Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**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.	**08242411750**
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**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**Self financed**
Name of the IQAC co-ordinator/Director	**Shana Mariyam. B**
Phone no/Alternate Phone no.	**08242411750**
Mobile no.	**9964097609**
Registered Email	**shanamariyambasheer@gmail.com**
Alternate Email	**mapsmangalore@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.mapsmangalore.com/img/iqac/MAPS-AQAR-Report-2018-19.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.mapsmangalore.com/img/iqac/academic/2019-20.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity Period From	Validity Period To
1	**B+**	**2.65**	**2018**	**30-Nov-2018**	**30-Nov-2023**

6. Date of Establishment of IQAC	**14-Dec-2014**

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
One day National Workshop	**06-Sep-2019**	**45**

on Mentoring Mentors	1	
Career Launcher Programme	07-Jan-2020 1	115
Industrial Visit	07-May-2019 1	30
Personality Grooming Programme	20-Aug-2019 1	257

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	0	Nil	2019 0	0
[View Uploaded File](#)				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View Link](#)
10. Number of IQAC meetings held during the year :	**4**
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 Uploaded 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. Encouraged students for paper presentations and conduct minor research. 2. Supported the B.ASLP department in organizing an exhibition on Speech and Hearing. 3. Supported the BHS Department in the organizing of first State Level Intercollegiate Fest at Pre University Level 4. Encouraged departments to organize state level and national level seminars and workshops 5. Supported B. ASLP Department to hold several awareness talks to benefit the society at large.

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

Plan of Action	Achivements/Outcomes
Organize Industrial visit	Industrial visit was organized to Mangalore Chemicals and fertilizers, Mangalore
Submission of lesson plans by subject teachers and sticking on to it	Syllabus was completed within the stipulated time period without any lag in the portions
Faculty enhancement program	Organized a workshop titled "Mentoring the Mentors" in association with Mangalore University Alumni Association
Proposed to organize inter collegiate fest	Organized Sangam 2019 and Navigate 2020
MOU with ACCA	MOU was signed between Maps and AACA
Career guidance program	Organized a career guidance program with the title "Margdarshan"
Introduce Patent Unit	Patent cell was implemented with the guidance of Mr. Nachiketh
MOU with Amrita Institute of Medical Science	MOU was signed between: Maps and AIMS
[View Uploaded File](#)	

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

Name of Statutory Body	Meeting Date
Governing Council	**10-Jul-2021**

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	**30-Sep-2019**

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

| If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words) | MANAGEMENT INFORMATION SYSTEM: For an easy and smooth functioning of the College MIS has been implemented in many of its operations. The Institution does realise the importance of maintaining a sound student data base, financial records and make available educational information in electronic form to students, faculty etc. In light of the above the college continues to operates as stated in the AQAR report of 2018 19 with the below stated software. The college library uses inflibnet which is a stateoftheart integrated library management software designed based on requirements of college and university libraries. It is a userfriendly software developed which enables our scholars an easy access to information from various Universities around the globe. Also, a software named Educonic 1.0 a Library Management software built to handle the primary functions of the College library to manage asset collections as well as relationships with faculty and students has been installed. It helps the college library to keep track of the books and their checkouts, as well as members' subscriptions and profiles. Also, it assists in maintaining the database for entering new books and recording books that have been borrowed with their respective due dates. Two e journal websites like Shodhganga and eShodhsindhu a reservoir of Indian thesis and dissertations submitted to universities in India have been subscribed which encourages students and faculties to engage in research based activities. The office staff are trained in tally and other accounting software to ease down the process of maintaining student data and financial information. Regular communication to parents and students pertaining to students' attendance, college events and notifications are done through ERP Software. The software helps in maintaining student data and making it available when such a need arise. Application of MIS at several operations of the college has helped the institution to function in an orderly manner and maintain regular communication with staff, students, parents, University and other |

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

The College is affiliated to Mangalore University and offers courses like B. Com, B.ASLP and B. Sc (HS). The course curriculum (put into revision every four years) and the academic calendar are prepared by the University. However, in the beginning of the academic year Principal, Heads of the Department and other faculty members meet in order to plan for extra- curricular, co-curricular activities and several other certificate programmes in order to equip students with skills and knowledge required by the present-day recruiters. CBCS (Choice based credit system) scheme has been implemented for the academic year 2019-2020 for B.COM, BASLP and B.Sc. (HS) students. The faculty members participate in the workshops organised by the Board of studies time to time in their respective subjects. The outcome of the workshop is being shared in the department and the students. The faculty members are also encouraged to participate in orientation courses, refresher courses, seminars, workshops and conferences. Faculty members prepare their own plan of action according to the CBCS Syllabus and the time available. The Work Dairy is maintained on a day basis by each faculty member. This dairy will be submitted to the Principal at end of every month. Departmental review meetings are arranged regularly to discuss about the syllabus completion status. As per the need of the students – remedial courses, tutorials and special sessions are also arranged. According to the guidelines of the University, college conducts internal examinations which is planned by the internal examination committee. Also as per the changed syllabus new text books, reference books and journals have been added to the library so as to cater to the needs of the students. The college has been successful in conducting a number of workshops, conferences, certificate courses/ add on courses etc. in order to ensure all-round development of our students.

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	01/06/2019	272	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
Nill	Nil	Nill
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	Commerce	01/06/2019
BSc	Hospitality Science	01/06/2019

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

	Certificate	Diploma Course
Number of Students	16	11

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
CA (Foundation, IPCC Finals)	01/06/2012	124
CS (Foundation Executive)	16/06/2014	5
CMA	02/07/2018	2
ACCA	02/07/2018	9
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BASLP	Speech and Hearing Internship	20
BASLP	Speech and Hearing Field Visits	33
BCom	CA Internship	1
BCom	CA Articleship	19
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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

Affiliated University revises the syllabus once in four to five years. The recent trends in the area of knowledge, market demand and the national development concerns are the key factors in such a revision. The institution provides comprehensive facilities and opportunities for the overall growth of students. The main motto of the college is to provide quality education to generate employment opportunities for its students. The institution is always

eager to take feedback from stakeholders regarding its performances. In this direction frequent parent – teachers meetings are organised in the college to collect their opinions, suggestions and feedback. The college has a structured feedback system for students known as 'Students Experience Survey.' In addition to the above the College also seeks feedback from other stakeholders like faculty, alumni, employers through regular interactions. To develop employable skills among the students the college organises various programmes in consultation with local trainees to ensure skill enhancement among students . In this direction the college has signed several MOUs with institutions, hospitals, industries and many more. The Alumni's Association hold their meet frequently in the college to suggest the measures for the performance development of the college. The college takes keen interest in promoting the students for PG course, Professional course. The institution conducts teacher's evaluation by students using 10 points scale in a structured format. The result are evaluated by Principal and committee members and such marks and grades is used by the management to fix the annual increment, promotions in order to motivate faculty to enhance either performance and academic delivery.

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
BCom	Commerce	160	200	156
BASLP	Speech and Hearing	33	80	33
BSc	Hospitality Science	40	6	6
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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
2019	205	0	20	0	0

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
20	20	8	8	8	2
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

Mentoring of students , is an essential feature to render equitable service to all our students from 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 having weakness in particular subject, it is the duty of the Mentor to appraise 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 class) d. Identification of slow learners for conducting Remedial Classes e. Advanced learners are identified and encouraged with incentive prizes

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
205	20	1:10

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
2	2	0	2	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
2019	Dr. Prabhakar Neermarga	Vice Principal	Doctor of Philosophy
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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	Date of declaration of

			semester-end/ year-end examination	results of semester-end/ year-end examination
BCom	BCMCMC	I,III,V	16/11/2019	23/01/2020
BASLP	BSPLPC BAPSLC	I, III,V	08/11/2019	18/01/2020
BSc	BHSHSC	I,III	07/11/2019	18/01/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Maps is affiliated to Mangalore University. Hence the evaluation guidelines designed by the University are being followed. The evaluation includes two parts, Internal or between semester examinations and External or end 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 prior to the examination date. Marks allotted for internal exams varies among different courses and years (like 20-80, 25-75, 50-50) as per the guidelines of the University. Internal marks are thus 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 is a continuous evaluation during the semester for 75 or 100 internal 100 0r 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 calendar provides important information about teaching days, examination dates, extra and co-curricular activities, semester based and annual based examinations. Before the commencement of every semester respective departments prepare a detailed study plan which includes assignments for the individual students and the number of classes allotted to each course. On the basis of this the Time Table Committee prepares a detailed timetable and academic calendar for the entire semester. Finally this is distributed to the department teachers and the students which is also made available on the 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)

https://www.mapsmangalore.com/acdemics.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
BCMCMC	BCom	Commerce	67	60	90
BAPSLC	BASLP	Speech and Hearing	37	30	81.08
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2.7 – Student Satisfaction Survey

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

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

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
Nill	0	Nil	0	0
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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
Management of Intellectual Property Rights for Academicians	B.Com	14/12/2019

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nill
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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	00	00

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

Name of the Department	Number of PhD's Awarded
Nil	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)
Nill	Nil	0	0

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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
B.Com	1

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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
0	0	0	Nill	0	0	0

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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
0	0	0	Nill	0	0	0

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	3	2	1	11
Resource persons	Nill	Nill	Nill	2

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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
Swachcha Parisara Sundara Jeevana	NSS and Lions Club, Mangalore	9	73
Swachchatha Pakhwada	NSS and University	2	50

Keep your surrounding clean	NSS	17	86
Check your Hearing	Speech and Hearing Association	9	97
Awareness on Need for Early Identification of Communication Disorders	Speech and Hearing Association	2	5

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	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 activites	Number of students participated in such activites
Swachcha Bharath Abhiyan	In association Maravoor Gramapanchayath	Swachcha Grama	10	55
Swachcha Bharath	Lions Club mangalore	Swachcha Parisara	8	66

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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
Internship	37	Self	300

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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	Internship at Department of Audiology and Speech Language	Amrita Institute of Medical Science	01/07/2019	30/06/2020	37

Pathology				
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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
Amrita Institute of Medical Science	26/02/2020	Research and student exchange	97
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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	9

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
Video Centre	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Classrooms with Wi-Fi OR LAN	Existing
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4.2 – Library as a Learning Resource

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

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

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	2649	1014038	100	5512	2749	1019550
e-Books	3135809	35400	0	0	3135809	35400

Journals	**18**	**16077**	**3**	**6800**	**21**	**22877**
e-Journals	**6245**	**41700**	**0**	**0**	**6245**	**41700**
Digital Database	**1**	**35400**	**0**	**0**	**1**	**35400**
CD & Video	**104**	**Nill**	**6**	**Nill**	**110**	**Nill**
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
NIL	**NIL**	**NIL**	**Nill**

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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**	**1**	**2**	**2**	**0**	**4**	**4**	**75**	**6**
Added	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Total	**21**	**1**	**2**	**2**	**0**	**4**	**4**	**75**	**6**

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

<div align="center">75 MBPS/ GBPS</div>

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
media Centre, Recording Facility, LCS	https://www.mapsmangalore.com/our-facilities.php

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
38	**35**	**45**	**42**

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.

https://www.mapsmangalore.com/index.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 (R)	79	488700
Financial Support from Other Sources			
a) National	BC fee concession merit scholarship	41	129830
b)International	NIL	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 implemetation	Number of students enrolled	Agencies involved
Soft skill development	20/06/2019	250	Faculties alumni
Remedial coaching	20/06/2019	25	Faculty
Bridge courses	20/06/2019	8	Faculty
Yoga and Meditation	20/06/2019	150	Mr. Rangappa Ms.Ahalya

Personal Counselling Mentoring	20/06/2019	450	Class Co-ordinator

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	CA Foundation	34	34	34	16
2019	CA IPCC	44	44	24	24
2019	CA Finals	14	14	7	7

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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		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Life Speech Hearing clinic	10	2	Amplifon India Pvt Ltd	12	7

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	5	BASLP	Speech and Hearing	KMC MANIPAL , JSS MYSORE, BHARATHI VIDYA PEETA , DR. M.V SHETTY COSH, Angelina Raskin Unive rsity,Cambri deshire	Msc Audiology, Msc Speech Language Pathology, MASLP,Msc. Psychology

2019	31	BCOM	Commerce	MANGALORE UNIVERSITY, MANGALORE ST.JOSEPH COLLEGE, MAGALORE ST. ALOYSIUS COLLEGE, MANGALORE BESANT PG CENTRE, MANGALORE SAHYADRI COLLEGE, MANGALORE	M.Com and MBA

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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
NET	1
CAT	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
Sangam19	State Level	100
Polemos	State Level	200
Maps Vaibhav	Institute Level	250
Maps Kridotsava	Institute Level	350

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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
2019	1st place in The Cadre Recursos Event	National	Nill	Nill	172662654	Shruthi

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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)

Perseverance 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 and ensures an overall development. The college is not only making strenuous efforts in the academic growth of students but also putting its relentless efforts in the field of

extracurricular and co-curricular activities. The college has formed many associations for the benefit of Students' , of which Student Council is one among them. Student council is the voice of students 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. Students Council thus has been successful in not only organising several activities in the college but has also contributed in instilling a sense of democracy and build leaders for a brighter tomorrow.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

52

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

7800

5.4.4 – Meetings/activities organized by Alumni Association :

2 meetings 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)

Vision: To be a respected institute for imparting and believing in quality education with a commitment to develop students with ethics and value 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 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)?

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details

Curriculum Development	Curriculum is developed by the affiliating university. The IQAC ensures quality in Curriculum development through regular meetings among the teaching staff regarding academic affairs and collecting feedback from various stakeholders.
Teaching and Learning	Lesson plan based teaching and learning process to make the teaching and learning process systematic. ICT enabled teaching, PPT presentations, Remedial classes, Project work, study tours and peer learning is promoted.
Examination and Evaluation	Assignments and seminars are given for the evaluation of the students. Continuous Assessment is done by the class tests, Viva and internal examinations. 20 marks are evaluated by the college as Internal assessment based on attendance, monthly tests and assignments and 80 is evaluated through the University examinations.
Research and Development	Motivates faculty members and students to organize various seminars/ workshops. Encouragement is given to staff and students to present papers in National/State Level Seminars and workshops. In-house seminars are also conducted by the College.
Library, ICT and Physical Infrastructure / Instrumentation	Library is updated regularly and upgraded by adding new text books, reference books, Research Journals, magazines, newspapers and e-journals. WIFI enabled campus for the use of e-learning resources and ICT enabled teaching.
Human Resource Management	Self-appraisal of the teachers through maintenance of Academic Diary. Maintenance of Grievance, Readdressal Cell, Anti-Ragging Committee, Sexual Harassment Committee
Industry Interaction / Collaboration	Collaboration with BASF and MCF. 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.
Admission of Students	Admission of students is made as per the norms framed by the university and the management. Economically poor students are provided with fee Concession by the College authority.

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

E-governace area	Details
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	Office and Accounts Sections are computerized. Fees are collected using software which maintain records of student's receipts and profile account
Student Admission and Support	Maintaining student's database. 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	E-assignments given to the students.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Mrs Shruthi Shetty	Insight into CBCS and MOOC in higher Education system	St Agnes College, Mangalore	200
2019	Mrs Gayathri	Insight into CBCS and MOOC in higher Education system	St Agnes College, Mangalore	200
2019	Mr Nagaraja B	Insight into CBCS and MOOC in higher Education system	St Agnes College, Mangalore	200
2019	Mrs Mala Mahesh	3 day workshop on Life Long Learning – 2"	Dept. of Audiology and Speech Language Pathology , KMC Mangalore	1000
2019	Mr Preetham Sequiera	One day training programme on "Investment	MUCTA, Mangalore University	200

		Personal Money Management"		
2019	Ms Rashika	A 3 day RCI accredited International Conference – AuDICON 2019	MAHE, Manipal	1500
2019	Dr Kavitha	One day Hindi workshop	Mangaluru Hindi Prachar Samithi	0
2019	Mrs Rakshitha Shetty	Introduction of CBCS Syllabus in Degree Course II Semester	St Aloysius Evening College, Mangalore	200
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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)
2019	Staff Orientation	Nill	17/06/2019	17/06/2019	12	6
2020	Staff Orientation and Refreshment Programme	Nill	24/02/2020	24/02/2020	15	5
2020	Orientation	Training on MIS	29/02/2020	29/02/2020	2	5
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Insight into CBCS and MOOC in higher Education system	3	28/06/2019	28/06/2019	01
Life Long Learning – 2"	1	02/08/2019	04/08/2019	03
"Investment Personal Money Management"	1	23/09/2019	23/09/2019	01

Audicon- 2019	1	16/10/2019	18/10/2019	03

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
2	2	1	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Leaves, Opportunities for career development,Provident Fund and maternity benefit facilities	Provident Fund and maternity benefit facilities	Scholarships, Remedial classes, free counselling and internet facility, study tours, sport and facilities, Trust and college cash awards.

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 in which 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. 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 Chattered Accountant so as to ensure transparency in accounting procedures and make available data as required by various stakeholders of 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
Nil	0	0

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6.4.3 – Total corpus fund generated

00

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	No	Nill	Yes	Academic Council
Administrative	No	Nill	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. Computer Training of the office staff so that they are able to handle the online admission and registration of students. 2. In-service training facility. 3. Telephone handling training for the receptionist. 4. General ethics to housekeeping staff.

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

Initiation of proceedings for introduction of PG course in Commerce. Rain-Harvesting. Eco-friendly Campus

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
2019	Industrial Visit	16/02/2019	07/05/2019	07/05/2019	30
2019	Personality Grooming Programme	20/06/2019	20/08/2019	20/08/2019	257
2019	National Level Workshop on Mentoring Mentors	09/08/2019	06/09/2019	06/09/2019	45
2020	Career Launcher Programme	14/12/2019	07/01/2020	07/01/2020	115
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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

Talk on "Gender Equity"	29/11/2019	29/11/2019	78	35
Skit on "Roles of Women in Society"	05/03/2020	05/03/2020	55	40
International Women's Day Celebration	09/03/2020	09/03/2020	150	0
Talk on "Female Foeticide & Gender Justice"	15/05/2020	15/05/2020	85	25

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. Green Oceans Project , Yeyyadi 2. Proposal of Green Park 3. Renewable energy sources in order to meet the power requirement of the college has been installed.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	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

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
2019	1	Nill	02/08/2019	01	Swach Bharath Programme	Service to community	25
2019	Nill	1	19/12/2019	01	Session on "Need for early identification Rehabilitation of Communicatio	Service to community	33

| 2020 | Nill | 1 | 03/03/2020 | 01 | Awareness Rally - Hearing Conservations, Check ups Hazards of Noise exposure | Service to community | 97 |
| 2020 | 1 | Nill | 07/02/2020 | 01 | Awareness on Drug Abuse | Public Awareness | 155 |

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

Title	Date of publication	Follow up(max 100 words)
Academic Calendar 2019-20	26/06/2019	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	08/06/2019	08/06/2019	250
Statistics Day	29/06/2019	29/06/2019	105
Sadhbhavana Diwas	30/08/2019	30/08/2019	175
World Deworming day	25/09/2019	25/09/2019	236

Hindi Diwas	20/09/2019	20/09/2019	165
Independence day	15/08/2019	15/08/2019	435
Teachers Day	05/09/2019	05/09/2019	425
Gandhi Jayanthi	02/10/2019	02/10/2019	150
World Audiologist Day	10/10/2019	10/10/2019	93
World Cerebral palsy Day	07/10/2019	07/10/2019	97

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

1. Students were given e- assignments rather than paper assignments with a view to reduce the usage of paper. 2. Paperless office work: implementation of MIS (Management Information System) for sending bulk messages, Inter collegiate , College- university communication being undertaken through internet rather than paper work. 3. Medicinal fruit bearing plants / herbs have been planted in Yeyyadi plot. 4. The college also ensures plastic free zones in all its campuses. 5. Vehicles brought in the campus possess pollution control papers without fail.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Coaching for ACCA:. 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: By seeing the students' interest Maps also started ACCA course along with the B.Com classes. 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 ACCA. Students can complete dual degrees at a time. Evidence of Success: Students enrolling in a good number for integrated batch ACCA with B.Com 2. Visit to "Snehdeep": Goals: 1. To create awareness among students on serving the needy 2. To inculcate human value such as compassion and commitment in students. 3. To equip students with organising and leadership skills. Context: Tabassum is taking care of 14 HIV positive girls, through her protection care centre "Snehdeep" She established in the year 2014. She has rented a house in Kottara Chowki, Mangalore, to set up the care centre exclusively for these girls, who are either orphans or have single parents as a result of either parent or both succumbing to the deadly disease. Maps College took an initiative to visit "Snehdeep" at Kapikad. Practice: Two staff and twenty students from our college visited the Ashram and gave a wonderful message to the children present there. Our students conducted games, fun activities and lead the action songs for the children and made them happy. Children actively participated and were really enthusiastic. Refreshments were served for the evening. On the whole, our students and staff had a fruitful evening. 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

https://www.mapsmangalore.com/Best-Practices.php

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

Margadarshan: As a part of the College Vision and Mission Maps conducting a career guidance programme "Margadarshan" for 10th Standard students. The main purpose of this program is to prepare the students for their upcoming board exams and also to think about the various advantageous and noble opportunities in all the streams of education. This helps the students to take a perfect step in higher education which leads them towards their career in future.

Provide the weblink of the institution
https://www.mapsmangalore.com/index.php

8.Future Plans of Actions for Next Academic Year

1. Start PG Courses 2. Improving Infrastructure of Maravoor Campus 3. Procure more instruments and books for Speech and Hearing Department 4. Apply for 12b 2 f status 5. Implement new certificate courses