

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2016 to June 30, 2017)*

Part - A

1. Details of the Institution

1.1 Name of the Institution

RANI PARVATI DEVI COLLEGE OF
ARTS & COMMERCE

1.2 Address Line 1

TILAKWADI

Address Line 2

BELAGAVI

City/Town

BELAGAVI

State

KARNATAKA

Pin Code

590006

Institution e-mail address

rpdprincipal@gmail.com
principal@rpdbgm.edu.in

Contact Nos.

0831 - 2485079

Name of the Head of the Institution:

DR.(Mrs). S. P. SUREBANKAR

Tel. No. with STD Code:

0831 - 2485079

Mobile:

09481655641

Name of the IQAC Co-ordinator:

DR. (Mrs). A. A. Desai

Mobile:

09886225240

IQAC e-mail address:

iqac@rpdhgm.edu.in

1.3 NAAC Track ID (For ex. MHCOGN 18879)

KACOGN10152

1.4 NAAC Executive Committee No. & Date:

EC/(SC)/17/A&A/38.3 Dt.16-09-2016

*(For Example EC/32/A&A/143 dated 3-5-2004.**This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)*

1.5 Website address:

www.rpdhgm.edu.in

Web-link of the AQAR:

<http://degree.rpdhgm.edu.in/wp-content/uploads/2017/10/aqar-2016-17.pdf>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	4 Star	--	2002	2002-2007
2	2 nd Cycle	B	2.87	2009	2009-2014
3	3 rd Cycle	A	3.27	2016	2016-2021
4	4 th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

01.06.2003

1.8 AQAR for the year (for example 2010-11)

2016-2017

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

i. AQAR 03-10-2017 (DD/MM/YYYY) 2016-17 First Report (Fourth Cycle)

1.10 Institutional Status

University State ☒ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☐

Autonomous College of UGC Yes ☐ No ☐

Regulatory Agency approved Institution Yes ☐ No ☐

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

Financial Status Grant-in-aid ☒ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☒ Totally Self-financing ☐

1.11 Type of Faculty/Programme

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

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

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

RANI CHANNAMMA UNIVERSITY, BELAGAVI

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc.

Autonomy by State/Central Govt. / University			
University with Potential for Excellence		UGC-CPE	
DST Star Scheme		UGC-CE	
UGC-Special Assistance Programme		DST-FIST	
UGC-Innovative PG programmes		Any other (Specify)	01 (Cert. Course in Yoga Studies)
UGC-COP Programmes	01 (Cert. Course in Kannada for Non-Kannada students)		

2. IQAC Composition and Activities

2.1 No. of Teachers	10												
2.2 No. of Administrative/Technical staff	02												
2.3 No. of students	02												
2.4 No. of Management representatives	01												
2.5 No. of Alumni	01												
2. 6 No. of any other stakeholder and community representatives	01												
2.7 No. of Employers / Industrialists	01												
2.8 No. of other External Experts	01												
2.9 Total No. of members	19												
2.10 No. of IQAC meetings held	13												
2.11 No. of meetings with various stakeholders:	<table border="0"> <tr> <td>No.</td> <td> </td> <td>Faculty</td> <td> 04 </td> </tr> <tr> <td>Non-Teaching Staff</td> <td> 03 </td> <td>Alumni</td> <td> 01 </td> </tr> <tr> <td>Students</td> <td></td> <td>Others</td> <td> </td> </tr> </table>	No.		Faculty	04	Non-Teaching Staff	03	Alumni	01	Students		Others	
No.		Faculty	04										
Non-Teaching Staff	03	Alumni	01										
Students		Others											
2.12 Has IQAC received any funding from UGC during the year?	<table border="0"> <tr> <td>Yes</td> <td> </td> <td>No</td> <td>☒</td> </tr> </table>	Yes		No	☒								
Yes		No	☒										
If yes, mention the amount													

2.13 Seminars and Conferences (only quality related)

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

Total No's. International National State Institution Level

(ii) Themes

- Question paper setting and scheme of evaluation –Workshop
- RCU UG Syllabus review workshop (History)
- Workshop on Journalism
- Workshop on 'Understanding Literature and Language'
- Workshop on 'Communication Skills and Personality Development'
- FDP conducted by Dept of Medical Education on 'Mentor and Teacher as Leader'.
- Workshop and Panel discussion on 'Demonetization'.

2.14 Significant Activities and contributions made by IQAC

Institution

- Fourth Cycle: A New Road Map
 - Focus on Department Assessment for Fourth Cycle
 - Semester-wise proposed departmental plans submitted to IQAC
 - Department activities include: strengthening of teaching-learning, extension activities, capacity building aspects.
 - Review of Department/ Association activities w.r.t submitted plan
 - As a benchmarking endeavour interaction with IQAC co-ordinator of an A+ institution.
 - Expert lecture and discussion on 'Is Autonomy a Road Map for Future?'
 - Talk and discussion on 'Arts Education: Need for restructuring'
- Focus on Research
 - Research Methodology workshop
 - Process underway for ISSN authentication for in-house journal
 - Re-construction of RPD website with periodic updates.

Academic

- Proposed plan for PG courses in Commerce and Political Science
- Proposed plan for the introduction of new optional subjects in BA Course
(Journalism and Mass Communication, Communicative English)
- Motivated and deputed staff members to participate and present research papers in National and International Conferences and Seminars.
- Guest Lecture and interactive session on 'Teaching Learning Methodology'
- Publications of 'RPD Multi-disciplinary Journal'
- Academic paper presentation in National Seminar for students.
- Departmental guest lectures and invited talks.
- Add-on Certificate Courses
- Practical experience and extended learning through Study tours, field trips and industrial visits.

Students Support & Service

- Skill development to enhance employability
- Practical exposure
- Participative partnership in college activities.
- Inculcation of social responsibility, patriotic fervour and historical sense.
- Orientation programme
- Mentor's Group
- Intellectual lecture series by luminaries for extended learning
- Moral Awareness and restrained use Social Media – An audio-visual presentation.
- Student's Fests: Art Fest-*Manasollasa*, Commerce Fest – *Spectra* and Management Fest
- Health awareness Programme by Dr. Sonal Dhamankar in association with Inner Wheel Club
- Blood donation camp
- A talk on significance of students' counseling for girl students
- A talk by professional counselor on conscious parenting during Parents Meet
- Yoga workshop
- Film shows on women empowerment and voters' right
- Book Review programmes
- Series of competence building workshops

Social responsibility programmes like save historical heritage, rally on women achievers, Wearing helmet and obeying traffic rules, population explosion Street play on *Swachha Bharat*, anti-tobacco awareness rally

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
IQAC initiatives towards quality enhancement	NAAC Peer Team visit – Third Cycle College accredited with A Grade 3.27 CGPA (Shift from B (2.87)) Highest score in the city of Belagavi Colleges.
Observing Founders Day on 6 th August	Founders Day observed by inviting distinguished Editor, Maharashtra Times- Chief Guest: Shri. Uttam Kamble
Improving quality of faculty	FDP in association with Department of Medical Education (DOME)
Student Support	Sustained Mentorship Paper presentation in National seminar Writing articles for college magazine Projects Students Fests & Fairs YRC activities
Upgradation of college in-house research journal <i>Sophia</i>	R.P.D. Multidisciplinary Research Journal ISSN authentication process completed.
MoU's as extension of learning experiences	Renewal with MoU institutions
Audit	Social Audit Gender Audit
Certificate Programmes	As many as 12 Certificate Programmes are conducted by various departments

* **Attach the Academic Calendar of the year as Annexure - i**

2.15 Whether the AQAR was placed in statutory body Yes ☒ No ☐
 Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

The AQAR report was placed before the College Managing Committee. The resulting consensus after discussion was implemented in various plans and programmes of the college.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	03		02	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	02		01	01
Others				
Total	05		03	01
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	B.A., B.COM. & B.B.A.
Trimester	
Annual	

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

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

***Please provide an analysis of the feedback in the Annexure – ii**

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Following department coming under the R. C. University have updated and revised their syllabi for the year 2016-17: 1. Syllabus review in History

2. Review of question paper pattern especially w. r. t compulsory papers in Semester 1,2,3,4.

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

Eight short term certificate courses by departments.

Proposed Journalism and Mass Communication and Communicative English as optional

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	15	07	8		01

2.2 No. of permanent faculty with Ph.D. 09

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	07	12	08				01		16	12

2.4 No. of Guest and Visiting faculty and Temporary faculty 07

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	04	22	04
Presented papers	04	20	02
Resource Persons	01	04	03

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

- Use of ICT, LCD, Maps and Modules for effective teaching.
- Implant training, field trips and Study tours for hands on practical exposure
- Student's projects to inculcate research culture.
- English Communication Skills to train vernacular medium students in language skills.
- College deputed staff for participation in FDP programme to update and upgrade knowledge.
- Endowment prizes to students as encouragement, motivation and appreciation.
- Staff encouraged to work towards 100% results in their respective subjects.
- Arts, Commerce and BBA Fest – with focus on curricular & co-curricular aspects.
- Invited talks, guest lectures and special lectures, faculty exchange programmes.

2.7 Total No. of actual teaching days during current academic year 259

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

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

05	02	
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2.10 Average percentage of attendance of students

80 %

2.11 Course/Programme wise distribution of pass percentage: 2016 - 17

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.- III	139	63	27	5	29	89.02
B.COM.- III	259	60	68	16	71	83.01
B.B.A.- III	41	29.27	14.63	17.07	02.44	58.53

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

- Feedback from students about Teaching & Non-Teaching staff, & Library, Sports & College infrastructure facilities.
- Mentoring through a specially constituted committee.
- Compulsory Two Internal Tests and Term End Examination.
- Faculty encouraged to participate in FDP, Research Methodology Workshops, Orientation & Refresher courses.
- Encourages staff to use of ICT, Internet, Smart Board, LCD's etc.
- Guest lectures with inter-disciplinary approach organised.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	All
HRD programmes	02
Orientation programmes	02
Faculty exchange programme	12
Staff training conducted by the university	03
Staff training conducted by other institutions	06
Summer / Winter schools, Workshops, etc.	15
Others	--

2.14 Details of Administrative and Technical Staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	06	15	00	07
Technical Staff				

Criterion – III**3. Research, Consultancy and Extension**

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

- Organised programme on research methodology for staff members.
- Staff encouraged undertaking MRP from UGC and other funding agencies.
- Staff encouraged to participate and publish research papers.
- Programme arranged on how to prepare research proposals, projects & research writing.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	Yes	-	-
Outlay in Rs. Lakhs		10,44,400/-		

3.3 Details regarding minor projects: NIL

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals		02	
Non-Peer Review Journals		00	01
e-Journals		00	
Conference proceedings		00	

3.5 Details on Impact factor of publications: Nil

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2015	UGC	10,44,400/-	--
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other (Specify)				
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from: Nil

3.9 For colleges

UGC-SAP		CAS		DST-FIST	
DPE				DBT Scheme/funds	
Autonomy		CPE		DBT Star Scheme	
INSPIRE		CE		Any Other (specify)	

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	02	05
Sponsoring agencies	-	-		University	UGC XII Plan

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations (MoU) International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
03		03				

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

03

05

3.19 No. of Ph.D. awarded by faculty from the Institution

01

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level 04 State level National level 02 International level

3.22 No. of students participated in NCC events:

University level 108 State level 108National level 108 International level

3.23 No. of Awards won in NSS:

University level State level National level International level

3.24 No. of Awards won in NCC:

University level State level National level International level

3.25 No. of Extension activities organized

University forum	--	College forum	--	
NCC	08	NSS	07	Any other 12

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

- NSS Special Camp in adopted village
- Various NCC Camps
- Save Historical Heritage Activity
- Women's Day Rally
- *Swaachh Bharat Abhiyan* – a month long program by students and staff
- Medical Check-up camps
- Study tours, Field Trips and industrial visits

Criterion – IV**4. Infrastructure and Learning Resources**

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	28 acres		Society	28 acres
Class rooms	23		Society	23
Laboratories	03		Society	03
Seminar Halls	05		Society	05
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

Administration and Library functioning fully computerised

4.3 Library services:

	Existing 2009-2016		Newly added 2016-17		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1600	2,61,907.00	310	44,665.00	1910	3,06,572.00
Reference Books	1695	5,46,578.00	34	12,882.00	1729	5,59,460.00
e-Books	80409	--	--	--	80409	--
Journals	16	17,470.00	04	5,800.00	20	23,270.00
e-Journals	3828	--	--	--	3828	--
Digital Database	--	--	--	--	--	--
CD & Video	99	8,671.00	--	--	99	8,671.00
Others (specify)	10 Kindles	38,800.00	--	--	10	38,800.00

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	108	03	25	03	03	14	12	00
Added	06	00	09	00	00	06	00	00
Total	114	03	34	03	03	20	12	00

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

Internet and computer services provided for students in the library
Upgradation of Computers
ICT training given to teachers

4.6 Amount spent on maintenance in lakhs:

i) ICT (Computers and LCD)

Rs.84,805/-

ii) Campus Infrastructure and facilities

Rs.9,54,000/-

iii) Equipments

Rs.98,500/-

iv) Others

Rs.1,52,190/-

Total :

Rs.12,89,495/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Students presented paper in UGC sponsored National Seminar
- Book Exhibitions
- Literary Gallery – *Gyan Samman* - showcasing the contribution of Kannada and Marathi Jnanapith awardees.
- Annual Sports and Sports Academy
- Career guidance and coaching cell
- Students Counselling
- Know your Library programs
- Yoga Certificate Course
- Kannada for non-Kannada Certificate Course
- Gender Sensitization and Women Empowerment
- Personal Grooming
- Moral Awareness Program
- Journalism Workshop
- Youth Festival – *Manasollasa*
- Orientation Program
- Mentors group
- Art, Commerce and Management Fests

5.2 Efforts made by the institution for tracking the progression

- Mentoring support
- Graduate attribute certificate distributed on the basis of mentor reports
- Parents-Teachers Meet
- Professional Counsellor
- Two Internal Tests and Final Exams
- Seminars and presentations
- Fests and Competitions

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1407	--	--	--

(b) No. of students outside the state

15

(c) No. of international students

--

Men	No.	%	Women	No.	%
	649	46 %		758	54 %

Last Year 2015-16 (BA,BCOM, & BBA-I,II & III)						This Year 2016-17 (BA,BCOM, & BBA-I,II & III)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
884	160	74	275	2	1395	777	149	77	399	5	1407

Total Adm. Strength 2016-17 (BA, BCOM, & BBA) : 1407

Appeared for April/May-2017 Exam (BA, BCOM, & BBA) : 1345

Demand ratio 1:1 Dropout % 1.04

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

- Coaching classes for competitive examination aspirants
- Graduate Finishing coaching at the end of the semester
- Personality development programs

No. of students beneficiaries

160

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

Professional Counsellor present on the campus which ensures student counselling and Career Guidance

1. Counsellor addresses adolescent issues
2. Guidance for social skills and personality development
3. Career guidance lectures through Career Guidance Cell.

No. of students benefitted

140

5.7 Details of campus placement

<i>On Campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
(IBM, INFOSYS, DUTCH BANK)	-	-	05

5.8 Details of gender sensitization programmes

1. Ladies Association Programmes
2. Awareness through mentor interaction
3. Gender Audit undertaken
4. CASH Cell formed and students sensitized
5. Rally on women achievers on Women's Day

5.9 Students Activities

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

State / University level

225

National level

05

International level

01

No. of students participated in cultural events

State / University level

07

National level

-

International level

-

5.9.2 No. of medals / awards won by students in Sports, Games and other events

Sports : State / University level	55	National level	01	International level	01
Cultural: State / University level	07	National level	--	International level	--

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	91	79,704.00
Financial support from government	602	11,88,730.00
Financial support from other sources	03	9,300.00
Number of students who received International / National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State / University level	04	National level	-	International level	-
Exhibition: State / University level	04	National level	-	International level	-

5.12 No. of social initiatives undertaken by the students

12

5.13 Major grievances of students (if any) redressed:

Grievance of the students	Redressed
Maintenance of washroom	System for monitoring in place
Advance learners request for more books	Extra readers' card provided
Hot water in hostels	Bio-fuel water heater provided
Sanitary issues in Ladies Room	Incinerator installed in Ladies Room and Ladies Hostel
Facilities for ladies staff	Ladies Staff Room with microwave provided

Criterion – VI**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

Vision: Empowering the Individual with Knowledge

Mission: Belief in education as transference of living values, empowering future citizens to fulfil individual and social responsibility with maturity.

6.2 Does the Institution has a Management Information System MIS under process

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

6.3.1 Curriculum Development

- Staff members as BoS members of autonomous colleges and university
- Short term certificate courses conducted by departments to enhance curriculum
- Staff members in text book committees and syllabus revision
- Conducted syllabus review workshops

6.3.2 Teaching and Learning

Focused on Departmental Assessment and Accreditation as a plan of action for IV cycle of NAAC

Department plan format given which served as framework for activities

Student centric learning through:

- ICT facility enhanced
- Field trips, Industrial Visits
- Home Assignments, Projects
- Seminars, Presentations
- Exhibitions
- Commerce and Management Fests

Extension of learning:

- Guest Lectures
- Invited talks
- Faculty exchange program with MoU institutions
- Intellectual Lecture series

Innovative methods

- Group Discussion, debates
- Quiz
- Role play
- Learning through study tours
- Visit to places and homes of literary persons
- Visit to venue of historical events

6.3.3 Examination and Evaluation

- Internal exams help to prepare students for semester end examination.
- Internal exam question papers are modelled on RCU question papers.
- Test papers are shown to students and feedback given regarding performance.
- Transparency in internal evaluation with display of final internal marks.

6.3.4 Research and Development

- In-house journal 'Sophia' renamed as 'RPD Multi-disciplinary Journal' with RNI no and ISSN/ISBN authentication is under process
- One-day workshop on Research Paper Writing for Arts, Commerce and BBA Staff members.
- An invited talk on Inter-disciplinary approach in research for staff members.
- Faculty are deputed through FIP to pursue Ph.D.
- Few staff members are the recognised guides for pursuing Ph.D.
- College in-house research magazine 'Sophia' contains staff member's research articles.
- Talks by experts in research and learning about inter disciplinary approach.
- Staff members contribute regularly research articles for publications in refereed national journals and books.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Well equipped library with excellent facilities
- OPAC access provided to students.
- IT zone in library for students with additional computers.
- ICT enabled class rooms with LCD and smart boards used for teaching.
- N-LIST facility renewed.

6.3.6 Human Resource Management

As per the Karnataka Civil Services Rules & Practices, regarding service rules, leave etc.

- The institution practices all the decisions through a well established administrative system
- PF and ESI for society appointed staff
- Management is in the process of drawing service rules and conditions for staff of self financed courses.

6.3.7 Faculty and Staff recruitment

- As per Society norms and guidelines for society appointee.
- As per Director of Collegiate Education & Govt. of Karnataka recruitment policy for permanent staff appointment.

6.3.8 Industry Interaction / Collaboration

- Students visit industries, undertake field trips and undergo in-plant training
- As many as 14 functional MoU's have been signed with national, international & local NGO's. To have collaborative and staff exchange programmes.

6.3.9 Admission of Students

- All admissions take place following the guidelines of the Ministry of Higher Education and university.
- Admission is given to all students who approach the college provided they fulfil the minimum requirements.
- Certificate programme in Yoga & Kannada for Non-Kannada students admissions are given on the first come first basis as per university norms

6.4 Welfare schemes for

Teaching	Co-op. Credit Society, E.P.F., Staff Welfare Fund, Staff & Rector Quarters and Medical Facility.
Non-teaching	PF, ESI, Co-op. Credit Society, Staff Welfare Fund.
Students	SKE Society's Charitable Fund Social Welfare Schemes, Endowment Prizes and wide range of scholarships Alumni support for students Management and staff sponsor students fees Sportsmen given motivational support through financial assistance

6.5 Total corpus fund generated

Rs.1,04,25,452/-

6.6 Whether annual financial audit has been done Yes ☒ No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic & Administrative	-	-	-	-

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes ☒ No ☐

For PG Programmes Yes ☐ No ☐

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NA

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

NA

6.11 Activities and support from the Alumni Association

- Alumni Association registered
 1. Scholarships to students.
 2. Donors fund student's education.
 3. Inter-university cricket tournament hosted

6.12 Activities and support from the Parent – Teacher Association

- Parents Teachers Association Meet held.
- Counselling by qualified counsellor to parents.
- Parents feedback taken

6.13 Development programmes for support staff

- FDP programme for office organisation and management
- ICT training given.

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

- Conservation of Heritage building and efforts towards heritage tag from ASI.
- Awareness workshop on Green Computing
- Efforts towards less paper in office administration
- Plantation drive by NSS and NCC Units
- Rain water harvesting in Hostels
- No vehicle zone in the campus
- Sign boards on save water and save environment and maintain cleanliness to create awareness

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- IQAC initiated departmental plan of action within NAAC parameters (as post accreditation measure – 4th cycle)
- Semester wise goal based department plans with a focus on strengthening teaching learning submitted
- Semester wise Association Plans – resulting in structured and focused activities.
- Review of dept and association activities at the end of semester
- College support and sensitization for visually challenged students
- Hosted state level cricket tournament for visually challenged in association with *Samarthanam*, an NGO
- Gender Audit and Social Audit undertaken with the focus on gender sensitivity, women empowerment and social responsibility.

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

- Faculty Development programmes
- Research Methodology Workshops
- Study Tours, Field Trips and Field surveys and Industrial visits
- Institutional Social Responsibility programmes
- Guest Lectures, Invited Talks and Seminars
- Art Fest, Commerce Fest and Management Fest
- Food Festival and Cultural programmes
- Annual Sports Meet
- Students Projects
- Publication of in house journal

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

- **I – Title :** Faculty Exchange Programme.
Practice : Academic Networking by faculty exchange programme through MoU with local educational institutions. Faculty of MoU institutions contributing towards strengthening teaching learning.
Result : 14 MoU's has been signed and faculty exchange programmes are arranged with local educational institutions/NGO's and International organisations.
- **II – Title :** Intellectual lecture series.
Practice : The staff, students and the management take advantage of the resource persons.
Result : Awareness and exposure to the best brains and wisdom for the academic teaching, learning and evaluation.

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

7.4 Contribution to environmental awareness / protection

- Plastic free and eco friendly campus.
- Plantation of saplings and rain water harvesting.
- Creation of Heritage zone in the campus.
- Sign boards to create awareness about save water, health and hygiene, save heritage etc.
- Celebration of Ozone Day & World Water Day celebration

7.5 Whether environmental audit was conducted? Yes ☒ No ☐

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

Annexure – iii enclosed

8. Plans of institution for next year

1. Faculty development programmes towards strengthening teaching leaning and mentorship.
2. Introduction of optional subjects in emerging areas like Journalism and Communicative English.
3. Benchmarking with other educational institutions of repute in neighbouring states.
4. To initiate student empowerment measures like *earn while you learn* programmes
5. Office automation

DR.(MRS). A. A.DESAI
Signature of the Coordinator, IQAC

DR.(MRS). SMITA P. SUREBANKAR
Signature of the Chairperson, IQAC



ADMINISTRATIVE CALENDAR 2016-17

Sl. No.	Particulars	Date
1.	Publishing of College Prospectus	First Week of May - 2016
2.	Printing of Admission Forms	by 15th May 2016
3.	Income-Tax Submission of Form - 16	May / June 2016
4.	Dates of accepting filled up admission forms (without penal fees)	June / July 2016
5.	Preparation of Display of Time Table	June 2016
6.	Issue of Scholarship Forms	July 2016
7.	Annual Auditing	July 2016
8.	MOCK NAAC Visit	9th July 2016
9.	Academic & Administrative Audit	10th July 2016
10.	Compliance to UGC	As and when received
11.	GMC Formation	by 15th July 2016
12.	Date of Submission of Students list to RCU (without Penal Fees)	First week of August 2016
13.	Budget Allocation	August 2016.
14.	Founders Day	6th August 2016
15.	Alumni Meet (Old RPDians)	1st Sunday of August 2016
16.	NAAC Peer Team Visit	22nd to 24th August 2016
17.	Exam Form Filling Date	September-2016 (I, III & V Sem) January-2017 (II, IV & VI Sem)
18.	Feedback Forms	September / October 2016
19.	Administrative Audit	October - 2016
20.	Examination Odd Semesters (I, III & V)	November/December 2016
21.	Affiliation Form Submission to RCU	November 2016
22.	L.I.C. Visit (RCU)	January / February 2017
23.	Disbursement of Scholarships	As and when received (upto 31st March 2017)
24.	Account Submission	31st March 2017
25.	Getting Report of Support Services	1st Week of April 2017
26.	Parents Meet	2nd Week of April 2017
27.	Publication of College Magazine	Last Week of April 2017
28.	Examination of Even Semesters (II, IV & VI)	April / May 2017



R.P.D.COLLEGE OF ARTS AND COMMERCE,BELAGAVI

STUDENTS' FEED BACK AND TEACHER'S EVALUATION -IQAC

Instructions for filling		COURSE		SEMESTERS		DIVISIONS	
a) Use Pen to Darken the circle as shown here ●		BA ☐ Bcom ☐ BBA ☐		1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐		A ☐ B ☐ C ☐	
b) Darken only one circle as answer for one question .							
c) Write teachers' initials below the subjects for all the subjects you are studying.							
d) Darken 5 for Excellent, 4 for very good, 3 for Good, 2 for Average, 1 for below average							

	SUBJECT 1	SUBJECT 2	SUBJECT 3	SUBJECT 4	SUBJECT 5	SUBJECT 6	SUBJECT 7
NAME OF THE SUBJECT :							
TEACHER'S NAME (Initials only)							
1. Comes to class at right time / engages classes regularly	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
2. Comes to class with full preparation and knowledge of subject	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
3. Uses modern teaching aids (PPT, Audio Visual)	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
4. Has good communication skills	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
5. Covers complete syllabus in time	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
6. Class discussion is relevant to subject	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
7. Impartial and friendly towards the students.	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
TOTAL SCORE							

Other Feedback apart from teaching				
LIBRARY : 1. Availability of books 1 2 3 4 5 2. Library staff behaviour 1 2 3 4 5 3. Availability of hand books /magazines 1 2 3 4 5 4. Library environment : 1 2 3 4 5	OFFICE ADMINISTRATION 1. Availability of information 1 2 3 4 5 2. Office staff behaviour 1 2 3 4 5 3. Updating of Notice Board 1 2 3 4 5	COMPUTER DEPT. : 1. Availability of Computers 1 2 3 4 5 2. Comp. staff behaviour 1 2 3 4 5 3. Whether the comp.staff visit the lab regularly. 1 2 3 4 5	OTHER FACILITIES : 1. Cleanliness in campus 1 2 3 4 5 2. Toilet facility 1 2 3 4 5 3. Drinking water facility 1 2 3 4 5 4. Vehicle parking facility 1 2 3 4 5	EXTRA CURRICULAR FACILITY: 1. Whether opportunity is given to many 1 2 3 4 5 2. Provision of sports kits 1 2 3 4 5 3. Behaviour of Physical Director 1 2 3 4 5 4. Are you satisfied with RCU Syllabus 1 2 3 4 5

For additional feedback please use this space

Signature of the student

R.P.D. COLLEGE OF ARTS & COMMERCE, BELAGAVI.

IQAC FEEDBACK (Teaching - Learning)

Name of the Staff : _____

Class : _____ Subject :- _____

I. What do you like about your teacher's teaching ?

- 1.
- 2.
- 3.
- 4.
- 5.

II. What improvement do you suggest ?

- 1.
- 2.
- 3.
- 4.
- 5.

III. Any other not covered above.

- 1.
- 2.
- 3.

SWOT ANALYSIS**Strength:**

- Good intellectual capital in the form of competent and committed faculty
- Pluralistic cultural environment
- College on the threshold of platinum jubilee enjoys good reputation in the society
- Student profile exhibits good incisiveness and diversity
- Beautiful campus with centrally located heritage building
- Good sports facility and participation
- Adequate space for future expansion
- Enlightened supportive management with integrity
- Good relation with stakeholders
- Low unit cost of education

Weaknesses:

- Weak integration ICT/technology-based education
- Limited program options with no PG courses
- Limited collaborations/linkages with well defined objectives
- College website elementary
- Inadequate placement services
- No skill based add on courses to enhance employability
- Research activity not commensurate with intellectual capital
- Imbalanced teacher-student ratio

Opportunities:

- Empowering first generation learners/girl students
- Introduce skill based add on courses
- To offer online certificate/diploma courses
- Foster linkages and collaboration with other institutions

Challenges:

- Unfilled vacancies – both teaching and non-teaching
- Mushrooming of Government undergraduate institutions in the city with free education for girls
- Retention of qualified and experienced staff in self-financed streams
- Change in societal attitude towards Social Sciences and Humanities education and hence question of survival
- Competing with newly mushroomed elite colleges and foreign universities
- Empowering students for employability