# YEARLY STATUS REPORT - 2020-2021

## Part A

## Data of the Institution

**1.Name of the Institution**    Mangalore Academy of Professional Studies

- Name of the Head of the institution    Mrs. Shruthi Shetty

- Designation    Principal

- Does the institution function from its own campus?    Yes

- Phone no./Alternate phone no.    08242983750

- Mobile No:    9448636871

- Registered e-mail    mapsmangalore@gmail.com

- Alternate e-mail    shruthisatishshetty@gmail.com

- Address    Chinmaya Lane, Bunts Hostel - Kadri Road

- City/Town    Mangalore

- State/UT    Karnataka

- Pin Code    575003

**2.Institutional status**

- Affiliated / Constitution Colleges

- Type of Institution    Co-education

- Location    Urban

- Financial Status **Self-financing**


- Name of the Affiliating University **Mangalore University**

- Name of the IQAC Coordinator **Mrs. Shana Mariyam B**

- Phone No. **9964097609**

- Alternate phone No. **9448116410**

- Mobile **9731157087**

- IQAC e-mail address **iqac@mapscollege.edu.in**

- Alternate e-mail address **mapsmangalore@gmail.com**

**3.Website address (Web link of the AQAR (Previous Academic Year)**

https://www.mapsmangalore.com/img/iqac/AQAR%202019-20.pdf

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

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

http://www.mapsmangalore.com/img/iqac/academic/Maps%20degree%20%20calander%202020-2021.pdf

**5.Accreditation Details**

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|---|---|---|---|---|---|
| **Cycle 1** | **B+** | **2.65** | **2018** | **30/11/2018** | **30/11/2023** |

**6.Date of Establishment of IQAC** **14/12/2014**

**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** | **0** |

**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**  `3`

- 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  [View File](#)

**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. Introduction of online mode of teaching 2. Introduction of Webinars 3. Internal Assessment through E Assignments and Online exams 4. Provide students with an Email ID with a College Domain through Google for Education`

**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 |
|---|---|
| Introduction of online mode of teaching | Introduced online mode of teaching due to COVID 19 lockdown |
| Introduction of Webinars | Introduced and conducted 5 Webinars with International and National Resource persons and participants. |
| Internal Assessment through E Assignments and Online exams | Did Internal Assessment of students by conducted exams online and by giving E-Assignments |
| Provide students with an Email ID with a College Domain through Google for Education | Registered with G Suite for Education, purchased a separate domain "mapscollege.edu.in" to provide email IDs for all the students and staffs of the Institution as an initiative to start online classes through Google Meet. |
| Faculty enrichment programme with regard to NAAC | Orientation programme was conducted on NAAC criteria of assessment. |
| Online Career guidance program | Online career guidance programme was done on Professional Studies in Commerce |

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

- Name of the statutory body

| Name | Date of meeting(s) |
|---|---|
| Governing Council | 20/11/2021 |

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

| Part A | |
|---|---|
| **Data of the Institution** | |
| **1.Name of the Institution** | **Mangalore Academy of Professional Studies** |
| • Name of the Head of the institution | **Mrs. Shruthi Shetty** |
| • Designation | **Principal** |
| • Does the institution function from its own campus? | **Yes** |
| • Phone no./Alternate phone no. | **08242983750** |
| • Mobile No: | **9448636871** |
| • Registered e-mail | **mapsmangalore@gmail.com** |
| • Alternate e-mail | **shruthisatishshetty@gmail.com** |
| • Address | **Chinmaya Lane, Bunts Hostel - Kadri Road** |
| • City/Town | **Mangalore** |
| • State/UT | **Karnataka** |
| • Pin Code | **575003** |
| **2.Institutional status** | |
| • Affiliated / Constitution Colleges | |
| • Type of Institution | **Co-education** |
| • Location | **Urban** |
| • Financial Status | **Self-financing** |
| • Name of the Affiliating University | **Mangalore University** |
| • Name of the IQAC Coordinator | **Mrs. Shana Mariyam B** |

| | |
|---|---|
| • Phone No. | **9964097609** |
| • Alternate phone No. | **9448116410** |
| • Mobile | **9731157087** |
| • IQAC e-mail address | **iqac@mapscollege.edu.in** |
| • Alternate e-mail address | **mapsmangalore@gmail.com** |
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| **4.Whether Academic Calendar prepared during the year?** | **Yes** |
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| | |
|---|---|
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|---|---|---|---|---|
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| | |
|---|---|
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| • Upload latest notification of formation of IQAC | [View File](#) |
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| • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional | **Yes** |

| | | |
|---|---|---|
| website? | | |
| • If No, please upload the minutes of the meeting(s) and Action Taken Report | View File | |
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| • If yes, mention the amount | | |

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

**1. Introduction of online mode of teaching 2. Introduction of Webinars 3. Internal Assessment through E Assignments and Online exams 4. Provide students with an Email ID with a College Domain through Google for Education**

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

- Name of the statutory body

| Name | Date of meeting(s) |
|---|---|
| Governing Council | 20/11/2021 |

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

| Year | Date of Submission |
|---|---|
| 2020-21 | 11/02/2022 |

### 15. Multidisciplinary / interdisciplinary

Multidisciplinary course curriculum draws on knowledge from different disciplines but stays within their boundaries. As such courses like B. Com, B.Sc. (HS) and B. ASLP offered by the college follow a multidisciplinary curriculum by integrating subjects like Mathematics, Statistics, Psychology, Communication & Personality development, Electronics, Linguistics and Phonetics and many more. While the primary objective of the said course curriculum is to train a student to become well recognised professional in his area of studies. The knowledge of other subjects which is required in the practical world is also taught to them in the curriculum.

Inter-disciplinary courses analyse, synthesize and harmonize links between disciplines into a coordinated and coherent whole area of knowledge. Open elective course introduced in the present CBCS curriculum enables students to choose an area of knowledge beyond their course content. For example a commerce student is allowed to choose a course on Physical Education, Computer Education. A Speech and Hearing student is exposed to a paper on Psychology, Research or Electronics. This will expose the students to areas of allied knowledge which will in turn help in creating a holistic environment.

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

Not applicable for the current year.

### 17. Skill development:

Skill development means a process which enables students to gain access to dexterity, knowledge and ability, career ethics and good working attitude by skill training, establishing skill standards, and other relating activities.

Add on and Certificate courses offered in the campus like Aviation and Hospitality Management, CAT - Computerised Accounting Technician, Coaching for competitive exams like Banking, MBA, CA and CS helps students to develop knowledge and skills beyond their course curriculum and have an edge over their counterparts in the employment market after completion of their select course with wider knowledge and skills.

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

Indian languages like Hindi, Kannada and Sanskrit have been integrated into the course. It is a known fact that Language learning helps to improve a student's cognitive function, problem solving skills, improved verbal and spatial abilities and memory.

B. ASLP course integrates the teaching of state language -Kannada to improve basic communication skills of the students as they deal with speech, language and hearing related disorders among local patients.

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

The College attempts to train students in areas of knowledge and skills which will increase their employability quotient. This clarity of focus enables the college to bridge the gap between the course syllabi and requirement of the present day employer. Thus Outcome-based education in which an emphasis is placed on a clearly articulated idea of "what students are expected to know and be able to do" that is, 'knowledge' and "skill" they need to have at the completion of their course have been incorporated along with the University prescribed curriculum. The students are also encouraged to take part in several co-curriculur activities, seminars, conferences and fests which help them to keep pace with the dynamic environment and update their skills and knowledge on a regular basis.

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

The said academic year posed a new challenge in front of the Institution with the growing pandemic condition around the globe. The importance of online education was recognised by the college and timely implemented through purchasing user rights of application like G-Suite for education as a common, continued and uninterrupted teaching learning platform. Google Meet was used for interaction with students and engaging online classes, Google classroom for sharing course contents and study materials and Google form for assignment and tests. Thus the College is able to complete the course content on time and prepare its students for University exams on time and successfully complete the academic year.

# Extended Profile

**1.Programme**

| 1.1 | 03 |
|---|---|
| Number of courses offered by the institution across all programs during the year | |

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

**2.Student**

| 2.1 | 452 |
|---|---|
| Number of students during the year | |

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

| 2.2 | 31 |
|---|---|
| Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | |

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

| 2.3 | 135 |
|---|---|
| Number of outgoing/ final year students during the year | |

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

**3.Academic**

| 3.1 | 18 |
|---|---|
| Number of full time teachers during the year | |

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

| 3.2 | 02 |
|---|---|
| Number of Sanctioned posts during the year | |

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

### 4.Institution

| | |
|---|---|
| 4.1<br><br>Total number of Classrooms and Seminar halls | **12** |
| 4.2<br><br>Total expenditure excluding salary during the year (INR in lakhs) | **67** |
| 4.3<br><br>Total number of computers on campus for academic purposes | **23** |

# 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 plans for effective implementation of the curriculum. In the beginning of each semester, time table is prepared by the time table committee. The academic calendar is prepared according to the university academic calendar that includes the date of activities, internal test, co -curricular and extra – curricular activities. All faculty members prepare a comprehensive lesson plan to help timely completion of the syllabus. Work diary is maintained. But in this academic year the institution took notice of the instructions given by the Department of Collegiate Education to conduct online classes through Google meet. What'sapp groups for each class were created. All the information was shared in the groups for the smooth running of online classes.**

**The PPT's/ notes/ exercises were shared for the benefit of students. Google classrooms were created and assignments were posted. Movie Screening, Videos, Charts helped the teaching-learning process.**

**Due to the pandemic, everything was shifted to online mode. Study material, video recordings, and PPT's were made available to**

**students. Each department conducted a webinar on curriculum related topics. Offline classes were conducted for final year students and contact classes were conducted for first and second year degree students.**

| File Description | Documents |
|---|---|
| Upload relevant supporting document | [View File](#) |
| Link for Additional information | https://www.mapsmangalore.com/img/iqac/academic/Maps%20degree%20%20calander%202020-2021.pdf |

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

**The institution adheres strictly to the academic calendar prepared by the committee. Each department conducts unit tests class wise, after the completion of each unit or two. But this year, incorporating a few timely but inevitable changes owing to the unprecedented Covid 19 situation, online unit tests and quizwere conducted. Assignments were given and returned after perusal. Our college took the initiative in conducting offline internal tests for students, to make it more authentic and marks were awarded based on their performance.**

**Internal assessment marks are fairly divided into 3 units: via, attendance, submission of assignments and internal tests.**

**Students were informed to attend the classes regularly and getting 75% attendance for online classes is mandatory and marks are awarded for the same. Each faculty was assigned with classes and he/she would give them topics for writing assignments. Once they were submitted and evaluated, marks were awarded based on their performance. Thirdly and more importantly, internal tests were conducted uniformly. Test committee announces the internal test time table well in advance and collects the internal test question papers from each department and conducts tests ceremoniously. Absentees are reprimanded and are asked to answer the re- exams.**

| File Description | Documents |
|---|---|
| Upload relevant supporting documents | [View File](#) |
| Link for Additional information | https://www.mapsmangalore.com/img/iqac/academic/Maps%20degree%20%20calander%202020-2021.pdf |

| | |
|---|---|
| **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 | **No File Uploaded** |

## 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

**03**

| 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)**

`04`

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

`70`

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

`70`

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

**1.3 - Curriculum Enrichment**

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

**Our institution has integrated a paper, Environmental Studies under CBCS for our students. It aims at creating awareness about natural resources like forest resources, water resources, mineral resources, energy resources and its judicious use among students. "Earth has enough resources to satisfy the needs but not the greed" of human beings. Over exploitation of natural resources, human centric thinking, luxurious life style and population explosion have brought us to the verge of destruction. So it has become the need of the hour to inculcate environmental consciousness among pupils, addressing the list of activities that**

can be taken by an individual to save the planet.

Our academic year begins with an in house programme, an orientation programme for teachers to orient and update their knowledge besides underlining the professional ethics. Usually a famous academician gives a talk sharing his views on the given topic.

The cross cutting issues like gender sensitivity is practiced in each and every step. The women empowerment cell, Anti ragging cell, Anti sexual harassment cell actively support to resolve the gender issue where girls are encouraged to participate in every sphere on a par with boys in our co- education college. Gender equality is maintained.

Being founded by Pavoor Education Trust, the institution imbibes and adheres to practice human values.

| 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**

03

| 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 | [View File](#) |
| Number of courses that include experiential learning through project work/field work/internship (Data Template) | [View File](#) |

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

**88**

| 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** | **A. All of the above** |
|---|---|
| | |

| File Description | Documents |
|---|---|
| URL for stakeholder feedback report | View File |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) | View File |
| Any additional information(Upload) | View File |

| 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 | View File |
| URL for feedback report | https://www.mapsmangalore.com/img/Feedback-analysis-Report%202020-21.pdf |

## 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 sanctioned seats during the year

**233**

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| 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

**76**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| 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

**Since the classroom is a mixture of varied ability group of students,some are having a very high cognitive competence which allows them to grasp things quickly as compared to students with lesser cognitive competency.Curriculum transaction to such a mixed classroom is not possible since one-size-that-fits all approach does not work well to the satisfaction of all the students in the class. Hence entire students were categorized into quick learners (advanced learners), average learners and slow learners. Their participation in the classroom activities, or their performance in the first continuous internal assessments (CIA) can be used as criteria to identify and categorize students.**

**Advanced learners or high scorers who are generally found to be independent, outgoing, divergent thinking, risk taking, active and energetic are taken care and trained with extra boost by giving extra assignment topics which are harder, sending them for conferences , seminars and workshops, involving them in peer teaching and helping slow learners, prompting them for other professional and competency examinations, orienting them about the opportunities, higher studies etc.**

**Slow learners who are dependent, convergent thinking, impulsive and withdrawn are taken care by providing compensatory teaching, remedial training, providing learning material, peer tutoring and promoting the use of library books.**

| File Description | Documents |
|---|---|
| Link for additional Information | [NIL](#) |
| Upload any additional information | **No File Uploaded** |

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

| Number of Students | Number of Teachers |
|---|---|
| **457** | **18** |

| 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

**We have always followed a student-centered classrooms where active learning is strongly encouraged and teachers acts like a facilitator than an instructor. Here we try to include innovative methods of teaching which aimsto promote communication with teachers and fellowlearners,which make studentsactive participants in their own learning and developskills such as problem-solving, critical thinking, and reflective thinking. B.ASLP students are exposed to practical knowledgeby involving themin the assessment and rehabilitation process of apatient and by helping them/supervising them to choose the best effective assessment and treatment plans appropriate for the patients. We also foster their managerial skills by giving them responsibilities and conducting many inter-class and inter college management fest and competitions.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Link for additional information | [NIL](#) |

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

**ICT tools helps to empower both teachers and learners.**

**We make sure our teachers use ICTs as it helps to transform the teaching and learning processfrom being highly teacher-dominated to becoming student-centric.The faculty use ICT enabled classrooms with LCD projectors, Wi-Fi connectivity, software, PowerPoint presentations developed by teachers to expose the students to advanced knowledge and practical learning. The labs are updated with new software like Audacity, PRAAT, Microsoft Office,**

Microsoft Excel and other softwares and programmes.

Thistransformation results in increased learning gains for students, creating and allowing opportunities for learners. ICT helps our teachers to save time by avoiding the usage of chalk and board. It also helps our teachers to manage the students in an easier wayand has helped them connect their learning to real-life situations.

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | https://www.mapsmangalore.com/our-facilities.php |

## 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

18

| 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 | **No File Uploaded** |
| 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**

**82**

| 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.

There is complete transparency in the internal assessment. As we are affiliated to Mangalore University, we follow the criterion prescribed by themin the conduct of Internal Examination and the marks allotted.At the beginning of the semester, faculty members inform the students about the various components in the assessment process during the semester. The internal assessment test schedules are prepared as per the university and communicated to the students well in advance. Evaluation is done by the course handling faculty members within a weekfrom the date of examination.The corrected answer papers are distributed to them, answers will be discussedand any grievance is redressed immediately. Thenorms and guidelines stipulated by the governing body of each programme will be followed accordingly in adherence with the norms of the affiliated University. The marks obtained by the students in internal assessment tests are uploaded on the university web portal along with their attendance.Day to day performance of the students is assessed in class andclinicswhich includes regularity, performance, viva andthe records. To ensure the transparency and curb the mall practices the seating arrangement is done in such a way that students are mixed between different courses.

| File Description | Documents |
| --- | --- |
| Any additional information | View File |
| Link for additional information | https://www.mapsmangalore.com/img/iqac/academic/Maps%20degree%20%20calander%202020-2021.pdf |

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

College has an internal chief examination officer who coordinates the examination process and along with that a student grievance cell is also functioning under the student welfare officer. For redressel of examination related to grievances and to make sure that it is time bound and efficient. At the department level,the continuous evaluation of students is carried out for each subject, subject practicum, clinical practicum,assignments, lab andunit tests. The marks obtained will be show to students and are made to sign before uploading it to university site. Marks allotted arebased on defined strategies. Query if any is discussed with faculty and HOD. At College Level: The Institute appoints a Senior faculty as the Chief examination officerfor smooth conduction of examinations at college level. If students are facing any

**problems, they are solved by the chief examination officer.The grievances during the conduction of online theory examinations if any are considered and discussed in consultation with the Principal along with the student welfare officer.**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Link for additional information | NIL |

**2.6 - Student Performance and Learning Outcomes**

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

**The college adopts outcome based education rather than input oriented. First day of the commencement of classes itself orientation is given to the students regarding the course which they have opted and the programme outcome. The students are also communicated about the Programme outcomes, Programme Specific Outcomes and Course outcomes during the orientation program. A Copy of Curriculum and Learning Outcomes of Programmes and Courses are uploaded on the Institution website for reference. Initially 2-3 hours spentby the teachers for introducing the subject to the Students. The importance of adopting outcome based education and the need of understanding the outcome of the programme is made understood for the teachers duringevery IQACand Staff Meeting. Learning Outcomes of the Programs are observed and measured periodically.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for Additional information | https://www.mapsmangalore.com/acdemics.php |
| Upload COs for all courses (exemplars from Glossary) | View File |

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

**The level of attainment of Program Outcomesand Course Outcomes are kept in track with various assessment modes. The faculty records the performance of each student with the help of the specified course outcomes through a continuous evaluation process. The faculty provides home assignments to students, conducts internal**

tests, viva voce, surprise tests, quiz, projects etc. in order to assess the Programme Outcomes and Programme Specific outcomes attained by each student. Some methodsof measuring attainment are through periodic unit tests,Internal Assessment whichconstitutes a weightage differing in accordance with the programme,end semester University Examination according to the pattern set by the university.The students are given assignments which are designed in alignment with Programme Outcomes of the respective subject. Additionally, internal/class tests, quiz, viva etc. are conducted repeatedly in a semester to judge the performance of students on a regular basis,Practical Assessment/ External Assessment: It is evaluated by inviting external experts appointed by the university to evaluate each student by conducting Practical examinations, and taking Viva-Voce and evaluating the practical files and through result analysis at the end of each semester.Students are sent for Internships, projects, fieldwork, etc. The Placement Cell of the college helps and polishes the students according to industry standards and provides ample opportunities for students to get placed in esteemed companies, clinics, hospitals and other organizations. This helps them to obtain necessary skills and practical experience in their chosen discipline.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for Additional information | https://www.mapsmangalore.com/photo-gallery.php |

**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**

118

| 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 | View File |
| 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)**

https://www.mapsmangalore.com/Student-Satisfactory-Report.php

**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)**

`00`

| 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 departments having Research projects funded by government and non government agencies during the year**

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

`00`

| 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](Nil) |

**3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**

**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

`00`

| 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** |

**3.2 - Research Publications and Awards**

**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year**

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

`00`

| 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** |

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

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

`00`

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

**3.3 - Extension Activities**

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

`Such activites could not be organised by the college due to Covid 19 restrictions imposed by the Government.`

| File Description | Documents |
|---|---|
| Paste link for additional information | [https://www.mapsmangalore.com/photo-gallery.php](https://www.mapsmangalore.com/photo-gallery.php) |
| Upload any additional information | **No File Uploaded** |

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

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

`00`

| 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** |

**3.3.3 - 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**

**3.3.3.1 - 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**

`00`

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

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

`00`

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

**3.4 - Collaboration**

**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

`23`

| File Description | Documents |
|---|---|
| e-copies of linkage related Document | View File |
| Details of linkages with institutions/industries for internship (Data Template) | View File |
| Any additional information | No File Uploaded |

## 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

00

| File Description | Documents |
|---|---|
| e-Copies of the MoUs with institution./ industry/corporate houses | No File Uploaded |
| 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.

The Institution has 16 class rooms available. Each class room is provided with sufficient number of desks designed for the convenience of Students. Other facilities such as podium, marker boards, black boards and stationery is available in the class rooms. All the classrooms are designed with proper ventilation. One room is exclusively allotted for exam related work.Department wise staff room with needed infrastructure is provided with internet facilities.

The Central Library has a seating capacity for 60 numbers with sufficient reading tables. Library is equipped with Books, Magazines, Journals both in tangible and intangible format,

Computer, Internet Facility etc.

The Institution has a separate Computer Lab with Internet Facility. All Computers are installed with required Software and the same is updated on a regular basis.

There is an air conditioned Seminar Hall fitted with LCD Projector and Audio-Visual facility with a seating capacity of 100.

The College has a Tutorial Room meant for compact tutorials.

The College has a separate Training and Placement Cell and couseling room with facilities such as Computer connected to Internet, Display Boards and facility for conducting interviews andcouselling sessions.

.

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | https://www.mapsmangalore.com/our-facilities.php |

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

The college has a play ground and an open auditorium in order to facillitate games, sports, yoga and cultural activities. However in the light of covid 19 guidelines issued by the Government these facilites could not be used to the required extent in the present academic year.

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | https://www.mapsmangalore.com/our-facilities.php |

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

12

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

**12**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | https://www.mapsmangalore.com/our-facilities.php |
| 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)**

**7,00,000**

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

**4.2 - Library as a Learning Resource**

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

- **Name of ILMS software : Educonic**

- **Nature of automation (fully or partially): partially**

- **Version: 1.0**

- **Year of Automation: 2018**

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

**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**

`B. Any 3 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) | No File Uploaded |

**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)**

`0`

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

**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**

`0`

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Details of library usage by teachers and students | **No File Uploaded** |

## 4.3 - IT Infrastructure

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

**Not applicable for the present year due to covid 19 restrictions.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | <u>Nil</u> |

## 4.3.2 - Number of Computers

**23**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Student – computer ratio | <u>View File</u> |

| 4.3.3 - Bandwidth of internet connection in the Institution | **B. 30 - 50MBPS** |
|---|---|

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

## 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)

**30,00,000**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Audited statements of accounts. | View File |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | **No File Uploaded** |

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 Institution has 16 class rooms available on Campus. Each class room is equiped with sufficient ventilation, infrstructure and stationery to make the teaching and learning process more effective.**

**One room is exclusively allotted for exam related work.**

**Department wise staff room with needed infrastructure are provided with internet facilities.**

**The College has Central Library with all required sections. Library has a seating capacity for 60 numbers with sufficient reading tables. Library is equipped with Books, Magazines, Journals both in tangible and intangible format, Computer, Internet Facility etc.**

**The Institution has a separate Computer Lab with Internet Facility. All Computers are installed with required Software and the same is updated on a regular basis.**

**There is a air conditioned Seminar Hall fitted with LCD Projector and Audio-Visual facility with a seating capacity of 100. This is utilized for Student Seminars/Presentations, Faculty meetings, Guest Lecturers, Conference, Workshops etc.**

**The College Office is provided with Telephone, Computer, Scanner, Photocopy Machine and Printers, which cater to the needs of the Students and the Faculty.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | https://www.mapsmangalore.com/our-facilities.php |

## 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

**Nil**

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

### 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

**71**

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

**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**

**A. All of the above**

| File Description | Documents |
|---|---|
| Link to institutional website | https://www.mapsmangalore.com/photo-gallery.php |
| Any additional information | **No File Uploaded** |
| 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**

**151**

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

**151**

| 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) | View File |

**5.1.5 - The Institution has a transparent**

**A. All of the above**

**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**

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

**25**

| File Description | Documents |
|---|---|
| Self-attested list of students placed | View File |
| Upload any additional information | **No File Uploaded** |

### 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

**54**

| 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**

**60**

| File Description | Documents |
|---|---|
| Upload supporting data for the same | View File |
| Any additional information | **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.**

**0**

| 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 university/state/national/international level (During the year) (Data Template) | **No File Uploaded** |

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 )

**Not applicable for the current year due to covid 19 restrictions.**

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | **No File Uploaded** |

### 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

**0**

| 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

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

**Description : Maps College Mangalore Alumini Association was found on 2013. The association has new govering body consisting of elected membersand framed by laws .**

**The association aims to encourage the members to take active**

interest in the activities and progress of the Alma Mater provide assistance for all round development of collge , promote and encourage friendly relation among all the members provide carreer couselling to students of the college .

Any past student of the college having studied atleast one academic year in the college is eligible to become the member of association. Other member include management, Principalsas patrons, outgoing students as life members, members of past teaching staff as honorary memebers and all current teaching staff as association members .

Alumini have contributed to development of the institution through valuable feedback, guidance and couselling to students and through donations in cash.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| 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 | No File Uploaded |

**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

Vision: To be a respected institute for imparting and believing in quality education with a commitment to develop students with ethics and valued by promoting talents to showcase their true potential.

Mission: Imparting domain specific knowledge, positive attitude and continuous learning habits to bring out true talents from the students.

The institution aims at attaining goals of higher education through teaching, learning and extension through its vision and mission in all its activities. The commitment of the management, its leadership role, and involvement for achieving its objectives has been a sheer launcher for the college to venture successfully in creating a balance of vision and mission and interweaving all activities in a humble manner to fulfill various education policies as laid down by the affiliated university.

An academic plan for admissions, staff deployment, examinations and evaluations with appropriate authorities, review of staff performance, students discipline and participation are all monitored by the Head of the institution. The Principal communicates to the HOD's and all the staff of their responsibilities relating to departmental activities, curricular, extracurricular and co- curricular activities involving its conduct and successful execution and the teachers in turn participate in the decision making by way of feedback and suggestions.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.mapsmangalore.com/img/iqac/academic/Maps%20degree%20%20calander%202020-2021.pdf |
| 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 Principle of decentralization and participation of all in the administrative and decision making areas is practiced positively in the institution.

The Governing body delegates all the academic and non-academic decisions based on policy to the college committee headed by the principal.

The college committee formulates common working procedures and entrusts the implementation through departments.

The department coordinators manage the day to day activities of the department and keep a track of co- curricular and extracurricular activities in the college.

**The principal, Governing body, staff council and the IQAC are involved in defining policies and procedures, framing guidelines, rules and regulations pertaining to admission, examination, discipline, grievance, support services, finance etc.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://assessmentonline.naac.gov.in/storage/app/hei/ssr/101119/6.2.2_1516887981_1137.docx |
| Upload any additional information | View File |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

**Online Teaching using e-platforms such as google meet and Zoom were practiced. For later part of the academic year, activities were available offline.**

**College communications were immediately posted on website/ student groups/ faculty groups through WhatsApp and email. To support teachers, webinars were held. NSS too organized several activities including pledge to protect ourselves from Covid -19. Better Wifi facilities, providing faculty with institutional email ids, e-resources of library through N-List and other e-resources. Since mental health issues were a main concern, a counselor was available throughout. Webinars were also organized so that students could cope up more effectively.**

| File Description | Documents |
|---|---|
| Strategic Plan and deployment documents on the website | **No File Uploaded** |
| Paste link for additional information | https://www.mapsmangalore.com/img/iqac/academic/Maps%20degree%20%20calander%202020-2021.pdf |
| Upload any additional information | **No File Uploaded** |

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 faculty appointment is made depending on the workload. The full time/ part time post of teachers are filled in as per the norms laid by the institution. The college advertises the post of lecturers in the leading newspapers, interviews are conducted and the best candidates are selected. The management has followed a very positive policy to support and ensure a professional development of the faculty.

Staff members are sponsored for participation in seminars, workshops, etc. Service rules are mentioned in the appointment letter given to the staff at the time of recruitment. The college follows a formal recruitment process. Job specification for the vacant position is identified, advertisements are placed in the newspaper and applications are invited from suitable candidates. Applications are short listed for a personal interview followed by demo class which is monitored by the subject experts. Selected candidates are inducted to duty.

Grievance Cell receives grievances of both staff and students. The members of the cell will arrange for an appropriate and early Redressal of the grievance depending on the nature and magnitude of the grievance.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://assessmentonline.naac.gov.in/storage/app/hei/ssr/101119/6.2.2_1516887981_1137.docx |
| Link to Organogram of the Institution webpage | https://assessmentonline.naac.gov.in/storage/app/hei/ssr/101119/6.2.2_1516887981_1137.docx |
| 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 interfaces | View File |
| Any additional information | **No File Uploaded** |
| 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

**The following are the welfare schemes available to teaching & Non-Teaching - PF facility, ESI facility, Maternity leave facility, Canteen facility, Computer Labs & separate area for staff in the library are provided to facilitate research. Freedom to organize national & International conferences, Orientation for teaching & Non- Teaching ,Administrative training program for non Teaching Staff , sanction of leave to attend Seminar/Workshops , Provision of seed money to attend workshop/Conferences etc Support and encouragement to take up membership/leadership roles in other civil bodies/Social organizations, Free Wi-Fi facilities on campus to access the Internet. Free annual medical checkup is conducted.**

**ICT enabled classrooms to enhance Teaching & Learning, Financial support is provided for publication of books by the staff. Deputation of faculties for FDP. Advance payment to staff to meet emergency needs in case there is a delay of salary payment. Annual Increment facilities are provided.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.mapsmangalore.com/our-facilities.php |
| Upload any additional information | **No File Uploaded** |

## 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

0

| 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) | **No File Uploaded** |

**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**

1

| 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) | <u>View File</u> |

**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**

0

| 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) | **No File Uploaded** |

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

**The Management conducts a performance audit of all the Departments. The institution conducts a performance appraisal of the teaching and non-teaching staff regularly which enhances teacher quality performances.**

**Each faculty member is given a code of conduct at the beginning of the year in which all the details pertaining to teaching such as lesson plan, tests, assignments, projects, mentoring, remedial classes, leave taken etc. are noted. This is checked by the HOD and principal. There is self appraisal form which is filled in by the respective teachers and non teaching faculty. The principal evaluates them and provides suggestions for improvement and corrective measures are taken.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.mapsmangalore.com/img/iqac/SELF%20APPRAISAL%20FORM.pdf |
| Upload any additional information | View File |

**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 Institution has mechanism for both internal & external audit which is conducted periodically. The Chartered Accountant**

**appointed by the institution generally conducts the internal audit. Monthly reports (Income & Expenditure) are presented at the College Governing Council meeting. The College Governing council holds the meeting with the Principal monthly & discusses various financial matters & formulates appropriate policy mechanisms in the institution. The institution has separate grievances cell on financial audit. This cell is headed by principal & coordinated through administrative body. The institution also appoints the chartered accountant who conducts the external audit. The External auditors audit the financial information and submit the report to the management. Both the audits reports are compared & actions are taken by the management and audit Grievances cell.**

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| 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)**

**0**

| 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

**As the present academic year was to be continued with Covid 19 guideline student fees after adhering to Government circulars was the source of funds to some extent. The shortage there in, was made good by the Trustees.**

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

## 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

Every year IQAC takes several initiatives to enhance the quality of the institution and to achieve its vision. The IQAC of the institution has contributed significantly for institutionalizing the quality strategies & processes. The two practices institutionalized as a result of IQAC initiatives are as follows: Certificate Course & ACCA course.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.mapsmangalore.com/iqac-report.php |
| Upload any additional information | View File |

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 integration of ICT is a significant part of the institution. To enhance the efficiency and effectiveness in teaching learning process, our faculty members employ a systematic blend of traditional as well as modern teaching methods. Our institution provides conducive atmosphere for teaching faculty which enhances technical skills to make the best use of ICT resources like ceiling mounted LCD projectors, roll-down screens, green boards and podium for faculty to deliver lectures through power point presentations to make learning more intriguing and interactive through greater visual impact. You-tube channel is also created where faculty members upload their videos. E-learning has become inevitable. Project work by students. Project-based learning not only provides opportunities for students to drive their own learning, but it also teaches them skills such as problem solving, critical thinking and time management. B.Com students are assigned projects, with the guidance and motivation of their teachers,

though it is not a part of their curriculum. This initiative will enhance their knowledge and employability skills.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.mapsmangalore.com/our-facilities.php |
| 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 | https://www.mapsmangalore.com/iqac-report.php |
| Upload e-copies of the accreditations and certifications | No File Uploaded |
| Upload any additional information | View File |
| Upload details of Quality assurance initiatives of the institution (Data Template) | No File Uploaded |

## 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

The College conduct regularawareness-raising activities on everyday sexism:free-expression walls on sexual harassment.

Asexual harassment monitoring unitwas set up in the year to raise awareness among students about sexist acts and sexual violence.

**Anetwork of gender equality advisorsis active in each department of the college.**

**Most of these activites where conducted through online basis in the light of covid restriction imposed by the government in the present year.**

| File Description | Documents |
|---|---|
| Annual gender sensitization action plan | Nil |
| 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 | 03 |

| **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 | View File |
| Any other relevant information | **No File Uploaded** |

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

**Separate bins are made available in the college campus in order to seggregate dry and wet waste. Wet waste will be collected by the Mangalore City Corporation on a daily basis and dry waste would be collected ones a week.**

| File Description | Documents |
|---|---|
| Relevant documents like agreements/MoUs with Government and other approved agencies | **No File Uploaded** |
| Geo tagged photographs of the facilities | Dry and Wet Waste Segregation |
| Any other relevant information | 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** — **C. Any 2 of the above**

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

**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 with trees and plants**

| File Description | Documents |
|---|---|
| Geo tagged photos / videos of the facilities | View File |
| 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** — **E. None of the above**

**3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

| 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 | No File Uploaded |

**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**

A. Any 4 or all of the above

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | View File |
| 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 | No File Uploaded |

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).

Not applicable in the currentyear as classes were conducted predominatly through online mode of education.

| File Description | Documents |
|---|---|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

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

**Regularclasses on value education and Indian Constitution is organised through online mode. These classes are not just completed as per the University prescribed syllabus but also,makes an attempt in promoting student aware on constitutional obligations, values, right, duties and responsiblities as citizens of the country.**

| File Description | Documents |
|---|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | [View File](#) |
| Any other relevant information | **No File Uploaded** |

| | |
|---|---|
| **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** | **A. All 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

**Every year the college has been organises and celebrating days of national importance like Independence Day, Republic Day, Hindi Diwas, Sadbhawan diwas, Gandhi Jayanthi, Ambedkar Jayanthi, Teachers Day etc. Also thecollege organises international events such as World Hearing day, International Women's Day, International Yoga Day etc. andalso national festivals such as Deepavali, Christmas, Onam.**

| 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.

**Not applicable to the current year.**

| File Description | Documents |
|---|---|
| Best practices in the Institutional web site | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

## 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

**The College has been sucessful in providing competitive exam coaching for CA, ACCA and CS students though online mode. The effectiveness of theseclasses is well understood with the remarkable results which our students have obtained in the present academic year.**

| File Description | Documents |
|---|---|
| Appropriate web in the Institutional website | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

7.3.2 - Plan of action for the next academic year

**1. Implement an activity as organised in the previous year to promote social equality and service and instil a sense of responbility and awareness among students.**

**2. Implement any two of the waste management system as prescribed by NAAC guidelines.**