



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	MANGALORE ACADEMY OF PROFESSIONAL STUDIES
Name of the head of the Institution	Shruthi Shetty
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	0824-2411750
Mobile no.	9448636871
Registered Email	mapsmangalore@gmail.com
Alternate Email	shruthisatishshetty@gmail.com
Address	Chinmaya Lane, Bunts Hostel
City/Town	MANGALORE
State/UT	Karnataka
Pincode	575003

<b>2. Institutional Status</b>	
Affiliated / Constituent	<b>Affiliated</b>
Type of Institution	<b>Co-education</b>
Location	<b>Urban</b>
Financial Status	<b>private</b>
Name of the IQAC co-ordinator/Director	<b>Shana Mariyam. B</b>
Phone no/Alternate Phone no.	<b>08242411750</b>
Mobile no.	<b>7996595249</b>
Registered Email	<b>shaanz1988@gmail.com</b>
Alternate Email	<b>mapsmangalore@gmail.com</b>

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="https://www.mapsmangalore.com">https://www.mapsmangalore.com</a>
<b>4. Whether Academic Calendar prepared during the year</b>	<b>Yes</b>
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://mapsmangalore.com/assets/images/pdf/Maps-degree-college-2018-19.pdf">http://mapsmangalore.com/assets/images/pdf/Maps-degree-college-2018-19.pdf</a>

### 5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
<b>1</b>	<b>B+</b>	<b>2.65</b>	<b>2018</b>	<b>30-Nov-2018</b>	<b>30-Nov-2023</b>

<b>6. Date of Establishment of IQAC</b>	<b>14-Dec-2014</b>
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### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
<b>Art of Students Counselling</b>	<b>08-Sep-2018 1</b>	<b>60</b>

Collected feedback on syllabus from all the stakeholders	17-Sep-2018 7	450
One day talk on Life Skills and Employability	28-Jul-2018 1	50
<a href="#">View File</a>		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>No Data Entered/Not Applicable!!!</b>				
No Files Uploaded !!!				

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

5

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

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

1. Feedback was collected from students regarding curriculum and teacher evaluation

2. Encouraged students and faculty for doing research, paper presentation and publications

3. Encouraged departments to organize state level and national level seminars and workshops

4. Conduct academic audit

5. Encouraged departments conduct various inter class competitions and also to observe various important days related to the core subject

[View File](#)

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

Plan of Action	Achievements/Outcomes
Improve research activities, field visits, paper presentations and publications.	Instructions given to the HODs of various departments to promote research activities, paper presentations and publications and to organize field visits
Conduct various departmental, inter class and inter college activities, competitions and programmes.	Instructions given to the HODs of various departments to organize inter collegiate fest and inter class competitions - Organized Navigate 2019
NAAC Accreditation	Institution was accredited with B+ Grade with a CGPA of 2.65 in first cycle
Feedback collected with regard to syllabus from all stakeholders	Feedbacks were collected, analysed and action was taken.
Maintain the documentation	Information passed on to the criteria in charges to take necessary steps to monitor documentation
<a href="#">View File</a>	

**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
Governing Council	25-Feb-2020

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

No

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2019

Date of Submission

28-Feb-2019

**17. Does the Institution have Management Information System ?**

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

MANAGEMENT INFORMATION SYSTEM:  
Management Information System is being

used partially in our institution for the easy and smooth functioning. A software called inflibnet is being used in our Library to communicate with other scholars and also to collect information from any University in India. A software called Educonic 1.0 was installed as a Library Management System through which the collection of books and new additions were recorded, daily check in and out is monitored and used for future use. For the easy maintenance of accounts, staffs are trained in tally and other accounting softwares. Bulk SMS software is being used for communicating with parents and students by sending SMS regarding their ward's attendance and events of the college. Usage of these softwares have helped the institution by effective communication and making things more systematic.

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

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

Mangalore Academy of Professional Studies (Maps) is currently having the following mechanisms for effective delivery of curriculum-

- i. At the beginning of an academic session, departmental meetings are held in every department in which the subjects are distributed to the teachers after discussion with them.
- ii. Number of hours for each subject is decided according to the syllabus and credits assigned to each topic/Group/paper etc.
- iii. College administration provides a well constructed weekly Routine/Schedule/ time table for each semester for UG classes.
- iv. Departmental Heads prepare the time table which is duly approved by the Principal.
- v. Teachers prepare their work plan, teaching methodology, lectures according to the topics in the syllabus.
- vi. Classes are held according to the schedule under the supervision of college administration/university guidelines.
- vii. College has rich central library with open access system. A good number of Journals (Science and commerce) are subscribed by our college. Inlibnet (e-books and e-journals) facility is available for teachers and students (2017-18).
- viii. Various classroom teaching methods based on various needs of different subjects are regularly used for the effective delivery of the curriculum such as

- a. Chalk and Blackboard method
- b. ICT-enabled teaching-learning method.
- c. Use of Scientific models and charts for effective lecture delivery.
- d. Distribution of study materials, model question papers by teachers.
- e. Group discussion amongst the students during the class.
- f. Micro-teaching and seminars by students related to curriculum.
- g. Paper presentation/assignments by the students.
- h. Proper and adequate instrumentation facility is given to the students for their practical classes.
- i. Need based survey programmes, field works and educational excursions are carried by the departments.
- j. Project work, dissertations are conducted for fulfillment of their degrees.
- k. Seminars and special talks by experts are also arranged regularly for advance studies. Regular class test, Internal

examinations, Semester examinations, regular assessment in practical classes, viva-voce, are done to keep track on the improvement of the students. Bridge course, remedial and tutorial classes are also conducted based on requirement. Departments maintain the detailed record of the classes, assignments, project etc. College administration also keeps a vigilant eye on the results, departmental proceedings and student needs and also keeps record of the different activities of the college regarding teaching- learning, development and improvements of different methods of effective curriculum delivery.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Certificate Course in Aviation and Hospitality Management	Diploma in Aviation and Hospitality Management	15/06/2018	162	Employability	Training in Airport Functioning/Hotels

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BSc	Hospitality Science	15/06/2018
<a href="#">View File</a>		

#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	Commerce	15/06/2018

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

	Certificate	Diploma Course
Number of Students	13	14

### 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
<b>No Data Entered/Not Applicable !!!</b>		
<a href="#">View File</a>		

#### 1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BASLP	Speech and Hearing Internship	37
BASLP	Speech and Hearing Field Visit	20
<a href="#">View File</a>		

## 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

### Feedback Obtained

Student's feedback is filled by Students on their working in the college. Feedback is received on varied aspects of the college including location, office, canteen, library, infrastructures, faculties, administration and academics. The points are calculated according to the grades given by the students in various criteria. The grades are given as A, B, C, D, E (where A5, B4, C3, D2, E1). The Average and percentage of various criteria are calculated. The strength and weaknesses mentioned by the students are summarized. Feedback is also collected from the teachers at the time of teachers counseling. And suggestions and comments given by the teachers are also considered for overall development of the institutions. Parent Teacher Meetings/ interactions are organised by each and every department of the college. Suggestions and comments given by the parents/guardians are also taken into account for future development. Teaching-learning evaluation and other personal issue were discussed. Departmental/ Committee meetings are organized every weekend. The areas where improvements are required are discussed in respective committees/departments. The proposals given by the different committees and departments are discussed in General Meeting of the college for necessary action. Strengths of the college are also taken into consideration for further upgradation.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Hospitality Science	40	3	3
BASLP	Speech and Hearing	33	76	33
BCom	Commerce	160	210	132

[View File](#)

### 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
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2018	368	0	20	0	0
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## 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
20	20	21	10	0	4

[View File of ICT Tools and resources](#)

No file uploaded.

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

Mentoring of students, is an essential feature to render equitable service to all our students having varied background. Student-mentorship has the following aims: a. To enhance teacher-student contact hours b. To enhance students' academic performance and attendance c. To minimise student drop-out rates d. To identify and understand the status of slow learners and encourage advanced learners e. To render equitable service to students The institute has followed the suggestion made by the management teaching faculties. The importance of integrating the system for enhancing students' performance is a common resolution adopted by a meeting of the teaching faculty. The system was promptly and effectively put into practice. The IQAC had taken the initiative of implementing the mentoring of students. Students are categorised based on the streams of studies and also according to their core subjects. They are divided into groups of 10-15 depending on the number of students. Each group is assigned a teacher-mentor who would perform mentoring duties. A Mentoring Format with Guidelines is prepared by the IQAC to ensure uniformity. a. Mentors maintain and update the Mentoring Format which contains space for entering particulars and performance of students (class tests, monthly attendance records, etc.) b. After collecting all necessary information, Mentors are expected to offer guidance and counselling, as and when required. c. It is the practice of Mentors to meet students individually or in groups. d. In isolated cases parents are called for counselling/special meetings with the Principal at the suggestion of the Mentor. e. If a student is identified as having weakness in particular subject, it is the duty of the Mentor to apprise the concerned subject teacher. Uniqueness: The institutional practice of Mentoring System has been designed and implemented – a. to be student-centric b. to render equitable service to students of varied academic financial backgrounds Constraints: With the introduction of continuous assessment under the Semester System, time factor could be a constraint for Mentors. Evidence of Success: Though the system has only been implemented in the last year onwards, significant improvement in the teacher-student relationship can be seen. The system has been useful in identifying slow learners and advanced learners. Based on the requirement deduced through a careful examination of each Mentor's report, the College has organised several Remedial Classes in the identified topics/subjects for slow learners. Targets achieved: The Remedial Classes have been institutionalised after the implementation of the Mentoring System. Need-Based remedial classes have proved to be beneficial to the students in particular and the entire college in general. The institutional practice of Mentoring System has considerably enhanced the campus environment and brought about: a. Enhanced contact hours between Mentors with their respective students b. Improvement in students' attendance records c. Minimised student drop-out rates (apparently due to Mentors' intervention before a student falls short of attendance or has been regularly abstaining from classes) d. Identification of slow learners for conducting Remedial Classes e. Advanced learners identified and encouraged with incentive prizes

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
368	20	1:18

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
21	20	1	4	1



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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
<b>No Data Entered/Not Applicable !!!</b>			
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## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	BHSHSC	2	11/04/2018	21/06/2018
BCom	BCMCMC	2,4,6	11/04/2019	21/06/2019
BASLP	BSPLPC	2,4	11/04/2019	21/06/2019
BASLP	BAPSLC	6	11/04/2019	21/06/2019
<a href="#">View File</a>				

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

College is affiliated to Mangalore University. Hence the evaluation guidelines designed by the University is being followed. The evaluation includes two parts, Internal or between semester examinations and External of end of the semester examination. Internal examinations are conducted by the institution which include 2 examinations in the odd semesters and 1 exam in the even semesters. The schedules of internal assessments are communicated to students and faculty in the beginning of the semester through institute academic calendar which is prepared based on the university academic calendar. The internal exam time table is displayed on the notice board 2 weeks in advance. Marks allotted for internal exams varies among different courses and years (like 20-80, 25-75, 50-50). In this frame work, internal marks are awarded to individual students based on the marks obtained in unit tests conducted after each unit, assignments, class room interaction etc. Continuous assessment in practical subjects For practical subjects, there shall be a continuous evaluation during the semester for 75 or 100 internal 100 Or 125 external marks based on viva at the end of each semester. As a part of evaluation, day-to-day work in the clinics and laboratory, timely submission of records and reports, viva at the end of each posting and the professionalism followed by the student during the clinical postings. Apart from this each subject also carries a practical examination for which marks are awarded out of 25 based on the student's performance in the practical topics given in the syllabus for each subject.

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

The academic calendar is a very useful document, which contains the most important dates to guide the teachers and students. Our academic calendars provide important information about teaching dates examination dates extra co-curricular activities, semester based and annual based examinations. Before the commencement of every semester respective departments prepare a detailed study

plan, assignments for the individual teachers and the number of classes allotted to each course. On the basis of this the Routine subcommittee of the Teachers' Committee prepares a detailed timetable and academic calendar for the entire semester. Finally this is distributed to the departmental teachers and the students and also made available on college Website. The effectiveness of the process is maintained through effective monitoring by the Principal/Vice-Principal. The Principal/Vice Principal sees to it that all departments follows academic calendar. The college has a vibrant culture of instilling inquisitiveness and scientific temper among the students through a number of activities.

## 2.6 – Student Performance and Learning Outcomes

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

<http://mapsmangalore.com/Syllabus.php>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BHSHSC	BSc	Hospitality Science	3	1	33
BCMCMC	BCom	Commerce	263	215	82
BSPLPC	BASLP	Speech and Hearing	101	86	85

[View File](#)

## 2.7 – Student Satisfaction Survey

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

<http://mapsmangalore.com/images/naac/student-satisfactory-survey-report-18-19.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
<b>No Data Entered/Not Applicable !!!</b>				

[View File](#)

### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Introduction to IPR and importance of IPR in today's modern world	BCOM	09/01/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Maps College	Renwick Mendonca	Self	M/S My Hangers	Business	04/08/2018
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**3.3 – Research Publications and Awards**

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	06	26

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

Name of the Department	Number of PhD's Awarded
--	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	BASLP	3	0
International	BASLP	2	0
No file uploaded.			

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

Department	Number of Publication
BASLP	3
No file uploaded.	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
<b>No Data Entered/Not Applicable !!!</b>						
<a href="#">View File</a>						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
<b>No Data Entered/Not Applicable !!!</b>						

[View File](#)

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

Number of Faculty	International	National	State	Local
Presented papers	4	20	0	0
Attended/Seminars/Workshops	0	9	0	0
Resource persons	0	1	0	0

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### 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Keep your surrounding clean	NSS	7	150
Swachchatha Pakhwada	NSS and University	2	100
Swachcha Parisara Sundara Jeevana	NSS and Lions Club, Mangalore	10	60

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
00	00	00	0

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachcha Bharath	Lions Club Mangalore	Swachcha Parisara	10	60
Swachcha Bharath Abhiyan	In association Maravoor Gramapanchayath	Swachcha Grama	12	60

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### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
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No Data Entered/Not Applicable !!!

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
INTERNSHIP	SKILLED TRAINED CENTER FOR ENDOSULFAN VICTIM	SANIDHYA, UJIRE	23/01/2019	31/12/2019	45+2
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
10	10.37

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
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### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Educonic	Partially	1.0	2018

#### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	2398	801937	251	212101	2649	1014038
e-Books	3135809	35400	0	0	3135809	35400
Journals	15	1849	3	14228	18	16077
e-Journals	6241	35400	4	6300	6245	41700
Digital Database	1	35400	0	0	1	35400
CD & Video	104	0	6	0	110	0
Library Automation	1	25000	0	0	1	25000
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
<a href="#">View File</a>			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	21	5	2	2	0	4	4	35	6
Added	0	0	0	0	0	0	0	35	0
Total	21	5	2	2	0	4	4	70	6

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

70 MBPS/ GBPS
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##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Facilities for e-content development such as media Centre, Recording Facility, LCS	<a href="http://mapsmangalore.com/">http://mapsmangalore.com/</a>

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
30	26.7	40	42.2

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

The Institution has 16 class rooms available on Campus. Each class room is provided with sufficient number of desks designed for the convenience and comfort of Students. Other facilities such as podium, marker boards, black boards and stationary such as marker pens, chalks are available in the class rooms to make the teaching and learning process more effective. All the classrooms are authentically designed with proper ventilation. Floors of all classrooms and corridors are furnished with cement finishing. One room is exclusively allotted for exam related work. This facility is used for activities related to Internal Evaluation and Semester Examinations. 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 separate 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 has a Tutorial Room meant for compact tutorials. The College has a separate training and Placement Cell with facilities such as Computer connected to Internet, Display Boards and facility for conducting interviews and a Counselling Room to counsel the students with Academic/Personal issues. The College Office is provided with Telephone, Computer, Scanner, Photocopy Machine and Printers, which cater to the needs of the Students and the Faculty.

<http://mapsmangalore.com/facilities.php>

#### CRITERION V – STUDENT SUPPORT AND PROGRESSION

##### 5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Pavoor Education Trust	55	223400
Financial Support from Other Sources			
a) National	BC fee concession merit scholarship	45	146470
b) International	--	0	0

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial

coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Soft Skill Development	15/06/2018	240	Faculties and alumni
Remedial Coaching	15/06/2018	15	Faculty
Bridge Courses	15/06/2018	10	Faculty
Yoga Meditation	21/06/2018	50	Mr. Rangappa Ms. Ahalya
<a href="#">View File</a>			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
<b>No Data Entered/Not Applicable !!!</b>					
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Inspire Speech and Hearing Therapies	32	3	Alvas Pragathi 2018	20	2
<a href="#">View File</a>					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
<b>No Data Entered/Not Applicable !!!</b>					
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
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SLET	1
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Navigate - Supervivencia 18	State	160
Maps Vaibhav	Institution Level	250
Maps Kreedotsava	Institution Level	300
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**5.3 – Student Participation and Activities**

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Preservance and sustainability play an exceptional role in enhancing the quality and commitment of any organization. The institution makes its mark by enriching the personality of its students in overall development. The college is not only making strenuous efforts in the academic growth of students but also putting its relentless efforts in this field of extracurricular activities. The college has built up many associations for the benefit of students' act of which student association is one among them. Student council is the voice of students' body or representative body of the entire student fraternity. The purpose of student association is to give students an opportunity to develop leadership and also carry out college activities. It helps students to share their ideas, interest and concern with wide community. The student council consists of the president, two vice president, secretary of various associations and elected class representatives. Student Welfare Officer is the faculty guide.

**5.4 – Alumni Engagement**

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

33

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

4950

5.4.4 – Meetings/activities organized by Alumni Association :

2 meetings and 3 activities

**CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**

## 6.1 – Institutional Vision and Leadership

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

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.

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

Partial

## 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	The Principal of the College along with the admission committee carry out the admission process. Financial help is offered through the flexibility in payment of fees in easy instalments for the needy students. Economically poor students are provided with fee Concession by the College authority. The students are guided to opt for right choice of subject combination at the time of admission.
Industry Interaction / Collaboration	Industry experts are invited on a regular basis to give talks and share their expertise. Various departments of the College organize Professional Internships, Industrial Visits to give students experiential learning. Alumni of the college are well placed in the industry various departments organize talks and guidance sessions of alumni on a regular basis. These sessions are extremely helpful for the existing students for their professional development.
Human Resource Management	Human Resource Management All human resources available within the College is deployed and engaged according to one's aptitude and abilities. Maintenance of Grievance Redressal Cell, Anti Ragging Committee, Sexual Harassment Committee.
Library, ICT and Physical Infrastructure / Instrumentation	The library is equipped with Digital library facilities. National and

	<p>international journals are provided. The College library is enabled with free WiFi facility of 10 mbps to 15 mbps for the use of e-resources within the campus. New books are added every year for the requirement of teaching learning process. ICT: Usage of teaching and learning process LCD projectors are installed in Audio Visual Room and Conference Hall. Procurement of more LCD projector and laptop for the same purpose. Physical Infrastructure: More fans were installed and the conventional blackboards were replaced with whiteboards, a water cooler was procured.</p>
Research and Development	<p>Research and Development To enhance the teaching quality the teaching faculty were constantly motivated to take up research work and the management provided the facility of a research budget. As per of the fulfilment of the research activity all the departments of the College successfully accomplished a minor research each during the year. Encouraging Faculties to take Ph.D.</p>
Examination and Evaluation	<p>Educational excursion, field work and industrial visits are also part of the evaluation system. Enhancement of learning skills of the Students through participation in different seminars. Regular feedback is obtained from students for improving teaching learning method.</p>
Teaching and Learning	<p>Educational excursion, field work and industrial visits are also part of the evaluation system. Enhancement of learning skills of the Students through participation in different seminars. Regular feedback is obtained from students for improving teaching learning method.</p>
Curriculum Development	<p>Curriculum Development For the smooth flow of the syllabus, teachers are made to submit their lesson plan for every semester. The IQAC ensures quality in Curriculum development through regular meetings among the teaching staff regarding academic affairs and collecting feedback from various stakeholders.</p>

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

E-governance area	Details
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Planning and Development	Planning and Development Implemented SMS system for dissemination of information including regular notice to all stakeholders
Administration	Notice display system for students and other stakeholders.
Finance and Accounts	The accounts of the College are maintained under cash basis of accounting. Fees are collected using software which maintain records of students' receipts and profile account. Daily cash collection and payment recorded in the cash book later which is posted to various ledgers. Class wise fees receivable and the actual fees received are reconciled after every semester with the help of the software. Staff salary along with their profile is maintained in the system.
Student Admission and Support	Student Admission and Support For constant support and assistance to the student community online tools are used to keep in touch and inform them about various notices time to time. feedback forms are provided to the students. Besides that online messages and short messaging services are also used to inform and notify students about different academic and official activities. The teaching faculty has also created google groups and whatsapp groups to post updates and news related to academic and official documents.
Examination	The College conducts annual Semester Wise examination smoothly. The sitting arrangement of the students is provided online to avoid chaos and confusion on the examination days. This also saves time controls stress of the students during examinations. Notices related to exams are also posted and updated on priority basis. Thus the Chief Examination Officer and examination committee in College ensures transparency and quicker methods of conducting exams. Besides that marks of the internal exams and semester exams are also sent to the University online. College also Displayed Internal Examination Results Online on College Website. System is Student Friendly

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/	Name of the	Amount of support
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		workshop attended for which financial support provided	professional body for which membership fee is provided	
2018	Mr Subramani	Corporate Social responsibility, Challenges New Initiatives	Mangalore University, Mangalagangothri	1000
2018	Mrs Gayathri	Introduction of CBCS Syllabus in Degree Course	Paduva Degree College, mangalore	200
2018	Mr Ganesh I	Introduction of CBCS Syllabus in Degree Course	Paduva Degree College, mangalore	200
2018	Mrs Shruthi shetty	Intellectual Property Rights, Enterpr eneurship leadership skills	Milagress College, Mangalore	1000
2018	Ms. Kavya P Hegde	Intellectual Property Rights, Enterpr eneurship leadership skills	Milagress College, Mangalore	1000

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Life skills and Employability	Life skills and Employability	28/07/2018	28/07/2018	15	6
2018	Art of student counselling for college teachers	--	08/09/2018	08/09/2018	80	0
2019	How to Overcome the Challenges Faced by a	How to Overcome the Challenges Faced by a	30/01/2019	30/01/2019	50	3

	working mother with special kids"	working mother with special kids"				
2019	Negative Effects of Gadgets On Communication	--	26/02/2019	26/02/2019	50	0
<a href="#">View File</a>						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Corporate Social responsibility, Challenges New Initiatives	1	06/07/2018	07/07/2018	02
Introduction of CBCS Syllabus in Degree Course	2	14/07/2018	14/07/2018	01
Intellectual Property Rights, Entrepreneurship leadership skills	5	31/07/2018	31/07/2018	01
Faculty Knowledge Programme	1	04/08/2018	04/08/2018	01
Recent Trends in Assessment and Management of Individuals with Stuttering	1	29/08/2018	31/08/2018	03
<a href="#">View File</a>				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
4	4	1	1

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Provident Fund and maternity benefit facilities	Provident Fund and E.S.I maternity benefit facility.	Scholarships, Fee Concession Fest participation fee is reimbursed

## 6.4 – Financial Management and Resource Mobilization

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

Internal audit is done every year where the auditing team checks the income received from the students which is recorded in the software and reconciled with the fees that is to be received according to class wise. Cash book is checked with the help of bank statement and vouchers maintained by the institution along with physical cash verification. Reports of Income and Expenditure statement is submitted to the Chartered Accountant who prepared the financial statement and other reports for the institution.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
--	0	--
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6.4.3 – Total corpus fund generated

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## 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Prof. Hrishikesh	Yes	Academic Council
Administrative	Yes	Mr. Prabhakar Neermarga	Yes	Governing Council

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

Parent teacher interface is frequently arranged to have close rapport between the parents and teachers which help the students to excel academically Many points of agenda were discussed during the meeting to improve the College in many areas like infrastructure, discipline, extracurricular activities and performances of the students. The College always invites suggestion for improvement from the parents and the stakeholders and the feedback obtained from them are always given due importance. 2. Communication of views which the students were hesitant to share to the teachers about the College and the department through the parents. 3. Interpersonal interaction also took place between the parents and the concerned subject teachers out of which the parents were able to find out about their ward's attendance record and their performance in the recently concluded examination.

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

1. Professional Ethics, Accountability and attitude of Teachers in Higher Education 2. Professional Preparation of Teachers in Higher Education. 3. Training in tally

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

. Introduction of new course on BHS 2. Organization of National seminars 3. Introduction of certificate course on Aviation and Hospitality Science

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	One day talk on Life Skills and Employability	28/07/2018	28/07/2018	28/07/2018	50
2018	Collected feedback on syllabus from all the stakeholders	17/09/2018	17/09/2018	24/09/2018	450
2018	Art of Students Counselling	08/09/2018	08/09/2018	08/09/2018	60
2018	Underwent 1st Cycle of NAAC Accreditation	26/10/2018	26/10/2018	27/10/2018	450
2018	Introduced a new course on BSc. HS	01/06/2018	01/06/2018	31/05/2019	3
2018	Certificate course in Aviation and Hospitality Management	01/06/2018	01/06/2018	31/05/2019	13
2019	External Academic Audit	27/03/2019	27/03/2019	27/03/2019	20

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**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 – Institutional Values and Social Responsibilities**

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Seminar on "Women Empowerment and other issues on women"	20/07/2018	20/07/2018	92	0



Talk on "Human Trafficking"	23/01/2019	23/01/2019	48	24
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7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

1. Posters being displayed for promoting awareness against wastage of water and electricity in and around the campus. 2. Installation of ample number of power saving LED lights in the campus. 3. Solar units - Ladies Hostel. 4. Rain Water Harvesting - Maravoor Campus.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Provision for lift	Yes	0
Ramp/Rails	Yes	0
Braille Software/facilities	Yes	0
Rest Rooms	Yes	0
Scribes for examination	Yes	0
Special skill development for differently abled students	Yes	0
Any other similar facility	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	5	7	25/06/2018	01	Awareness on Drug Abuse	Public health	12
<a href="#">View File</a>							

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

Title	Date of publication	Follow up(max 100 words)
Academic diary 2018-19, 2019 -20 for all students.	15/06/2018	Different stakeholders of the Institution are students, parents, teaching and non-teaching staff, etc. Guidelines for students as well as parents are mentioned in the college calendar.

Along with that they are detailed about the same during the orientation programme conducted in the beginning of the Academic Year. During the date of joining to the Institution, Teaching and non-teaching staff are detailed about their respective codes of conduct in the form of Professional Ethics to be followed. In whole core values of the Institution are also published.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
World Environment Day	05/06/2018	05/06/2018	600
Vanamahotsava	23/06/2018	23/06/2018	600
Drug Awareness Programme	25/06/2018	25/06/2018	600

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

1.Installation of ample number of power saving LED lights in the campus. 2.Use of organic manures fertilizers in the college garden. 3.Solar unit - ladies hostel. 4.Rain water harvesting- Maravoor campus. 5.Very less number of vehicles brought by the students in the campus. Rather they use, bicycles, public transport or walk to the college which is a live example for eco-friendliness.

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

1.Bachelor of Commerce degree with coaching for Chartered Accountant/ Company Secretary course/ Aviation Hospitality Management: Goals: • To offer a bachelors degree as well as professional certificate. • To extract the full potential of the students making their brains work double time. The context: The success of Maps in creating the victorious path for CAs has increased demand by the aspirants of CS Aviation Hospitality Management. Keeping this in mind, the institution provides coaching for CA, CS Aviation courses along with B.Com degree. The practice: The students attend regular B.Com classes from 9:30 to 4:30 and then before and after those classes they attend the coaching classes for CA/ CS/Aviation Hospitality Management. The main advantage of this system is that students are given complete psychological and moral support, which provides coaching in a fully fledged Academic manner. Evidence of Success: Maps being the first of its kind institution in and around Mangalore to provide coaching for CA with B.com degree has now become a popular institution in providing coaching for Company secretary and Aviation Hospitality management courses. 2. Social bonding through community service: Goals: • To sensitize students towards community service. • To inculcate values of concern, compassion commitment. • To equip students with organising leadership skills. The context: Keeping in mind the above goals the students of

BASLP in coordination with Saanidhya special school, Mangalore Ujire, Lion's special school, Surathkal, had reached out to the different people in educating them about need for identification and treatment of Audio logical and speech and language issues need of regular hearing checkups and hearing conservation techniques. The practice: BASLP students under the guidance of their teachers took up these community services in the form of Exhibition at Kadri park, exhibition in the college and awareness rally/ road shows from City Centre Mall to the college campus. Evidence of Success: This programme has made our students more sensitive in serving the community.

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

<http://mapsmangalore.com/images/naac/best-practice.pdf>

### 7.3 – Institutional Distinctiveness

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

? Learning through teaching Maps College was established with a noble vision of imparting and believing in quality education with a commitment to develop students with ethics and values by promoting talents to showcase their true potential. The institution stands apart from all other colleges by placing greater emphasis on producing professional students by providing value-based education and enabling the students to face challenges in modern life. The institute aims at instilling a sense of self discipline and accountability among students and developing a respect for democratic, ethical, and moral values. To be distinctive to its vision, priority and thrust, students of Maps College follow a unique practice of 'Learning through teaching'. This is a method of teaching in which students are made to learn material and prepare lessons to teach it to other students. Teaching is giving lessons about a particular subject to a group of learners, while learning is gaining knowledge by studying, being taught and experiencing. The primary goal of teaching is to impart knowledge and to monitor change in behaviour while learning aims to understand and apply knowledge. To experience the same, final year B.com degree students visited the IX std students of Chinmaya English Medium High School, Bunts Hostel, Mangalore and taught various basic concepts of commerce which is now a part of Social Science curriculum. Unlike the normal classroom teaching which involves only blackboard- chalk method, students of our college made their teaching activity oriented using certain activities like: memory game, guess who, citing the examples etc which was liked by the learning students a lot. Even though commerce is at the introductory stage at the school level the students were motivated to research more on the topics so that it would help them to choose their career in future. This practice was very advantageous for the students of Maps College in many ways. It developed and implemented teaching -learning activities and assessment tasks aligned with learning outcomes. Their teaching involved utilization and assessment of cognitive, affective and psychomotor skills too, which was beneficial both for the school students as well as the our students as they realized the importance of all these while teaching too. Students learnt the importance of concentration, preparation reproduction while teaching as well as learning. Unlike any other institution, the students of our college followed this practice with full enthusiasm and also motivated the fellow classmates and juniors to continue with the practice.

Provide the weblink of the institution

<http://mapsmangalore.com/maps.php>

### 8.Future Plans of Actions for Next Academic Year

1. Introduce ACCA and CMA coaching with B.COM
2. Set up fully fledged laboratory for BSc. HS
3. Introduce Entrepreneur Development Cell
4. Introduce Commerce Lab
5. MOU with Medical University