents |
| --- | --- |
| Upload any additional information | [View File]() |
| Link for additional information | http://mesccsirsi.co.in/student-centric-methods-such-as-experiential-learning-participative-learning-and-problem-solving-methodology/ |

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write

| description in maximum of 200 words |
| --- |

Along with the lecture method, the following other methods are adopted for providing learning experience to students.

ICT based teaching is commonly practiced by teachers.

Majority of the teachers adopted modern method of teaching i.e. usage of smartboard for effective dissemination of the topics.

Establishment of a separate internet centre enabled students to gain necessary skills and knowledge. Procurement of academic journals has become facilitator for advanced learning.

Sufficient e-learning resources are made available and being utilized as per the syllabus requirements.

Class seminars, Case study analysis, Group Discussions, Guest lectures by experts, News Paper Clippings, Participation and Presentation in State/National Seminars and Workshops are the participatory student centric teaching methods.

In support of this visit to library and computer laboratories, Industrial and field visits, extension activities, e-learning, learning through videos, management games, academic competitions, trade fair, enactment of play, film and documentary shows, are the other effective teaching methods adopted by the faculty.

| File Description | Documents |
| --- | --- |
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | View File |

**2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )**

**2.3.3.1 - Number of mentors**

19

| File Description | Documents |
|---|---|
| Upload, number of students enrolled and full time teachers on roll | View File |
| Circulars pertaining to assigning mentors to mentees | **No File Uploaded** |
| Mentor/mentee ratio | View File |

## 2.4 - Teacher Profile and Quality

## 2.4.1 - Number of full time teachers against sanctioned posts during the year

**19**

| File Description | Documents |
|---|---|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | View File |
| List of the faculty members authenticated by the Head of HEI | View File |

## 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

## 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

**3**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template) | View File |

## 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

## 2.4.3.1 - Total experience of full-time teachers

**261**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The internal assessment is carried out as per the pattern prescribed by the affiliating university. At present for undergraduate students, internal evaluation is for 20% of marks and for post graduate students for 25% of the marks in each subject. The evaluation is to be made on the basis of two internal tests, one assignment and attendance in each semester.

The first internal test is conducted at the completion of 8 weeks and second one after 12 weeks of each semester. The following strategies have been adopted by the institution for maintaining transparency in the internal evaluation system:

A separate Examinations Committee is formed to look in to the

issues relating to internal assessment.

Teachers inform the students about the pattern of the internal examinations well in advance.

The examination notices are displayed well in advance and sufficient time is given to students for preparation.

The question paper will be printed outside the college and secrecy is maintained about the place where it will be printed.

Seating arrangement for the students is made in such a way that no malpractice takes place. The students are monitored closely by the examination supervisors and also through CCTV.

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Link for additional information | http://mesccsirsi.co.in/examination-reforms/ |

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

**Students' grievances regarding Internal Assessment and allotment of marks are attended through the following mechanism.**

**· After evaluation of internal test, papers are shown to the students.**

**Student's signatures are obtained after the verification of the internal assessment marks.**

**· The consolidated internal assessment marks of each student are displayed on the notice board for the verification by the students.**

**· Student's grievances are addressed by the respective teachers after verifying the records available with the faculty.**

**· The grievances not resolved at the teacher level will be attended by the Examination Committee and Principal.**

**End Semester Examination**

**· On-line submission of Revaluation is made available by the university.**

**Soon after the declaration of Sem. End result, university gives stipulated time frame for applying revaluation online.**

**Pertaining to this, college notifies about revaluation and also concerned subject teachers guide students while applying revaluation.**

**· Students have the provision of getting the photocopy of answer script.**

**The students can also apply for Re-total and challenge**

evaluation within the stipulated time period soon after the announcement of end semester examination results. The college will extend all the help to the students in this regard and makes necessary follow up.

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Link for additional information | http://mesccsirsi.co.in/examination-reforms/ |

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Bachelor of Commerce is an undergraduate degree course that offers the development of a wide spectrum of managerial skills in students along with building up a strong competence in the

specific area of business studies. Students pursuing this course learn about general principles of business management, and knowledge of finance, accounting, statistics, economics, marketing, etc.

On the successful accomplishment of this Programme, the following outcomes should be expected from

Mechanism of Communication:

The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students.

Hard Copy of syllabi and Learning Outcomes are available in the library and departments for ready

reference to the teachers and students. Syllabi are printed in the Prospectus of the college which is distributed to the students at the time of admission.

Learning Outcomes of the Programs and Courses are displayed on the notice board

The importance of the learning outcomes has been communicated to the teachers in every IQAC Meeting.

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for Additional information | http://mesccsirsi.co.in/po-pso-cso/ |
| Upload COs for all Programmes (exemplars from Glossary) | **No File Uploaded** |

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

**The following measures are undertaken by the institution to monitor and ensure the achievement of learning outcomes:**

**· Internal results are continuously reviewed and analyzed.**

**· The assignments and presentations are assessed and the feedback is given to the students.**

**· Regular academic counseling of the students is done.**

**· Learning outcomes are monitored by pass percentage, placement, enrolment of students in higher education and research,**

**Increase in the participation of students in extracurricular activities, competitions and contests helps in measuring the learning outcomes of the curriculum.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for Additional information | http://mesccsirsi.co.in/po-pso-cso/ |

### 2.6.3 - Pass percentage of Students during the year

### 2.6.3.1 - Total number of final year students who passed the university examination during the year

**300**

| File Description | Documents |
|---|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | [View File](#) |
| Upload any additional information | **No File Uploaded** |
| Paste link for the annual report | **Nil** |

## 2.7 - Student Satisfaction Survey

## 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

http://mesccsirsi.co.in/sssr

## RESEARCH, INNOVATIONS AND EXTENSION

## 3.1 - Resource Mobilization for Research

## 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

## 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

**Nil**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| e-copies of the grant award letters for sponsored research projects /endowments | **No File Uploaded** |
| List of endowments / projects with details of grants(Data Template) | **No File Uploaded** |

## 3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

## 3.1.2.1 - Number of teachers recognized as research guides

**0**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Institutional data in prescribed format | **No File Uploaded** |

## 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

## 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

**Nil**

| File Description | Documents |
|---|---|
| List of research projects and funding details (Data Template) | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Supporting document from Funding Agency | **No File Uploaded** |
| Paste link to funding agency website | **Nil** |

## 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

**Training Sessions for High School Students and Teachers:**

**The Institution has 3 well-equipped computer laboratories installed with necessary software's like; Tally ERP9, Communication Skills, etc.Computer Training sessions being conducted specifically forHigh school students and teachers who have been randomly selected by the Block Education Office, Govt.of Karnataka, Sirsi. Computer knowledge and operational training have been provided to high school students and teachers by our Computer Teaching Staff.**

**Advanced mode of teaching:**

**Four classrooms are mounted with LCD and some class rooms with smart boards which are very useful in imparting knowledge to our students. Sufficient e-learning resources are made**

**available in the college which have become major source for effective dissemination of teaching.Academic Journals are made available in the Central Library of the college.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | http://mesccsirsi.co.in/gallery/college-infrastructure/ |

**3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year**

**3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year**

**0**

| File Description | Documents |
|---|---|
| Report of the event | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| List of workshops/seminars during last 5 years (Data Template) | **No File Uploaded** |

**3.3 - Research Publications and Awards**

**3.3.1 - Number of Ph.Ds registered per eligible teacher during the year**

**3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year**

**0**

| File Description | Documents |
|---|---|
| URL to the research page on HEI website | Nil |
| List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template) | No File Uploaded |
| Any additional information | No File Uploaded |

**3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year**

**3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year**

0

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| List of research papers by title, author, department, name and year of publication (Data Template) | No File Uploaded |

**3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**

**3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year**

0

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| List books and chapters edited volumes/ books published (Data Template) | No File Uploaded |

**3.4 - Extension Activities**

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Serving the community through extension activities is a social responsibility based on core values. Extension is also the

aspect of education which emphasis community services. These are often integrated with curricula as extended opportunities intended to help, serve reflect and learn. The curriculum extension interface has an educational value. Endowment Lecturers have been conducting by the institution from time to time on the issues like Co-operative movement and related matters.

Our NSS unit is regularly organising a one week special camp in different places near by the institution and organised several useful outreach programs useful to the society. The activities are mainly focusing on the issues like Skill Development, Personality Development, Awareness regarding EnvironmentalProtection, Leadership Quality, Road Safety, Role of Self Help Groups and Entrepreneurship Development etc. For all the above programs, the local community has extended full hearted co-operation and support. Such programs have made an impact on our students to respond to social issues and contributed a lot towards holistic development.

| File Description | Documents |
|---|---|
| Paste link for additional information | http://mesccsirsi.co.in/nss/ |
| Upload any additional information | View File |

**3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

**3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

0

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Number of awards for extension activities in last 5 year (Data Template) | No File Uploaded |
| e-copy of the award letters | No File Uploaded |

**3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry,**

**community and NGOs ) during the year**

**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

1

| File Description | Documents |
|---|---|
| Reports of the event organized | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template) | <u>View File</u> |

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

1

| File Description | Documents |
|---|---|
| Report of the event | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | <u>View File</u> |

**3.5 - Collaboration**

**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year**

**3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

0

| File Description | Documents |
|---|---|
| e-copies of related Document | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Details of Collaborative activities with institutions/industries for research, Faculty | **No File Uploaded** |

**3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**

**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

**1**

| File Description | Documents |
|---|---|
| e-Copies of the MoUs with institution./ industry/corporate houses | [View File](#) |
| Any additional information | **No File Uploaded** |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | **No File Uploaded** |

**INFRASTRUCTURE AND LEARNING RESOURCES**

**4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

**Adequate infrastructure facilities are the key for effective and efficient conduct of the Educational Programmes.**

**There are 15 Classrooms, 01 Central Library, 03 well-equipped Computer Laboratories, 02 Office Rooms, Principal chamber, 01 Multi-Purpose Auditorium, IQAC Room, NSS & NCC Room, Physical Director Chamber, 01 Research Cell, 01 Ladies Hostel, 02 Staff Rooms, 01 Ladies Common Room, UPS Backup Room with separate Battery house, Canteen, Drinking Water Facility and Medical Aid. These facilities add for the enhancement of the Teaching Learning Environment in the College Campus.**

**Brief Description:**


**1. Classrooms: The College has 15 well ventilated classrooms with different seating capacity as per the need of various courses and strength of the students. Each classroom is mounted with CCTV Cameras, LED Bulbs and Ceiling Fans. The College has 02 Classrooms with Smartboard facilities.**

**2. Laboratories: The College has 03 well-equipped Computer Laboratories with necessary legalised softwares installed. P.G. Section computer laboratory contains 20 computers with Wi-Fi facility and U.G. section has 02 Computer Laboratories with 48 latest configuration computers with Broadband Internet Connectivity. LCD is mounted in one computer laboratory for demonstrative classes.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | [http://mesccsirsi.co.in/facilities-maintenance/](http://mesccsirsi.co.in/facilities-maintenance/) |

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

**In our college we support and encourage sports by providing different facilities for indoor and outdoor games. We have a Multipurpose Auditorium which is used to conduct indoor games like Shuttle Badminton, Table Tennis, Chess etc. Our students are utilising Playground for Athletics, Ball Badminton, Volleyball, Cricket, Kabaddi etc. District stadium is used by our college to conduct intercollegiate tournaments such as Cricket, Volleyball etc. Necessary sports materials are purchased as and when necessitated. Due to the superannuation of regular Physical Director in March, 2017, college has recruited qualified and competent Physical Education Director on Management salary. Every year our college produces champion laurels in the form of University Blues, etc. Sports champions are being honored and felicated by Alumni, Management and Institution.**

**Facilities available for extracurricular and co-curricular activities**

**Separate provisions are made available for NSS, NCC (Boys and Girls) and Youth Red Cross activities.**

**Multi-purpose Auditorium is used for conducting cultural programmes.**

**Multi-purpose Auditorium is used for conducting various academic activities such as Conference, Seminars, Workshops, Guest Lectures and Social Activities like Blood Donation and Health Check- up camp.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | [http://mesccsirsi.co.in/facilities-maintenance/](http://mesccsirsi.co.in/facilities-maintenance/) |

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

**4**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | [http://mesccsirsi.co.in/it-facilities/](http://mesccsirsi.co.in/it-facilities/) |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | [View File](#) |

**4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**

**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

**Rs.40,85,447/-**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Upload audited utilization statements | **No File Uploaded** |
| Upload Details of budget allocation, excluding salary during the year (Data Template | View File |

## 4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

**Our Library is well furnished with INFLIBNET facility, Barcode technology & OPAC.**

**Books**

**1. Total Number of Books in the Library: 41810.**

**2. Books are classified using CC system.**

**Non Book Materials**

**1. Number of CD/DVD available in the library: 189**

**2. Various non book materials like CD/DVD, Project Reports are systematically maintained.**

**3. Many projects are conducted in M.Com section of our college and Project Reports are stored in the library for the further benefit of our students.**

**Journals (Multilingual)**

**1. Number of Journals available in the Library: 18**

**Periodicals**

**1. Number of periodicals available in the Library: 28**

**2. To update the knowledge of current affairs, multilingual News papers and magazines are kept in Library.**

**OPAC (Online Public Access Catalogue)**

Our College uses OPAC system to search Text Books, Reference Books, Rare Books, based on Title, Author's Name and Publisher.

INFLIBNET Facility:

Our college uses INFLIBNET facility to search e-books, e-journals online. This facility is used by our staff members and the students to search the required information which is not available in the books in the library. Our students use this facility to prepare for the seminars & assignments.

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional Information | http://mesccsirsi.co.in/library/ |

| 4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources | E. None of the above |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | View File |

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

2295/-

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Audited statements of accounts | **No File Uploaded** |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | [View File](#) |

## 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

## 4.2.4.1 - Number of teachers and students using library per day over last one year

**412**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Details of library usage by teachers and students | [View File](#) |

## 4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

**The College has 95 computers including laptops in the campus which are regularly updated as per University curriculum and need of administrative work. All 95 computers are in LAN.The College regularly updates the computers with advanced configuration as per syllabi requirement of B.Com and M.Com Streams. Neecessary softwares being installed based on the curriculum requirement. For example; Tally ERP9, MySQL, Office Package, Windows OS, etc., all these are legal version.**

**Almost all computers are given UPS Battery backup facility which provide 3 hours backup. It is upgraded.**

**regularly as per the need of the college.Wi-Fi facility is made available in IQAC room, administrative office, Principal's chamber and P.G. section with a diameter of 100 metres.**

**Computers are protected with Quick Heal Antivirus and 56 computers are upgraded to licensed windows version. GPRS is available so that Principal can monitor the overall functionality of the college using remote access. Office is set up with 06 computers. Salary of the permanent staff is**

generated through HRMS. Partial MIS is implemented in the office.

At present college campus is having 02 Smart boards, 05 LCD Projectors and 14 Laser Printers and 01 Colour Printer.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | http://mesccsirsi.co.in/it-facilities/ |

## 4.3.2 - Number of Computers

95

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| List of Computers | View File |

| 4.3.3 - Bandwidth of internet connection in the Institution | C.10 - 30MBPS |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional Information | No File Uploaded |
| Details of available bandwidth of internet connection in the Institution | View File |

## 4.4 - Maintenance of Campus Infrastructure

**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)**

**4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

9,51,748/-

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Audited statements of accounts | View File |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The physical facilities including classrooms, library and laboratories, etc. are made available for the students those who are admitted in the college. All the admitted students pay fees for various facilities as per the guidlines and norms of statutory bodies.

Our institution is spread over a vast area of 7 acres which enable us to have sufficient physical facilities. This has enabled the institution to have spacious vehicle shed, canteen, ladies hostel with the intake of 154 student inmates, auditorium,etc.In addition it is having adequate water facility with open well as well as borewell. To ensure safety of ladies students electric generator facility with 30kwh is provided. To ensure hygienic condition in the ladies hostel napkin disposable machine also has been installed.

Our Library has an enriched collection of more than 41810 books,189 CDs/DVDs, 28 Periodicals, 18 Journals and 13 News Papers. Use of appropriate chemicals to protect the books from insects. For maintainence and safety of book restricted access is use for graduation students.

Our two Computer Laboratories are well furnished with 48 computers with latest configuration. The PG Computer Laboratory contains 20 computers with WiFi facility. Cleanliness is maintained regularly by the attenders to maintain dust free environment.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | [http://mesccsirsi.co.in/facilities-maintenance/](http://mesccsirsi.co.in/facilities-maintenance/) |

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

330

| File Description | Documents |
|---|---|
| Upload self attested letter with the list of students sanctioned scholarship | No File Uploaded |
| Upload any additional information | [View File](#) |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | [View File](#) |

### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | No File Uploaded |

| **5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills** | **C. 2 of the above** |
|---|---|

| File Description | Documents |
|---|---|
| Link to Institutional website | http://mesccsirsi.co.in/it-facilities/ |
| Any additional information | View File |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

0

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

0

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | No File Uploaded |

| **5.1.5 - The Institution has a transparent mechanism for timely redressal of student** | **A. All of the above** |
|---|---|

**grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

| File Description | Documents |
|---|---|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | **No File Uploaded** |
| Upload any additional information | <u>View File</u> |
| Details of student grievances including sexual harassment and ragging cases | **No File Uploaded** |

**5.2 - Student Progression**

**5.2.1 - Number of placement of outgoing students during the year**

**5.2.1.1 - Number of outgoing students placed during the year**

**22**

| File Description | Documents |
|---|---|
| Self-attested list of students placed | **No File Uploaded** |
| Upload any additional information | **No File Uploaded** |
| Details of student placement during the year (Data Template) | <u>View File</u> |

**5.2.2 - Number of students progressing to higher education during the year**

**5.2.2.1 - Number of outgoing student progression to higher education**

**106**

| File Description | Documents |
|---|---|
| Upload supporting data for student/alumni | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Details of student progression to higher education | [View File](#) |

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

**0**

| File Description | Documents |
|---|---|
| Upload supporting data for the same | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Number of students qualifying in state/ national/ international level examinations during the year (Data Template) | **No File Uploaded** |

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

**10**

| File Description | Documents |
|---|---|
| e-copies of award letters and certificates | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Number of awards/medals for outstanding performance in sports/cultural activities at uni versity/state/national/internatio nal level (During the year) (Data Template) | [View File](#) |

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

**Every academic year, student representatives for Union and Gymkhana are democratically elected by students for each class.**

**Lady representatives are elected on the basis of their merit and participation in extracurricular activities. All students' representatives actively participate in various activities and programmes conducted by the college committees.**

**Union**

**The various council and representative committees in MESCC**

**1. IQAC**

**Comprises of management representatives, teachers, alumni, and students representatives. It acts as a backbone for the effective conductance of academic and non- academic activities, and in meeting with the academic, infrastructural and library book bank facilities.**

**2. Planning forum**

**A D Shroff was an eminent economist of our country, whowas a strong advocator of Free play of the economy .On his memory, the forum of free enterprise ,Mumbai has been organising a nationwide elocution competition among college students in order to encourage thinking power and public speaking skill.**

3. Debate and literary circle.

4. Arts Circle

5. Youth Red Cross

6. Women's forum

7. Youth festival

8. Centre for Entrepreneurship Development & Guidance

Help the students to build better career through counselling, training and motivation.

Anti-Ragging committee

Implementing rigid anti ragging measures to get ragging free campus.

10. N.S.S

11. N.C.C

| File Description | Documents |
|---|---|
| Paste link for additional information | http://mesccsirsi.co.in/nss/ |
| Upload any additional information | View File |

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

6

| File Description | Documents |
|---|---|
| Report of the event | **No File Uploaded** |
| Upload any additional information | **No File Uploaded** |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | View File |

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

**Ours, a prestigious Institution established in the year 1972, with a good number of reputed alumnus. Our alumni are occupying prominent positions throughout India and abroad. The Alumnus of our Institute generously donate as well as pay the tuition fee of the poor and the needy students. This has strengthened bonds and built the relationship between alumni, students and the College and provides opportunities for them to contribute towards the welfare of the College and creates homely atmosphere.**

| File Description | Documents |
|---|---|
| Paste link for additional information | http://mesccsirsi.co.in/alumni/ |
| Upload any additional information | **No File Uploaded** |

| 5.4.2 - Alumni contribution during the year (INR in Lakhs) | **E. <1Lakhs** |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | View File |

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

## 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission

| of the institution |
| --- |
| The Vision and Mission of the institution reflect the nature of governance and the perspective plans of the institution. The governance of the institution is carried out with the support of following bodies:<br><br>The Management is the life force of the administration. The participative decision-making strategy of the Management helps to achieve the Vision and Mission.<br><br>The Governing Body is a liaison between Management and the Institution that ensures all necessary infrastructural and developmental activities. The Governing body strives to steer for the implementation of the strategic plans adopted by the college.<br><br>The Academic Council approves policy matters, the academic activities recommended by the Board of Studies, admission, Examination, research activities, infrastructural developments of the College.<br><br>The planning committee executes the academic and administrative policies and practices towards consistent growth for the development of society through education.<br><br>The Finance Committee prepares the annual budget. The committee also oversees and monitors the funds from UGC scheme and other funding agencies.<br><br>The autonomous status that provides an opportunity for the faculty to shoulder various responsibilities helps in the good governance of the college. The stakeholders parents, alumni, students and industry also make major contributions in education and community development.<br><br>The Management incorporates Social, Moral and Intellectual values in its Vision and Mission Statement. It has strategies, methods and systems for excellence in teaching, learning and administration. The staff members are motivated to actively participate in decision making process. |

| File Description | Documents |
|---|---|
| Paste link for additional information | http://mesccsirsi.co.in/vision-mission/ |
| Upload any additional information | View File |

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

**The college promotes culture of participative management. The Head of the Institution in consultation with IQAC, senior staff chalk out the planning and implementation of various activities for the academic time frame. To decentralise and participative management the decisions are taken by the committees on the concerned issues unanimously with the consent of each member of the Committee.**

**Some of the major committees in the college are;**

**(a) Admission Committee (b) Time Table Committee (c) Attendance Committee (d) Examination Committee (e) Website and Union Committee consisting of cultural programmes.**

**Admission Committee: Management has given decentralisation of administration. Principal composes admission committee comprising of various subject teachers. Students seeking admission are counselled and guided.**

**Time Table Committee: After consideration of various subjects, time table is set accurately including practical session also. This has helped proper functioning of the class schedules without affecting even for temporary staff.**

**Attendance Committee: College has designed and implemented a software to keep track of regular absentees.**

**Examination Committee: It looks after the successful conduct of Internal Assessment and Semester Exams.**

**Likewise, Anti-Ragging Committee, RUSA Committee, Staff-Student Grievance Committee, Website Committee, Internal Complaints Committee play their respective roles.**

| File Description | Documents |
|---|---|
| Paste link for additional information | http://mesccsirsi.co.in/institution-governing-body/ |
| Upload any additional information | View File |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Perspective Plan of the Institution are;

1. Establishment of coaching centre for various competitive examinations.For example; IBPS coaching classes, SSC, KPSC, Civil Services etc.

2. Establishment of M.Com programme.

3. Upgradation of Computer laboratories.

4. Procurement of Smartboards.

5. Mounting of CCTV for entire campus and hostel for security purpose.

6. Digging of 02 open wells in college campus and ladies hostel premises for supply of sufficient drinking facilities.

7. Installation of Purified Water Supply system.

8. Fixing of vitrified tiles in second floor.

9. Renovation of multipurpose auditorium.

10. Upgradation of Library

11. Conduct of On-campus interview.

12. Augmentation of sufficient learning resources and many more.

For any plan of the Institution to be implemented, this has to be brought to the notice of our Management and inturn Management involves wherever their role is needed to be

essential and also guide the institution for strengthening on various aspects.

| File Description | Documents |
|---|---|
| Strategic Plan and deployment documents on the website | [View File](#) |
| Paste link for additional information | Nil |
| Upload any additional information | [View File](#) |

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Management Sub-Committee is the Apex body. It meets periodically and makes all major policy decisions regarding finance, faculty recruitment, infrastructure development and performance evaluation of Teaching and Non-Teaching Staff.

The college strictly adheres to rules and regulations laid down by the competent authorities like U.G.C, Government of Karnataka and University etc. to recruit staff. As and when vacancy arises

due to retirement, introduction of new subject, under the strict instruction of the management, college recruits competent and qualified staff even before the filling up of regular vacancy by Government of Karnataka. To fill up the vacancy, advertisement is published in local news papers.

As and when the promotion is due, the management act upon immediately. The management provides a facility of annual increment and pay remuneration for the valuation of Internal Assessment papers to the management staff.

To cater the financial needs, the membership of Employee Co-Operative Society has been extended to staff appointed by management also.

| File Description | Documents |
|---|---|
| Paste link for additional information | http://mesccsirsi.co.in/service-rules/ |
| Link to Organogram of the institution webpage | http://mesccsirsi.co.in/org-chart/ |
| Upload any additional information | View File |

| **6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination** | **A. All of the above** |
|---|---|

| File Description | Documents |
|---|---|
| ERP (Enterprise Resource Planning)Document | **No File Uploaded** |
| Screen shots of user inter faces | View File |
| Any additional information | View File |
| Details of implementation of e-governance in areas of operation, Administration etc(Data Template) | View File |

## 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

**Facilities for Teaching and Non Teaching staff :**

**Types of leave Teaching**

**Non-Teaching Staff Management**

**Casual leave**

**15 days per annum**

**15 days per annum**

**15 days per anum Earned leave**

**10 days per annum**

30 days per annum

10 days per anum

by management.

3. Annual weightage in monetary terms to management staff: Annual weightage in the form of additional increment will be given to those who have successfully cleared NET, SLET examinations.

ESI facility: ESI facility will be provided to management staff.

5. Group insurance: Group insurance facility is also provided.

6. Employee's co-operative society: It caters to the urgent financial needs of the staff.

7. Maternity leave: The institution is providing maternity leave facility to its female staff. They are entitled to 90 days of leave along with their salary. One of our faculties has been benefited by this facility.

Canteen facility in campus with separate enclosure for ladies and staff: Hygienic canteen facility is available in the campus at reasonable rate for both teachers and students.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

3

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | View File |

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

0

| File Description | Documents |
|---|---|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres). | **No File Uploaded** |
| Reports of Academic Staff College or similar centers | **No File Uploaded** |
| Upload any additional information | **No File Uploaded** |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | View File |

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

2

| File Description | Documents |
|---|---|
| IQAC report summary | **No File Uploaded** |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | **No File Uploaded** |
| Upload any additional information | **No File Uploaded** |
| Details of teachers attending professional development programmes during the year (Data Template) | [View File](#) |

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

**The Institution has a 5 Tier System for evaluating the performance of Teaching and Non-Teaching Staff. The evaluation process passes through 5 stages.**

**Self Evaluation**

**Evaluation by Head of the Department Remarks by the Principal Remarks by the Sub Committee Remarks by the Management**

**1) Every faculty member at the end of the academic year has to fill up the self evaluation report. The report covers personal information and academic aspects such as subject taught, feedback about the students, conductance of co-curricular activities etc.**

**2) The Head of the Department thoroughly analyses the report and puts remarks on it and the same will be submitted to the Principal.**

**3) Subsequently, Principal goes through the report and he puts his remarks if needed and passes it to the sub -committee**

**4) Sub-committee put remarks if needed and hand over it to the management.**

**Feedback about teachers is collected from the students through feedback forms in which they are asked to give their responses to questions covering different aspects of teachers' performance. Students are assured of the confidentiality of the**

report and they are encouraged to express their opinions freely and objectively.

| File Description | Documents |
|---|---|
| Paste link for additional information | http://mesccsirsi.co.in/performance-appraisal-2/ |
| Upload any additional information | No File Uploaded |

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The financial accounts of our institution are audited every year by the certified Chartered Accountant. The

financial auditor vouches and submits the Audit Report to the management together with the Auditor's

observations. The management gives necessary instructions to the Principal to plug the lacunae in maintenance of our financial accounts.

In addition to the regular internal audit conducted every year, the government machinery also conducts periodical financial audit and the report will be submitted to the government.

The accounts of National Service Scheme are audited every year. In respect of UGC grants, the utilisation report of purchases duly signed by the chartered accountant has to be sent to the UGC.

Minor errors of omission and commission pointed out by the audit team are rectified and steps are taken to avoid recurrence of such errors. To maintain transparency the transactions are carried through cheque/draft. No external audit has been conducted during last 5 years.

| File Description | Documents |
|---|---|
| Paste link for additional information | http://mesccsirsi.co.in/audit-report/ |
| Upload any additional information | View File |

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

**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

Nil

| File Description | Documents |
|---|---|
| Annual statements of accounts | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | No File Uploaded |

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The mobilization of funds and the effective utilization of resources are discussed in college sub committe

meeting. If no conclusions are arrived it is forwarded to standing committe and for further conclusions, if necessary, the file is forwarded to governing council which is the supreme authority.

The college collects fees from the students as per the direction of University and the Government of Karnataka.

The collected amount is utilised as per the prescribed set of norms.

The institution also collects funds contributed by Philanthropists and Alumni. Such funds will be utilised as endowment prizes.

The college receives salary support from the government for

Grant-in-Aid posts in teaching and non teaching.

To pay salary of staff appointed by management, the management mobilises funds which will be used for salary as well as development of infrastructure.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC frequently conducts meetings with its functionaries and chalks out concrete scheme of action and strategies for improved qualitiy operative mechanism. It discusses about the improvement to be implemented in ICT and the various infrastructure requirements comprising of improvement of auditorium, additional computer systems to be installed, installation of CCTV camera, need based repairs to the building, etc.,

Two practices institutionalized are explained below. Remedial Classes:

The college has practice of conducting remedial classes to the pupils who are experiencing difficulties in specific subjects and these classes will be extended to the students who couldn't attend the regular classes due to some or other reasons.

In house seminar:

IQAC plays a significant role in conducting In House Seminar.

The conductance of In house seminar aims

to provide pupils with the space to reflect on their career goals within the context of future expectations and to support

preparation for developing their career.

To build entrepreneurial skills, College has conducted seminar

on "Interaction with entrepreneur". To keep pace with the
competitive world, the college organises various seminars.

| File Description | Documents |
|---|---|
| Paste link for additional information | http://mesccsirsi.co.in/iqac-minutes/ |
| Upload any additional information | No File Uploaded |

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The college asks the teachers to prepare teaching plan. Every
year the Principal constantly monitors the teaching learning
process. Once in a year a joint meeting of the faculty will be
convened and conducted with the management to set right the
grievances of the teachers and how to overcome the practical
difficulties faced by the teachers in enhancing the quality
initiative. With the help of IQAC, Business Lab has been
introduced for conducting practical classes.

Two examples are explained below:

Student appraisal of the teacher and feedback analysis:

This report covers academic aspects such as subjects taught,
syllabus completion, teaching techniques used and learning
methodology used like group discussions, tutorials, seminars,
etc

Feedback about teachers is collected from the students. These
feedback responses are carefully studied by IQAC and their
findings are communicated to the principal who conveys the
suggestions to individual teacher for improving their
performance.

Overall development and Participation of Students At the
beginning of the academic year, faculty members submit their
teaching plans. Every faculty maintains work diary.

| File Description | Documents |
|---|---|
| Paste link for additional information | http://mesccsirsi.co.in/performance-appraisal/ |
| Upload any additional information | No File Uploaded |

| **6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)** | D. Any 1 of the above |
|---|---|

| File Description | Documents |
|---|---|
| Paste web link of Annual reports of Institution | http://mesccsirsi.co.in/feedback-system/ |
| Upload e-copies of the accreditations and certifications | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

**INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Life on campus comes with newfound excitement and fun, particularly for students living away from home, but it may also come with some risks. College and hostel life introduces new

environments, new experiences, and new people, but it also creates new challenges inside and outside the classroom and hostels as well. Whether big or small, rural or urban, personal

safety and security on campus are big concerns for teaching, non- teaching staffs and management of the educational institutions.

In our college, we emphasises more on student's safety and security.

For the safety and hygiene of girl students at college and hostel, advanced napkin vending machines has been installed and warden ensures the periodical refilling. With the keen supervision of warden, nutritious, clean and hygienic food is provided to the students residing at hostel. Security personnel are appointed and they provide security services 24*7 to our hostel.

We have provided a common room for girl students, which is well equipped with napkin vending machine, first aid kit with necessary medicines, resting bed and blankets.

| File Description | Documents |
|---|---|
| Annual gender sensitization action plan | http://mesccsirsi.co.in/gender-equality/ |
| Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | http://mesccsirsi.co.in/gallery/facilities-to-lady-students/ |

| 7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy          Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment | D. Any 1 of the above |
|---|---|

| File Description | Documents |
|---|---|
| Geo tagged Photographs | No File Uploaded |
| Any other relevant information | View File |

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management  Waste recycling

system Hazardous chemicals and radioactive waste management

We are proud to say that minimal waste is generated in our campus. Waste generated in the campus is segregated as e-waste and solid waste. Old computers and other electronic gadgets and equipments are sold to junk dealers dealing with e-waste management. Students are asked to dispose waste only in the designated bins. All classes are provided with dustbins for solid waste disposal. Old newspapers, Books, used water bottles etc are sold to venders dealing in recycling. College has plans to make the campus plastic free in the near future.

Students are encouraged to donate their unused notes and blank papers to under privileged and needy students in and around the city in association with many NGOs. For the same purpose, we have placed a carton box in our college in which students put their unused papers and note books.

| File Description | Documents |
|---|---|
| Relevant documents like agreements / MoUs with Government and other approved agencies | No File Uploaded |
| Geo tagged photographs of the facilities | View File |

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** | D. Any 1 of the above |

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | No File Uploaded |
| Any other relevant information | View File |

**7.1.5 - Green campus initiatives include**

| **7.1.5.1 - The institutional initiatives for greening the campus are as follows:**<br><br>    1. **Restricted entry of automobiles** | C. Any 2 of the above |

2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

| File Description | Documents |
|---|---|
| Geo tagged photos / videos of the facilities | **No File Uploaded** |
| Various policy documents / decisions circulated for implementation | **No File Uploaded** |
| Any other relevant documents | View File |

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

| | |
|---|---|
| **7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities** | **D. Any 1 of the above** |

| File Description | Documents |
|---|---|
| Reports on environment and energy audits submitted by the auditing agency | **No File Uploaded** |
| Certification by the auditing agency | **No File Uploaded** |
| Certificates of the awards received | **No File Uploaded** |
| Any other relevant information | View File |

| | |
|---|---|
| **7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan)** | **D. Any 1 of the above** |

| | |
|---|---|
| **accessible website, screen-reading software, mechanized equipment      5. Provision for enquiry and  information : Human assistance, reader, scribe, soft copies of reading material, screen            reading** | |

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | **No File Uploaded** |
| Policy documents and information brochures on the support to be provided | **No File Uploaded** |
| Details of the Software procured for providing the assistance | **No File Uploaded** |
| Any other relevant information | View File |

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

**Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Different sports and cultural activities organized inside the college to promote harmony towards each other. Commemorative days like Women's day, Yoga day and many other events are celebrated in the college.**

**This establishes positive interaction among people of different racial and cultural backgrounds. There are different grievance redressal cells in the institute like Student grievance redressal cell, Women grievance redressal cell which deal with grievances without considering anyone's racial or cultural background. Institute has code of ethics for students and a separate code of ethics for teachers and other employees which have to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversities. For the patients also, the institute reaches out to community for providing better health care. Since the institution is situated near to many hospitals and health care centres, employees and students are always in the verge to donate blood whenever there is a requirement. All these activities are undertaken irrespective of caste, creed, colour, sex or socioeconomic background.**

| File Description | Documents |
|---|---|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | View File |
| Any other relevant information | View File |

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

M.E.S. College of commerce takes pride in the fact that apart from preparing a sound academic foundation of the student community; the college constantly works upon to develop them as better citizens of the country. In this regard, the institute, apart from imparting professional legal education, inculcates a feeling of oneness among the student community through various practices and programs. Various faculties have always been in the practice of organizing activities that not only initiate but

also motivate the students to adopt various practices that promote the "Unity in Diversity" of our motherland. The College ensures that the students participate very enthusiastically in all such activities. Since the last five years, the college has strived forward with great effort to increase the level of awareness and appropriate practices amongst the students with regard to the following areas:

| File Description | Documents |
|---|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | http://mesccsirsi.co.in/gallery/programme-related-constitution-values-rights-and-responcibilities/ |
| Any other relevant information | Nil |

| 7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this | C. Any 2 of the above |
|---|---|

**regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
**4. Annual awareness programmes on Code of Conduct are organized**

| File Description | Documents |
|---|---|
| Code of ethics policy document | [View File](#) |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

To keep the memories of the great Indians personalities, college organizes birth and death anniversaries of national leaders and all the motivational great personalities of India.

AmbedkarJayanti, Kanakadasa Jayanti, Valmiki Jayanti, to remember their work, sacrifice and dedication towards the nation, state, literature etc .The birth and death anniversaries are also celebrated to inspire and motivate students about the love and affection towardsnation. College also arranges different types of competitions like essay writing, debate and poster making competition for students to enhance their love and affection for country. These types of festivals help to maintain tolerance within students regarding different cultures, traditions, religions and their lifestyles.

Students become aware about how people from different communities come together and celebrate festivals.To maintain the integrity within the nation, college also gives holidays to celebrate religious festivals likeDiwali,Muharram,Christmas,Dussera,Mahashivratri,Good

Friday, Mahavir Jayanti,Bakri Id etc.

India is the only nation which has more than 18 official languages. It's a diversified nation which is having number of religion ,castes,subcastes,culture and traditions, so it's very hard to maintain religious tolerance withinour country. so celebrating these types of programmes help to maintain integrity within nation. On the celebration of death and birth Anniversary, College arranges some functions in which they perform Pooja of the idols or photo frame of the respective personalities.

| File Description | Documents |
|---|---|
| Annual report of the celebrations and commemorative events for the last (During the year) | **No File Uploaded** |
| Geo tagged photographs of some of the events | View File |
| Any other relevant information | View File |

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

College has very many best practices for the effective delivery of curriculum and overall development of student career. Two of prominent bestpractices are;

(1) Employee Welfare i.e., PF, ESI, Group Insurance, Earned Leave, CL, Maternity Leave, etc., for management staff.

(2) Good amount of blood donation

Evidence:

(1) Mrs.Renita Dsouza was on maternity leave from April 1st, 2018.By date 3 months salary and ESI monetary benefit was credited to her account by ESI. The xerox copy of her SB account is appended herewith.

(2) Similarly Prof. Harsha Prabhu, working as an Assistant Professor is also the beneficiary of ESI facility. His wife was admitted at Manipal and nearly RS.1,23,000/- being the delivery

charges and post-delivery paid to the hospital.

**Blood Donation**

There are many hospitals situated near to our college. Whenever they are in need of blood for patients, they are always relying on our college blood donrs.

Blood donation is one of the most important donation which can save one's life. The NCC cadets, NSS voluntaries and Red Cross and Youth Red Cross voluntaries and all the students of our institution are regularly donating their blood. We have conducted many blood donation camp, which is a very noble event of our college.

Our students are ready to donate their blood at any time during emergencies. The E-mail address and contact number have been recorded and maintained in the college to reach our students instantly.

| File Description | Documents |
|---|---|
| Best practices in the Institutional website | http://mesccsirsi.co.in/best-practices-and-institutional-distinctiveness/ |
| Any other relevant information | http://mesccsirsi.co.in/gallery/nss-ncc-red-cross/ |

## 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

We have produced N number of successful professionals like CAs, Lawyers, Management experts, Lecturers etc. We have students not only from Sirsi Taluk, but also from many places from various districts. Even though there are many other colleges situated in and around the city, number of student inflow to our college is increasing year on year, eventually our result also. Our college is equally encouraging curricular, co-curricular and social activities.

The commitment and the dedication of management and faculty

members enabled the college to thrive well over the years. It is considered as leader in heralding best of education in commerce at university level.serve the cause of good education without exploiting the ignorance of people. Later We felt the necessityof post-graduation in commerce and established M.com during the year 2013-14 to promote higher education in commerce as priority area. Our institution, through quality education lays better foundation to students aspiring for professional courses like CAs, CMA, CS, MBA and others. In spite of great demand for the UG and PG offered, our institution sticks to its vision of providing the need based education at affordable charges.

Therefore, the thrust area of the management of the institution is to serve people of oppressed categories without exploiting them under the pretext of quality education. In addition, the management distributes scholarships.

| File Description | Documents |
|---|---|
| Appropriate web in the Institutional website | [View File](#) |
| Any other relevant information | No File Uploaded |

7.3.2 - Plan of action for the next academic year

- Construction of independent Library Building.

- Automation and digitalization of Library.

- Installation of LCD Projectors in all the class rooms.

- Addition of CC cameras in the campus.

- Beautification of campus.

- Laying down of vitrified tiles in second floor.

- Extension of vehicle parking.

- Organising webinars, Essay and Quiz competitions.
- Orgnising national level seminars and conferences.