



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution	ST PHILOMENA COLLEGE
• Name of the Head of the institution	Leo Noronha
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	08251230340
• Mobile no	9449639648
• Registered e-mail	info@spcputtur.ac.in
• Alternate e-mail	principal@spcputtur.ac.in
• Address	St Philomena College, Philonagar, Darbe - 574202, Puttur, D.K. District, Karnataka
• City/Town	Puttur
• State/UT	Karnataka
• Pin Code	574202
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	Mangalore University				
• Name of the IQAC Coordinator	A P Radhakrishna				
• Phone No.	9449207670				
• Alternate phone No.	08251230340				
• Mobile	9449207670				
• IQAC e-mail address	iqac@spcputtur.ac.in				
• Alternate Email address	apkrishna@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://spcputtur.ac.in/quality-initiatives/aqar				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://spcputtur.ac.in/assets/calendar/UNIVERSITY-CALENDAR-2020-2021.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	70.50	2004	16/02/2004	16/02/2010
Cycle 2	A	3.19	2010	28/03/2010	27/03/2015
Cycle 3	A	3.19	2016	28/03/2015	24/05/2021
6.Date of Establishment of IQAC			01/08/2004		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		

<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File
9.No. of IQAC meetings held during the year	5
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	No
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> • If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
Orientation to faculty members about the techniques of online teaching methodology Setting up video studio from IQAC mainly to create teaching contents Discussion on the implementation of new education policy from 2020 Encouragement to participate in the webinar and training program regarding the online teaching Supported the activities of the subject departments and functional units	
Setting up video studio from IQAC mainly to create teaching contents	
Discussion on the implementation of new education policy from 2020	
Encouragement to participate in the webinar and training program regarding the online teaching	
Supported the activities of the subject departments and functional units	
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	
Plan of Action	Achievements/Outcomes
1. Introduction of new UG Courses	NIL

2. Introduction of new Post Graduate Courses	NIL
3. Introduction of more Certificate Courses to enhance learning	<ul style="list-style-type: none"> • Latex Typesetting Software - P.G Physics, • Communicative English, • Web technology
4. Organizing Conferences/ Seminars/Workshops at various levels.	<ul style="list-style-type: none"> • Departmental webinars, • field visits , • Guest lectures are conducted by different Departments, • community out -reach programmes
5. Development of Infrastructure	<ul style="list-style-type: none"> • Renovation of Physics Laboratory, New Leveling of the Football ground , supplied teaching aids
6. student welfare programmes initiatives	<ul style="list-style-type: none"> • Exhibition and Science Forum activities, • Commerce laboratory, • Campus Interview
7. Staff development programmes	<ul style="list-style-type: none"> • Regular Staff interaction and meetings, • Research methodology workshop, • Twelve faculty members are pursuing research for their PhD
8. other major plans	<ul style="list-style-type: none"> • Publication of a research journal , • PEARL is done biannually during the academic year.
9. other major plans	<ul style="list-style-type: none"> • Introducing online feedback mechanism, • Launching of digital online magazine
10. other major plans	<ul style="list-style-type: none"> • Computer literacy programme for public , COVID-19 awareness rally was organised
13. Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
IQAC	21/03/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	12/02/2022

Extended Profile**1. Programme**

1.1	UG 06, PG 06
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	1695
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	681
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	590
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	86
File Description	Documents
Data Template	View File
3.2 Number of sanctioned posts during the year	86
File Description	Documents
Data Template	No File Uploaded
4.Institution	
4.1 Total number of Classrooms and Seminar halls	47
4.2 Total expenditure excluding salary during the year (INR in lakhs)	15.98
4.3 Total number of computers on campus for academic purposes	200

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institution being affiliated to Mangalore University follows the curriculum prescribed by the University. For the effective implementation of the curriculum delivery, the institution has the following mechanism:

- At the start of each semester, departmental meetings are held, wherein the topics on the syllabus are distributed to the teachers
- Number of classes for each subject is allotted according to the syllabus and credits as prescribed by the University and for the proper implementation, the timetable is framed.
- Head of the departments and the course coordinators prepares the action plan for the events and activities conducted in the academic year which is approved by the Head of the institution.
- Faculty members prepare their course plan prior to the classes and maintain course dairy throughout the semester.
- Bridge course and the entry level competency tests are conducted for 1st year UG students to test the basic knowledge of the students.
- A language lab is established for the improvement of communication skills in students.
- Class mentors will maintain a detailed record of classes, assessment, and evaluation of students.
- During COVID-19 lockdown online classes were conducted effectively through Google Classroom, Google meet, Zoom, YouTube, etc.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

The institute has reformed the continuous internal evaluation system from faculty centric to student-centric. The CollegeExam cell framed guidelines for conducting the CIE in line with the calendar of the Affiliate University and the Institutions. As per the guidelines, the following reforms have been carried out effectively conducting CIE.

Scheduling of Internal Examination, Seating arrangements, hall invigilators listed for every examination • Preparing the question

paper for the internal examination in the prescribed pattern.

Scrutiny of the prepared question paper is carried out by HoD/ Subject expert to ensure the quality of the Question paper.

Monitoring the attendance of the students for the Examination. Internal Assessment has to be carried out within the stipulated time.

After completion of the internal examination, the faculty evaluate the answer scripts and distribute them to the students for doubt clarifications or re-correction. The faculty submits the re-computed scripts to the examination branch and marks are displayed on the notice board.

Result review meetings are conducted with result analysis and the remedial actions for further improvements are arrived at after discussion with faculty. HoD and Principal. Upload of assessment marks in the university web portal and subsequently communicated.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://spcputtur.ac.in/ug-calendar-2020-2021

1.1.3 - Teachers of the Institution participate in B. Any 3 of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

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

1.2 - Academic Flexibility

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

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

6 UG AND 6 PG

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

0

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

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

0

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

1.3 - Curriculum Enrichment

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

In order to enhance, the effectiveness of the curriculum, the faculty integrates cases, term papers, projects, and invited lecturers in their respective courses. The curriculum also integrates experiential learning through port visits, attachments with summer projects are research projects. In application-based courses, curriculum effectiveness is brought by introducing simulation and workshops.

Gender Sensitisation:

B.A. : Sociology: Gender Dynamics 1. Status of women in Indian Society 2. Feminist Theories 3. Gender Issues in Modern India.

B.S.W: Gender Values: 1. Gender Equity and Equality in Society

Human Values:

B.S.W: 1.Values 2. Values Principles and Ethics

B.Com: 1. Human Resource Management 2. Motivation and Leadership

M.Com: 1. HRDAM

Environmental Consciousness:

B.A.: 1. Environmental Economics

B.S.W: 1. Sustainable Development 2. Sustainable Environment 3. Water Harvesting

B.Com: 1. Environmental Analysis

B.Sc: Zoology: 1. Environmental Biology and Wildlife Biology 2. Population Ecology 3. Community 4. Ecology, Ecosystem 5.

Environmental pollution

B.Sc.:Botony: 1. Ecological Factors 2. Ecosystem 3. Ecological Adaptations

M.Sc. : Physics1. Energy Studies 2. Radiation Sources and Hazards

Professional ethics:

B.Com :1. Auditing 2. Corporate Governance and Social Audit3.Modern Marketing 4. Strategic Management and Organizational behavior

M.Com: 1. Personality Development 2. Business Ethics and CSR

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

7

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

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

47

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://naac4.spcputtur.ac.in/criterial/1-4/1-4-1
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://naac4.spcputtur.ac.in/criterial/1-4/1-4-1

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

681

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

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

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

681

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

1. For Advance Learners

- Extra books provided to the class to toppers from the college library.
- Given an opportunity to attend Internship Programs
- Students are given an opportunity to engage classes to junior students (peer teaching)
- Free coaching on preparation for KSET, NET and GATE
- coaching classes are organised for IBPS and other competitive examination
- Proficiency prizes are given on the occasion of College Annual Celebration to encourage the students to excel.

2. For Slow Learners

- Students are encouraged in the department to express their difficulties in their learning and proper guidance and help in extended.
- Remedial coaching classes are conducted for those slow learner outside the regular class hours. A separate time table and

attendance is maintained to monitor the system.

- Assignments are given to the students on selected topics and after valuing the assignment , the same will be returned to the students with proper guidance.
- class testes are conducted on regular basis to keep the slow learners on track.

File Description	Documents
Paste link for additional information	https://naac4.spcputtur.ac.in/criteria2/2-2/2-2-1
Upload any additional information	View File

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

Number of Students	Number of Teachers
1695	86

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The College provides a constructive platform for students to develop skills, knowledge, values and attitude to shape their character. All the departments conduct novel activities which create an innovative ability in the students by providing them a platform to showcase their talents. participations learning helps the students out to come up with problem solving skills is encouraged . Each department in the college organises various fests such Ambiora, Facula, Pinnacle, Alfresco, Arora, Phoenix, Ecozenith, Mathematica, technospark and Philoventura, workshops, guest lectures, seminars, Industry -academia, Interaction, Study tours, Field visit, Internship, Minor project, Summer research and Model Exhibition and Student Enrichment Programmes through demonstration are conducted.

1. **Experiential learning:** Add on programmes are conducted to support students.

- Laboratory sessions beyond syllabus are conducted.

- Internship and Industry academia interaction enables students to get hands on training while working in the organization.
- Summer research fellowship and internship schemes guide the students to enhance the knowledge towards research experience.
- Students are encouraged to conduct minor project beyond syllabus
- Students of MSW and BSW programme undergo experiential learning through Field work , Field Visit ETC.
- Certificate courses are conducted on various topics by each department to develop the expertise of the students.
- Students get practical knowledge through commerce Lab on real life experiences.
- The college consists of centre of excellence for IoT and data analytics and various activities are planned under the auspices of the centre
- College has tie up with NPTEL , ICT Academy, MatLab, DK District Consumer -Federation to provide add on courses to the students

2. Participatory Learning:

- Under this type of learning Students are encouraged to participate in the following activities.

1. Annual day competition
2. Intra Department fests
3. Annual Cultural Programme
4. Talents day
5. Class seminars
6. Wallboard Magazine
7. College Souvenir
8. Peer teaching
9. Project Works

3. Problem Solving Method:

- Each department encourages the students to acquire and develop problem solving skills through guests lectures on various topics, encourage students to join MOOC courses, participate in various Inter college and Intra college fests and other competitions
- Regular assignments based on problems
- Class power point presentation
- Participating in Inter-college fest
- conduction of research activities and presentation
- Video lectures received from NPTEL, IIT Madras are used as e-

resources for the benefit of students

- Case study

File Description	Documents
Upload any additional information	View File
Link for additional information	https://naac4.spcputtur.ac.in/criteria2/2-3/2-3-1

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

ICT

It is the need of the hour today for the students and teachers to be well equipped with latest technological skills. As a result , the teachers are blending both technology and traditional style of teaching to impart knowledge in an effective manner having long term insight.

ICT TOOLS:

- The college is subscribed to Google Workspace Education Fundamentals.
- Workspace account provided for all the faculty , students and for each department.
- Through Google Workspace Account each department created Google classroom, YouTube channels, Blogs for online teaching purpose.
- 25 Projectors are available in different classrooms, labs and auditoriums/ Seminar halls
- Desktops and laptops are arranged at the computer lab, digital library and departments
- printer and Photocopier machines are installed at labs, college office, College xerox centre and the departments
- 2 Seminar halls are equipped with all digital facilities.
- Conference room- One conference room is equipped with iris technology
- Auditorium- It is digitally equipped with sound systems, projectors, cameras and computer system.
- Online classes through Google meet, Zoom, Google classroom, Microsoft Teams
- chosen departments have PPTs of students and faculties

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

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

2.3.3.1 - Number of mentors

73

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

86

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

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

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

14

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

86

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

- **The Examination Committee is charged with three basic responsibilities regarding examinations:**
 1. the establishment of examinations
 2. the coordination of the examination process
 3. the management of appropriate examination-related data.
- The Examination Committee provides department heads with pertinent and comprehensive guidelines for conducting internal examinations. The Examination Committee is responsible for ensuring that the examinations are administered on time and according to established procedures, as well as for resolving examination-related difficulties that arise.
- University examinations are delivered at the end of each semester in accordance with the University timetable and standards. The committee creates and procures necessary materials, including response scripts, question sheets, a time

schedule, assignment of invigilation and helping responsibilities, and seating arrangements.

- As soon as the examination date is decided by the examination committee, the date will be declared to the staff and students through the notice board.
- Notice will be given to the teachers to prepare question papers.
- Examination duty allotted is made known displaying in the notice board.
- And the examination conducted with strict invigilation by faculty members.
- Absentee's list is prepared and re-examination is conducted.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://spcputtur.ac.in/internal-assesment

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

To assess students' performance during the course of programme delivery, the institution conducts two internal examinations in accordance with the affiliating University's regulations. Internal examinations are conducted in a systematic and transparent manner, with students' interests in mind. Valued answer scripts of the students are distributed to the students in the classroom. Students were given enough time to analyse the valuation done, and if they noticed any concerns, they were allowed to raise them right away and they would be resolved amicably on the spot. If students are still dissatisfied with the valuation, they may request a re-valuation of their answer scripts by filling the appropriate form and submitting it to the Head of the respective departments. The HoD will make the necessary arrangements for a second valuer from the same department to value the same script. The average of the first and second valuations is then determined, and the students are awarded with that score. Within 5 working days, the revaluation would be completed. Absentees are permitted to appear for re-examinations by completing the appropriate form. The re-examinations are arranged within 15 days of the completion of examination process. Under the supervision of the Head of the Institution, the Examination Committee coordinates and monitors all examination and evaluation processes.

File Description	Documents
Any additional information	View File
Link for additional information	https://spcputtur.ac.in/internal-assesment

2.6 - Student Performance and Learning Outcomes

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

Every academic program's outcomes, as well as the outcomes of every course offered by the Institution, are made available on the Institution's website for the reference of teachers and students. Teachers and students are informed of the same via the Institution's Annual Calendar-cum-Handbook. They are also made available to them by the University through its website and syllabus. Teachers in charge of the courses inform students about the course's outcomes before beginning to discuss the syllabus's contents. He or she devotes at least one hour to informing students about the course's objectives and outcomes. Deans of each stream of study brief first-year students on the program's objectives and outcomes at the start of the academic year. The Institution thus ensure that programme and course outcomes are adequately communicated to teachers and students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://spcputtur.ac.in/learning-outcome
Upload COs for all Programmes (exemplars from Glossary)	View File

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

All departments in the institution has PO's and CO's. This is displayed in college website, calendar and college website.

The college follows structured feedback system and feedback collected through online mode every year and the report generated from electronic mode will be submitted to IQAC co-ordinator every year.

Based on the PO, CO and PSO questions are prepared and submitted to

E-Governance committee, the committee will look after the proceedings of the same. Based on the report on feedback is received, the principal will guide the Deans and HOD's of respective departments for the betterment of the course to achieve its intended goal. The college aims to achieve educational goals through its learning outcomes.

Each course has a defined set of course outcomes and corresponding evaluation criteria. Course outcomes are charted to the program outcomes which are used to provide the quantitative measurement of how well the P.O are achieved.

Mapping for all the courses in the program is prepared by the dean/HOD/co-ordinator in consultation with other faculty members

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.spc.aargeesit.com/students/

2.6.3 - Pass percentage of Students during the year

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

614

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://spcputtur.ac.in/annual-reports

2.7 - Student Satisfaction Survey

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

<https://spcputtur.ac.in/feedback/sss>

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

50

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**3.1.2.1 - Number of teachers recognized as research guides**

0

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

2

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	http://www.vgst.in/

3.2 - Innovation Ecosystem

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

The College offers a conducive environment for innovations and initiatives for the creation & transfer of knowledge. The units like Language Lab, Commerce Lab, History Museum, Vermi-composting are established by the College for the benefit of the staff & students' community of the College and others. The College has always worked on the basis of the principle of 'Lab to Land'. The programs like Science Model Exhibition, IoT Model Exhibition, Mathematical Model Exhibitions, IT Model exhibition have been conducted for the school students. Training programs like Editing Practices, Science Writing, Radio Program Presentation, Vermi-Technology, Data Analysis in Economics, IoT using Arduino and Python have been organized for students.

The College motivates faculty members to participate & organize Conferences, Workshops, and STTP/FDP. The students are encouraged to take up internships in other prestigious institutes of national repute and industries. Some of the departments are able to establish MOU's and linkages with industries and other organizations.

The management has a well-defined and published research policy, the College strictly adheres to the policy. The College has a Research Expert Committee, which monitors the research activities in the College. Faculty members are always encouraged to pursue a Ph.D. degree and to apply for funding from various agencies. Research proposals prepared by the staff members are always be scrutinized by the committee before submitting the same to the funding agency. The committee oversees the research activities in the college. The committee is instrumental in initiating and promoting the smooth functioning of the research journal of the College - PEARL. The committee organizes training activities through various departments

for the benefit of the researchers. Some of such activities conducted in the College are workshop /training on basic statistical methods using EZR (Easy R), reference manager - Zotero, Type-setting software - Latex, tools for Mathematical calculations such as Mathematica, Sci-Lab, Matlab, IoT using Arduino and Python, Statistical Package for the Social Sciences (SPSS) software, etc.

The College motivates the faculty members to participate in collaborative research work. The departments are encouraged to conduct research-oriented student projects and some of the students have already presented their project results in national and international conferences. 4 Research laboratories are established in the College through extramural sources such as BRNS, VGST, and partial incentives from the management:

- The Instrumentation Center for Science Education, Analysis and Research in Physics
- The Center for Theoretical Nuclear and Particle Physics for Advanced Studies
- Light and Matter Physics Research Laboratory
- Centre of Excellence for IoT & Data Analytics

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://spcputtur.ac.in/mc

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

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

0

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

3.3 - Research Publications and Awards

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

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

0

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

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

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

14

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

18

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

The NCC organized the Fit India freedom Run 2020, Blood Donation Camp, CATC Camp, Covid-19 awareness program.

Youth Red Cross unit of the college in collaboration with other functional units of the college as per the government order organized covid 19 awareness rally in and around the college on 23rd March 2021

NSS volunteers participated in Awareness programme about Covaccine Lasika abhiyana on 13.04.2021. More than 160 volunteers participated and Volunteers were visited home and guided them about importance of Covaccine.

Government of Karnataka Provided Opportunities to Render Service in SSLC Exam 6 Rovers and 5 Rangers of the unit rendered their service in this regard.

Post Graduate Department of Social Work St Philomena College Puttur in collaboration with Grama Panchayath Aryapu organized Endosulfan Health Awareness Programme at Sthree Shakthi Sabha Bhavana Sampya on 05.03.2021

Post Graduate Department of Social Work St Philomena College Puttur in collaboration with Grama Panchayath Aryapu organized Covid Vaccination Awareness Camp at Sthree Shkthi Bhavana on 20.03.2021

Post Graduate Department of Social Work St Philomena College Puttur in collaboration with Government High School Shanti Nagara Puttur organized Awareness Programme on Self Defence at Govt High School, Papemajalu on 26.03. 2021

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

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

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

00

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

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

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

7

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

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

300

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

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

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

2

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

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

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The Institution has well-furnished spacious and well-ventilated classrooms which are well illuminated and maintained as per norms for proper visibility and audibility. The classrooms are equipped with adequate furniture, blackboard, projectors, fans, lights, and power backup. 89.47% of classrooms and seminar halls are provided with an ICT facility.

There are laboratories, one each in Physics Botany, Zoology and Chemistry departments. In addition to these, there are 4 Computer laboratories. The college campus is Wi-Fi enabled. There are 191 desktops, and 12 laptops available for the faculty and students. The college has one auditorium with a projector and a seating capacity of about 1000. There are 5 seminar halls with an audio-visual facility and 47 classrooms.

The institution recognizes the importance of the library as a good learning resource. It is updated regularly with the latest books and journals. The library has a plinth area of 9236.64sq.ft. The college library has 45,584 books and is subscribed to 85 periodicals and newspapers.

A Health care center provides first aid facilities and has a tie-up with nearby Patrao Hospital for medical emergencies. Canteen facilities are also provided for students and staff which has adequate seating capacity.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://naac4.spcputtur.ac.in/criteria4/4-1/4-1-1/4-1-1-geo-tagged-photos

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

1. Cultural Activity:

- Auditorium - 'SJM Hall' with 1500 seating capacity
- Auditorium is provided with two green rooms separate for boys and girls

- Open-air stage - 2500 seating capacity
- It is also containing facility for green rooms at the back part of the stage.
- There are two mini - auditoriums are being used for cultural and musical presentations with adequate sound and mike system.
- Yaksha Kala Kendra - Center for Studies in Indian Classical and Folk Art

Sports and Games Infrastructure:

The College sports achievement is of par excellence and College has well equipped sports facilities like 400 M running track, Football, Hockey grounds and separate Kabaddi, Basketball, Cricket Concrete Pitches, Weight Lifting training facilities and necessary equipments for the indoor - outdoor sports and games. With these adequate infrastructural facilities the College organized University level and inter-district level competitions on multiple occasions.

3. Gymnasium:

- The gymnasium of the College is equipped with multi gym - 12 station facilities (2000 SF) and it is widely used by College and Alumni.

4. Yoga Center:

- The College has a functioning Aerobic & Yoga Center. The College Auditorium is used to conduct Zumba, Aerobics and Yoga activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://naac4.spcputtur.ac.in/criteria4/4-1/4-1-2/4-1-2-geo-tagged-photos

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

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://naac4.spcputtur.ac.in/criteria4/4-3/4-3-1/4-3-1-geo-tagged-photos
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

14.21

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

4.2 - Library as a Learning Resource

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

Library is automated using Integrated Library Management System (ILMS)

Data requirement for year: Upload a description of library with,

College Library

- Name of ILMS software - EASYLIB
- Nature of automation (fully or partially) - Partial
- Version - Client
- Year of Automation 2002

PG Section Library

- Name of ILMS software - E-Lib Library Management Software
- Nature of automation (fully or partially) - Fully
- Version - 16.2
- Year of Automation 2014-15

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://spcputtur.ac.in/aminites/main-library

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

1.12

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for

online access) (Data for the latest completed academic year)

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

125

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

4.3 - IT Infrastructure

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

- The institution is having adequate number of computers and IT facilities including Wi-Fi at specific areas of the campus like college corridor, college office, college library, seminar halls, and staff rooms. There are totally 22 class rooms and 3 seminar halls with LCD/WiFi facility.
- There are 20 staff rooms and 2 general staff rooms in the college. Each staff room is provided with a LAN connected desktop computer and a printer.
- The LAN connected computers are installed in the main college library, extended library, and laboratories such as UG Computer Science, PG Computer Science, UG Mathematics, Language Lab and PG Physics.
- The institution maintains regular upgradation of computers in the laboratories, staff rooms, college office and college library.
- The institution has installed CC cameras at specific areas of the campus to maintain the discipline and decorum of the college.
- The institution has subscribed for Google workstation (access to a customized LMS system) for the benefit of staff and students. The google classrooms of all classes has been created and faculty upload materials through google meet.

The institution also offers regular training on technology upgradation to staff and students. The following are the various training programmes conducted at regular basis.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://naac4.spcputtur.ac.in/criteria4/4-3/4-3-1/4-3-1-geo-tagged-photos

4.3.2 - Number of Computers

200

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

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

15.98

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

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

The institution believes in optimal utilization of resources and facilities. Various Committees such as Timetable committee, Sports Advisory Committee, Library Advisory Committee, IT Club, and Science Forum are formed to plan and ensure optimal utilization of resources and facilities.

The Campus Director oversees the maintenance of buildings, classrooms and laboratories, cleanliness of the campus and ensures the smooth functioning of the college. Periodic inspection of infrastructure status is carried out to know the items to be replenished or to be replaced. Infrastructure facilities, services and maintenance of equipments are performed through the service contracts. Service personnel like Civil Contractor, Electrical Contractor, Plumber, Carpenter and Curator carry out the repair work whenever required. The buildings are painted at regular intervals. The equipments and materials in the laboratories, library, seminar halls, auditorium, and sports section are kept in good working conditions for which there are technical staff. The College has power generator facility to ensure unlimited power supply. To ensure a continuous supply of water there are independent tube wells for the college, hostel for men and women with individual pumps. Moreover, water harvesting is done to strengthen the Water supply chain.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

857

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

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

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

405

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

62

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

62

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

17

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

291

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

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

2

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

5.3 - Student Participation and Activities

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

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

18

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

Students are given exposure to involve in administrative, co-curricular, and extracurricular activities by including them as members of these committees. Students constitute a major stakeholder

in the institute's growth and the college maintains an excellent rapport with the student community. They actively participate in committee meetings. The opinions and views of the students are taken seriously by the college authorities.

Students council members President, Secretary, Joint Secretary are elected democratically by the students. The college conducts elections. Only the Final year students are allowed to contest and are allowed to campaign. Students render their votes for their candidates on the election day. After the counting of votes, the elected members are announced as President, Secretary, and Joint Secretary. The primary focus of the Council is to formulate strategies for the overall curricular, co-curricular, and extra-curricular development of the students.

The following is the list of Committees having student representation.

1. Students Council
2. Department Association Committee
3. Sports Committee
4. Cultural Committee
5. Internal Quality Assurance Cell
6. Anti-Ragging Committee
7. Anti-Sexual Harassment Committee
8. Grievance Redressal Committee
9. NCC
10. NSS
11. DAPS
12. Youth Red Cross Society
13. Rovers and Rangers
14. Yaksha Kala Kendra

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

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

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution

participated during the year

06

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

There is an Alumni Association that contributes significantly to the development of the institution through financial and/or other support services. The Institute has a strong alumni association, conducting alumni meet once in a year in the month of January/February. Suggestions given by the alumni are considered for overall improvement of the institute. The alumni have immensely contributed in terms of placements, guest lecturers, industry connect and guidance for postgraduate studies. The alumni association builds a network among alumni and also connect with the corporate world. The association helps in holding interactive sessions to motivate current students about the employability and educational opportunities abroad. The Alumni provide feedback on their abilities gained during their course and provide valuable recommendations for improvements. The alumni were also involved in defining our Vision and Mission. The out-going students become members of St Philomena College, Puttur Alumni Association and they are provided with associated membership based on their year of graduation. The alumni are advised to keep in touch with the association and participate in its meetings and furnish updates of information with regard to their career progress.

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

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision: Be a premier Institution for Higher Education, constantly in service to the Society in the field of education and welfare.

Mission: Educate and train the young knowledge seekers for their holistic development to make effective contribution to the society. The Mission statement of the Institution overtly examines the social and economic setup of the society focusing on issues such as equality, access, justice and entitlement. Education for all and the needy is the premise on which the institution has been functioning. Access to education for the young men and women has been and is being provided to minimize the social and the class-divide which is the need of the hour. Our establishment is aspiring to usher in a just society with maximum socio-economic bliss to the maximum number possible.

File Description	Documents
Paste link for additional information	https://spcputtur.ac.in/the-institution/vision-and-mision
Upload any additional information	View File

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

St Philomena College has a mechanism of providing operational

autonomy to various functionaries in order to ensure decentralized and participative governance. The Principal delegates powers to the other officials such as Deans, Heads of Departments and coordinators to ensure smooth and systematized governance. The powers invested with the HODs and Coordinators as a means of Decentralisation Process: The Heads of Departments take decisions based on the consultations with all department members. The Principal convenes the Heads' Meeting regularly to appraise herself of all the academic planning and other college related activities. To cater to the various needs of the College, the management has decentralized the powers to the HODs of the departments and the Coordinators of various Committees and Cells. The decision-making power is given to the HODs on deciding about the curriculum development, planning the events for the department, executing the plans and deciding on the students' welfare. They are given the liberty to introduce and adopt various innovative teaching methodologies. The HODs of the departments are on the interview board and the prospective candidates for their departments are selected based on their suggestions and recommendations.

File Description	Documents
Paste link for additional information	https://spcputtur.ac.in/the-management/governing-body-cbe
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Governing Council has prepared a Perspective Plan for the period of Five years commencing form academic year 2016-17 to academic year 2020-2021 by taking into consideration the quality indicators of seven criterions determined by NAAC. Inputs from all stakeholders, their expectations, management policies and goals and objectives of the college are considered as a base for formulation of the perspective plan.

. The major aspects considered in this perspective plan are-

- Curricular Aspects
- Augmentation of Infrastructure and Learning Resources
- Qualitative Strengthening of Existing Programmes
- Strengthening of Innovations in Teacher's Quality
- Research, Consultancy and Extension

Research, Consultancy and Extension

- Forming research expert committee
- Research methodology workshops
- Publication of a research journal having ISSN number
- Efforts to obtain research grants from funding agencies such as UGC, ICSSR, DBT, University, etc

Student Support and Progression

- Establish digital library and subscription to e-books and e-journals
- Organizing high profiled completions or fests
- Sport shoes, kits and other essential articles will be provided to the students which will involve in sports activities
- Special coaches shall be invited for different games to train the students and promote the sports.

The draft of Perspective Plan has been discussed, reviewed and approved in the Governing Council meeting.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://spcputtur.ac.in/statutes/policy-statement/perspective-plan-and-deployment
Upload any additional information	View File

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

The institution is affiliated to Mangalore university and managed by the Catholic Board of Education CBE of the Diocese of Mangalore which is registered under society's registration act of 1860.

Organizational structure of CBE

- President (Bishop, Diocese of Mangalore)

- Vice president (Vicar General, Diocese of Mangalore)
- Secretary (CBE)
- Treasurer
- Members (10)

- Organizational Structure of Local Managing Committee
 - President (Bishop, Diocese of Mangalore)
 - Vice president (Vicar General, Diocese of Mangalore)
 - Secretary (CBE)
 - Correspondent (Parish Priest of Mai De Deus Church, Puttur)
 - Principal
 - Campus Director
 - Members (5)

- Administrative Setup:
 - Administrative setup consists of Principal, followed by the Vice-Principal, Superintendent of administrative office and support staff.
 - Organization of departments include Head of the departments, associate professors, assistant professors, Librarian and Physical Director.

- Functional Units:

- Service Rules:

- Procedures for Recruitment:
 - The Institution conducts recruitment in in following two ways:

a) Permanent Posts (Grant-in-aid): These post are recruited as per the rules of UGC and University.

b) Temporary Posts (Non-Grant): These posts are recruited as per the norms of UGC and University.

- Procedures for Promotion:
 - Promotions are allotted according to University and UGC norms.

- Grievance redressal mechanism:

a) Direct access to authorities:

b) Students Council:

c) Suggestion Box:

d) Open discussion with staff:

File Description	Documents
Paste link for additional information	https://spcputtur.ac.in/the-management/governing-body-cbe
Link to Organogram of the institution webpage	https://spcputtur.ac.in/the-management/organogram-of-the-institution
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

St Philomena college is known for the welfare measures that it has for the teaching and non-teaching staff members. The college believes that the work satisfaction each and every staff member has directly impacts the growth of the college. The welfare measures initiated by the institution are related to research work, leaves, finance, certain special permissions etc.

If any staff is willing to attend seminars or conferences,

institution greatly encourages and permits them to attend the same. A special permission for the PhD coursework is given by the college. Various forms of leaves are provided such as Casual Leave, Earned Leave, Special casual leave, Maternity Leave, Leave for an official duty, Regional holiday and Compensatory Leave.

Keeping in mind the financial needs and welfare of its staff members, the institution has established a mutual fund called SPC Staff's Mutual BenefitFund.

Institution provides financial support for the staff members for attending conferences and also bears the travel expenses and registration fee.

After receiving PhD degree an incentive will be provided, besides a special allowance will be given after the PhD/M.Phil. Provident Fund for Teaching and ESI for non-teaching staffs is being provided by the College.

File Description	Documents
Paste link for additional information	https://naac4.spcputtur.ac.in/criteria6/6-3/6-3-1
Upload any additional information	View File

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

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

07

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the

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

4

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

14

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

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

Every teacher is required to fill in a self-appraisal form at the end of each year. The format is exhaustive and includes evaluation criteria about teaching, student welfare, administrative responsibilities undertaken, creative and innovative practices used and implemented during the year. The self-appraisal form also focuses on the research initiatives of the teacher including seminars attended, paper presentations, attending state/ national or international level workshops, FDPs, Guest talks, usage of ICT in teaching, involvement in University academic work like question paper setting, examination duty, BOS, BOEs etc.

The self-appraisal forms are then assessed by the HODs, Deans/Coordinators and the Principal of the college. Positive feedback is given by the Principal to those staff members who have done well and are encouraged to do even better. Proper counselling is done to improve the performance if necessary. An analysis /summary of the performance appraisal is shared with governing council, IQAC and management by the principal for the necessary action.

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

6.4 - Financial Management and Resource Mobilization

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

M/S Gonsalves & Nayak, Kodialbail, Mangaluru, Karnataka 575003 is the official auditor of St Philomena College and St Philomena Post Graduate College, Puttur. Maintaining an effective system of internal controls is vital for achieving an institution's objectives, obtaining reliable financial reporting on its operations, preventing fraud and misappropriation of its assets, and minimizing its cost of capital. Accordingly, reports, proper books of accounts have been kept at the office of St Philomena College. Internal audit serves an important role for institutions in fraud prevention. Recurring analysis of an institution operations and maintaining rigorous systems of internal controls can prevent and

detect various forms of fraud and other accounting irregularities. Hence, the college has appointed qualified internal auditors from external sources to do the thorough checking and verification of all vouchers of the transactions that are carried out in each financial year.

External audit:

The College also carried out an external audit on an elaborate way on yearly basis. External audit is conducted by M/S Gonsalves & Nayak, Kodialbail, Mangaluru, and Karnataka 575003 The report is analyzed by the College management and remedial measures have been taken with the proper follow up.

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

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

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

449507

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

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

The details of funds requirements are examined based on student intake, faculty requirements, lab/library/material need, and infrastructural need, and a Resource Mobilization Plan is prepared based on the following broad outlines.

THE SOURCES OF INSTITUTIONAL RECEIPTS / FUNDIN

Student Fees: Student fee is the major source of financial resource mobilization. The fees collected from the students are optimally utilized for the infrastructure and academic activities of the college. Fees from the self financing courses shall be used for the direct and overhead cost of the course.

UGC Grants: UGC Plan Development Grants for buildings, procurement of equipments, purchase of books and journals, and for UG and PG education and research are utilized for the purpose for which they were sanctioned.

PTA & Alumni Funds:

Govt Gants: Grants received from the state and central government for salary, NSS, NCC and other purposes are put to good use.

University Funding

Alumni, philanthropists, and well-wishers donations:

Optimum utilization of space and resources to generate funds:

Funds generated through college activities:

Interest Earning:

Hostel Fee:

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

6.5 - Internal Quality Assurance System

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

The IQAC plays an important role in ensuring quality of the functioning of administrative and academic units of the college. In order to make the students aware of the current and futuristic

challenges and opportunities, the teaching faculty is encouraged and motivated to develop a scientific temper so as to propagate a research culture amongst the students.

1. The Complete Learning System

The IQAC always works for the upliftment of the college and improves the quality culture of the teaching learning process. In view of that, a complete system is in place to systematise the teaching-learning process.

2. ICT and Development:

The IQAC has initiated the use of ICT in the teaching and learning process. The teachers use various ICT tools to teach the students in a better manner and to make teaching an interesting activity. The college uses "trackme" app to manage staff biodata, class time table, student's attendance, internal marks which supports in numerous ways in educating the students.

The faculty are encouraged to use online classes and upload their videos for the reference of the students. Reference materials are also uploaded to the platform for the benefit of the students.

File Description	Documents
Paste link for additional information	https://spcputtur.ac.in/quality-initiatives/iqac
Upload any additional information	View File

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

The Internal Quality Assurance Cell at St. Philomena College is established as a quality sustenance measure. The Cell monitors the quality of the academic delivery process, aids in improving the teaching learning process, supports in improving the quality of research and extends its support in conducting various extension and collaborative activities, works tirelessly to have knowledge infusion through having MOUs with various national and international academic institutions.

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

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://spcputtur.ac.in/annual-reports
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Following are the policies of the college with regard to gender sensitization:

- The institute will take all measures to enlighten the students on Women Empowerment and Gender Sensitization
- Educate the students on the gender imbalance that prevails worldwide for reasons of safety and security.
- The institution will actively seek input on the needs of the faculty and students
- The Institution will maintain a healthy environment and takes the necessary initiatives for the growth and development of

its students. The mandatory compliance committees in the institution will take care of peace and harmony among the students.

- Women Empowerment Cell, Anti Ragging Committee, Grievance Appeals and Redressal Committee, and Sexual Harassment Cell (ICC), will be constituted as per norms laid by university/UGC.
- Awareness programs like the importance of human rights, Rights of Women in Domestic problems are to be organized periodically. As well as various sensitization programmes ranging from women empowerment including gender discrimination to sexual harassment at the workplace, health issues and so on.
- Health awareness programs on the issues specifically related to women to be organized for faculty and students.
- Celebrate Women's Day every year with great enthusiasm.
- Conduct Specific programs to keep this policy effective.

File Description	Documents
Annual gender sensitization action plan	https://naac4.spcputtur.ac.in/criteria7/7-1/7-1-1
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://naac4.spcputtur.ac.in/assets/criteria7/7-1-1/7.1.1-Supportive-Document.pdf

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

B. Any 3 of the above

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

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

- **Solid waste:** The solid waste on the campus primarily comprises reading & writing material, fallen leaves, worn- out sports materials, remnants of edible items and unusable teaching aids. The waste is not allowed to litter around. The wet and dry waste is collected separately for which large bins are in place. Containers to collect solid waste are made available in all the classrooms and at student gathering points The College has letter of understanding with city municipal corporation Puttur, according to which the personnel from the Corporation visit the college at regular intervals to collect and dispose the waste.
- **Liquid waste:** The College adheres to a strict protocol of liquid waste disposal on its campus. The waste water is managed through a proper sewage system. The reusable water is being used for gardening purpose.
- **E-waste:** To manage e-waste the college has letter of understanding with Souza Computers Puttur. The electronic devices that cease to be functional are deposited at a safe place temporarily, from where M/S Sousa Electronics collect e- waste generated and the same is disposed of in an eco-friendly manner.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

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

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

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

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

B. Any 3 of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and

A. Any 4 or all of the above

**facilities for persons with disabilities
(Divyangjan) accessible website, screen-
reading software, mechanized equipment 5.
Provision for enquiry and information :
Human assistance, reader, scribe, soft copies of
reading material, screen reading**

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

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

St Philomena College provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities.

- All festivals are celebrated with equal fervor.
- The Institute, for inculcating harmony and inclusiveness conducts many programs for the students.
- The Institute has well established Functional units for exploring their talents.
- Yaksha Kalakendra (Centre for Studies in Indian Classical and Folk Art) organize, National, State, University and Intra-College level Cultural competitions for students to explore their talents and provides platform for cultural interaction.
- The Students recite "Nadageethe" every morning and they are being trained to sing self composed prayer in all the functions, without mentioning any religious identity.
- The College encourages and promotes linguistic diversity.
- The College Magazine provides opportunity to publish articles in different languages, namely; English, Kannada, Hindi, Sanskrit, Tulu etc.
- As the part social awareness programme, the students from the campus visit different NGO'S and also perform street plays.
- To commemorate the birth anniversary of Swami Vivekananda,

National Youth Day is celebrated on 12th January.

- Traditional Food Fair is the flagship program of Tulu Sanga, which teach students the concept of entrepreneurship and business.

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

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

Sensitization of students and employees of the Institution to the constitutional obligations is done through Curriculum as well as through extra-curricular activities. Many of the subjects offered have topics which sensitize the students about the Constitutional obligations.

- The University has introduced a compulsory paper on the Constitution of India for all the UG courses.
- National Voters day is celebrated and students are taking oath on that day
- The College conducts seminars, workshops, and guest lecture on days of National Importance on various rights, duties and responsibilities of citizen.
- The National Cadet Corps (NCC) of the College is dedicated to creating a sense of patriotic commitment for national development.
- Republic day is celebrated on 26th January by organizing activities highlighting the importance of Indian Constitution.
- Independence day is also celebrated every year to highlight the struggle of freedom and importance of Indian Constitution.
- St Philomena College has an active NSS, where students engage in community service programmes.
- College celebrate International Yoga Day and conduct yoga sessions for the students and staff.
- Competitions being organized on the issues of national relevance.
- The College organizes educational walks to historical sites, sensitizing the students to the need to protect our rich cultural heritage.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff **B. Any 3 of the above**

4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

1. INTERNATIONAL DAY OF YOGA 2021

On the occasion of 7th International Day of Yoga, St Philomena College and St Philomena P.U. College jointly celebrated and conducted virtual International Day of Yoga on June 21, 2021.

2. 75th INDEPENDENCE DAY 2021

India's 75th Independence Day was celebrated at St Philomena College Puttur with gaiety and patriotic fervour.

The Principal Prof. Leo Noronha hoisted the national flag and said, 'It is predicted that by 2020, India can become a Super Power in the world. This can be achieved only when all the people of India possess love, patriotism and determination towards the nation.'

Rev. Fr Ashok Rayan Crasta, Assistant Professor Dept of Commence, PG Dept St Philomena College Puttur in his Independence Day message said, the independence which we are celebrating today is because of the hard work taken by the freedom fighters during the independence era. The celebration of today's Independence Day is to give honor the people who have given life for the cause of Indian independence. Freedom is an important and basic element for the growth of the country. In the present situation, we can see India growing in the economic sector industrial, and also service sector.

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

7.2 - Best Practices

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

Best Practice - I

Student voice - Active Participation of Student Council

The pioneers of St Philomena College introduced one of the good practices, 'Student Council', participatory leadership which has been focusing on students' leadership quality and providing various opportunities. Student Council body helps to enrich the goal of the institution that might be considered as active as democratic government. It is often recorded its own building on the campus dedicated to organizational activities, representation, and academic support of the membership.

Best practice - II

Internal Quality Assurance Cell

IQAC is the central monitoring system of the institution & provides the enhancement of Quality in all spheres. The goal of IQAC is to achieve the academic excellence & administrative governance. The cell monitors the academic activity as well as it tries to reach the community through student centred activity. For the purpose of effective and fruitful implementation of quality enhancement the cell guides to the various departments and different cells like student welfare, alumni and placement. Research expert committee, women cell anti ragging cell, anti-women harassment cell etc. These committees and different departments prepare action plan. IQAC monitors the activities, receive compliance report.

File Description	Documents
Best practices in the Institutional website	https://naac4.spcputtur.ac.in/criteria7/7-2/7-2-1
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

St Philomena college is distinct in many ways making an indelible mark in the Society which includes its remarkable dissemination of scientific temper to the student community and public. This includes not only class and lab activities but also lab-to-land initiatives. This is substantiated by the established historical Botany and Zoology museums and Amateur Astronomy Club.

Both Botany and Zoology Museums were established in the year 1967 which house classwork materials and a large number of plant and animal specimens. These are rare specimens from tropical evergreen forests, semi-evergreen deciduous and shola forests of western ghats and various beaches. There are species of Algae, Fungi, Bryophytes, Pteridophytes, Gymnosperms, Angiosperm, insectivorous plants, male and female cones of Cycas, Pinus, Lichens, and herbaria belonging to 35 families of plants. Zoology Museum displays thousands of specimens, from Phylum Protozoans to mammals providing information on evolution, exploration, conservation, and diversity of animal life. The AAC during Astronomical events such as the Solar and Lunar eclipses, the transit of Venus and Mercury, the conjunction of

planets organizes study sessions with sky-gazing.

The museums frequently used by the students and AAC organizing public outreach programmes bear witness to the spreading of scientific temper to the society.

NAAC

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institution being affiliated to Mangalore University follows the curriculum prescribed by the University. For the effective implementation of the curriculum delivery, the institution has the following mechanism:

- At the start of each semester, departmental meetings are held, wherein the topics on the syllabus are distributed to the teachers
- Number of classes for each subject is allotted according to the syllabus and credits as prescribed by the University and for the proper implementation, the timetable is framed.
- Head of the departments and the course coordinators prepares the action plan for the events and activities conducted in the academic year which is approved by the Head of the institution.
- Faculty members prepare their course plan prior to the classes and maintain course dairy throughout the semester.
- Bridge course and the entry level competency tests are conducted for 1st year UG students to test the basic knowledge of the students.
- A language lab is established for the improvement of communication skills in students.
- Class mentors will maintain a detailed record of classes, assessment, and evaluation of students.
- During COVID-19 lockdown online classes were conducted effectively through Google Classroom, Google meet, Zoom, YouTube, etc.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

The institute has reformed the continuous internal evaluation system from faculty centric to student-centric. The CollegeExam cell framed guidelines for conducting the CIE in line with the calendar of the Affiliate University and the Institutions. As per the guidelines, the following reforms have been carried out effectively conducting CIE.

Scheduling of Internal Examination, Seating arrangements, hall invigilators listed for every examination • Preparing the question paper for the internal examination in the prescribed pattern.

Scrutiny of the prepared question paper is carried out by HoD/ Subject expert to ensure the quality of the Question paper.

Monitoring the attendance of the students for the Examination. Internal Assessment has to be carried out within the stipulated time.

After completion of the internal examination, the faculty evaluate the answer scripts and distribute them to the students for doubt clarifications or re-correction. The faculty submits the re-computed scripts to the examination branch and marks are displayed on the notice board.

Result review meetings are conducted with result analysis and the remedial actions for further improvements are arrived at after discussion with faculty. HoD and Principal. Upload of assessment marks in the university web portal and subsequently communicated.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://spcputtur.ac.in/ug-calendar-2020-2021

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

B. Any 3 of the above

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

1.2 - Academic Flexibility

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

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

6 UG AND 6 PG

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

0

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

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

0

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

1.3 - Curriculum Enrichment

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

In order to enhance, the effectiveness of the curriculum, the faculty integrates cases, term papers, projects, and invited lecturers in their respective courses. The curriculum also integrates experiential learning through port visits, attachments with summer projects are research projects. In application-based courses, curriculum effectiveness is brought by introducing simulation and workshops.

Gender Sensitisation:

B.A. : Sociology: Gender Dynamics 1. Status of women in Indian Society 2. Feminist Theories 3. Gender Issues in Modern India.

B.S.W: Gender Values: 1. Gender Equity and Equality in Society

Human Values:

B.S.W: 1.Values 2. Values Principles and Ethics

B.Com: 1. Human Resource Management 2. Motivation and Leadership

M.Com: 1. HRDAM

Environmental Consciousness:

B.A.: 1. Environmental Economics

B.S.W: 1. Sustainable Development 2. Sustainable Environment3.
Water Harvesting

B.Com: 1. Environmental Analysis

B.Sc: Zoology:1. Environmental Biology and Wildlife Biology2.
Population Ecology 3. Community 4. Ecology, Ecosystem5.
Environmental pollution

B.Sc.:Botony: 1. Ecological Factors 2. Ecosystem 3. Ecological
Adaptations

M.Sc. : Physics1. Energy Studies 2. Radiation Sources and Hazards

Professional ethics:

B.Com :1. Auditing 2. Corporate Governance and Social
Audit3.Modern Marketing 4. Strategic Management and
Organizational behavior

M.Com: 1. Personality Development 2. Business Ethics and CSR

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

7

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

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

47

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://naac4.spcputtur.ac.in/criterial/1-4/1-4-1
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents
Upload any additional information	View File
URL for feedback report	https://naac4.spcputtur.ac.in/criterial/1-4/1-4-1
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of students admitted during the year	
681	
File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)	
2.1.2.1 - Number of actual students admitted from the reserved categories during the year	
681	
File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File
2.2 - Catering to Student Diversity	
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
1. For Advance Learners	

- Extra books provided to the class to toppers from the college library.
- Given an opportunity to attend Internship Programs
- Students are given an opportunity to engage classes to junior students (peer teaching)
- Free coaching on preparation for KSET, NET and GATE
- coaching classes are organised for IBPS and other competitive examination
- Proficiency prizes are given on the occasion of College Annual Celebration to encourage the students to excel.

2. For Slow Learners

- Students are encouraged in the department to express their difficulties in their learning and proper guidance and help in extended.
- Remedial coaching classes are conducted for those slow learner outside the regular class hours. A separate time table and attendance is maintained to monitor the system.
- Assignments are given to the students on selected topics and after valuing the assignment , the same will be returned to the students with proper guidance.
- class testes are conducted on regular basis to keep the slow learners on track.

File Description	Documents
Paste link for additional information	https://naac4.spcputtur.ac.in/criteria2/2-2/2-2-1
Upload any additional information	View File

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

Number of Students	Number of Teachers
1695	86

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The College provides a constructive platform for students to develop skills, knowledge, values and attitude to shape their character. All the departments conduct novel activities which create an innovative ability in the students by providing them a platform to showcase their talents. participations learning helps the students out to come up with problem solving skills is encouraged . Each department in the college organises various fests such Ambiora, Facula, Pinnacle, Alfresco, Arora, Phoenix, Ecozenith, Mathematica, technospark and Philoventura, workshops, guest lectures, seminars, Industry -academia, Interaction, Study tours, Field visit, Internship, Minor project, Summer research and Model Exhibition and Student Enrichment Programmes through demonstration are conducted.

1. **Experiential learning:** Add on programmes are conducted to support students.

- Laboratory sessions beyond syllabus are conducted.
- Internship and Industry academia interaction enables students to get hands on training while working in the organization.
- Summer research fellowship and internship schemes guide the students to enhance the knowledge towards research experience.
- Students are encouraged to conduct minor project beyond syllabus
- Students of MSW and BSW programme undergo experiential learning through Field work , Field Visit ETC.
- Certificate courses are conducted on various topics by each department to develop the expertise of the students.
- Students get practical knowledge through commerce Lab on real life experiences.
- The college consists of centre of excellence for IoT and data analytics and various activities are planned under the auspices of the centre
- College has tie up with NPTEL , ICT Academy, MatLab, DK District Consumer -Federation to provide add on courses to the students

2. **Participatory Learning:**

- Under this type of learning Students are encouraged to participate in the following activities.

1. **Annual day competition**

2. Intra Department fests
3. Annual Cultural Programme
4. Talents day
5. Class seminars
6. Wallboard Magazine
7. College Souvenir
8. Peer teaching
9. Project Works

3. Problem Solving Method:

- Each department encourages the students to acquire and develop problem solving skills through guests lectures on various topics, encourage students to join MOOC courses, participate in various Inter college and Intra college fests and other competitions
- Regular assignments based on problems
- Class power point presentation
- Participating in Inter-college fest
- conduction of research activities and presentation
- Video lectures received from NPTEL, IIT Madras are used as e- resources for the benefit of students
- Case study

File Description	Documents
Upload any additional information	View File
Link for additional information	https://naac4.spcputtur.ac.in/criteria2/2-3/2-3-1

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

ICT

It is the need of the hour today for the students and teachers to be well equipped with latest technological skills. As a result , the teachers are blending both technology and traditional style of teaching to impart knowledge in an effective manner having long term insight.

ICT TOOLS:

- The college is subscribed to Google Workspace Education

Fundamentals.

- Workspace account provided for all the faculty , students and for each department.
- Through Google Workspace Account each department created Google classroom, YouTube channels, Blogs for online teaching purpose.
- 25 Projectors are available in different classrooms, labs and auditoriums/ Seminar halls
- Desktops and laptops are arranged at the computer lab, digital library and departments
- printer and Photocopier machines are installed at labs, college office, College xerox centre and the departments
- 2 Seminar halls are equipped with all digital facilities.
- Conference room- One conference room is equipped with iris technology
- Auditorium- It is digitally equipped with sound systems, projectors, cameras and computer system.
- Online classes through Google meet, Zoom, Google classroom, Microsoft Teams
- chosen departments have PPTs of students and faculties

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

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

2.3.3.1 - Number of mentors

73

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

86

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

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

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

14

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

86	
File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

- The Examination Committee is charged with three basic responsibilities regarding examinations:
 1. the establishment of examinations
 2. the coordination of the examination process
 3. the management of appropriate examination-related data.
- The Examination Committee provides department heads with pertinent and comprehensive guidelines for conducting internal examinations. The Examination Committee is responsible for ensuring that the examinations are administered on time and according to established procedures, as well as for resolving examination-related difficulties that arise.
- University examinations are delivered at the end of each semester in accordance with the University timetable and standards. The committee creates and procures necessary materials, including response scripts, question sheets, a time schedule, assignment of invigilation and helping responsibilities, and seating arrangements.
- As soon as the examination date is decided by the examination committee, the date will be declared to the staff and students through the notice board.
- Notice will be given to the teachers to prepare question papers.
- Examination duty allotted is made known displaying in the notice board.
- And the examination conducted with strict invigilation by faculty members.
- Absentee's list is prepared and re-examination is conducted.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://spcputtur.ac.in/internal-assesment

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

To assess students' performance during the course of programme delivery, the institution conducts two internal examinations in accordance with the affiliating University's regulations. Internal examinations are conducted in a systematic and transparent manner, with students' interests in mind. Valued answer scripts of the students are distributed to the students in the classroom. Students were given enough time to analyse the valuation done, and if they noticed any concerns, they were allowed to raise them right away and they would be resolved amicably on the spot. If students are still dissatisfied with the valuation, they may request a re-valuation of their answer scripts by filling the appropriate form and submitting it to the Head of the respective departments. The HoD will make the necessary arrangements for a second valuer from the same department to value the same script. The average of the first and second valuations is then determined, and the students are awarded with that score. Within 5 working days, the revaluation would be completed. Absentees are permitted to appear for re-examinations by completing the appropriate form. The re-examinations are arranged within 15 days of the completion of examination process. Under the supervision of the Head of the Institution, the Examination Committee coordinates and monitors all examination and evaluation processes.

File Description	Documents
Any additional information	View File
Link for additional information	https://spcputtur.ac.in/internal-assesment

2.6 - Student Performance and Learning Outcomes

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

Every academic program's outcomes, as well as the outcomes of every course offered by the Institution, are made available on

the Institution's website for the reference of teachers and students. Teachers and students are informed of the same via the Institution's Annual Calendar-cum-Handbook. They are also made available to them by the University through its website and syllabus. Teachers in charge of the courses inform students about the course's outcomes before beginning to discuss the syllabus's contents. He or she devotes at least one hour to informing students about the course's objectives and outcomes. Deans of each stream of study brief first-year students on the program's objectives and outcomes at the start of the academic year. The Institution thus ensure that programme and course outcomes are adequately communicated to teachers and students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://spcputtur.ac.in/learning-outcome
Upload COs for all Programmes (exemplars from Glossary)	View File

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

All departments in the institution has PO's and CO's. This is displayed in college website, calendar and college website.

The college follows structured feedback system and feedback collected through online mode every year and the report generated from electronic mode will be submitted to IQAC co-ordinator every year.

Based on the PO, CO and PSO questions are prepared and submitted to E-Governance committee, the committee will look after the proceedings of the same. Based on the report on feedback is received, the principal will guide the Deans and HOD's of respective departments for the betterment of the course to achieve its intended goal. The college aims to achieve educational goals through its learning outcomes.

Each course has a defined set of course outcomes and corresponding evaluation criteria. Course outcomes are charted to the program outcomes which are used to provide the quantitative measurement of how well the P.O are achieved.

Mapping for all the courses in the program is prepared by the

dean/HOD/co-ordinator in consultation with other faculty members

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.spc.aargeesit.com/students/

2.6.3 - Pass percentage of Students during the year

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

614

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://spcputtur.ac.in/annual-reports

2.7 - Student Satisfaction Survey

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

<https://spcputtur.ac.in/feedback/sss>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

50

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

2

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	http://www.vgst.in/

3.2 - Innovation Ecosystem

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

The College offers a conducive environment for innovations and initiatives for the creation & transfer of knowledge. The units

like Language Lab, Commerce Lab, History Museum, Vermi-composting are established by the College for the benefit of the staff & students' community of the College and others. The College has always worked on the basis of the principle of 'Lab to Land'. The programs like Science Model Exhibition, IoT Model Exhibition, Mathematical Model Exhibitions, IT Model exhibition have been conducted for the school students. Training programs like Editing Practices, Science Writing, Radio Program Presentation, Vermi-Technology, Data Analysis in Economics, IoT using Arduino and Python have been organized for students.

The College motivates faculty members to participate & organize Conferences, Workshops, and STTP/FDP. The students are encouraged to take up internships in other prestigious institutes of national repute and industries. Some of the departments are able to establish MOU's and linkages with industries and other organizations.

The management has a well-defined and published research policy, the College strictly adheres to the policy. The College has a Research Expert Committee, which monitors the research activities in the College. Faculty members are always encouraged to pursue a Ph.D. degree and to apply for funding from various agencies. Research proposals prepared by the staff members are always be scrutinized by the committee before submitting the same to the funding agency. The committee oversees the research activities in the college. The committee is instrumental in initiating and promoting the smooth functioning of the research journal of the College - PEARL. The committee organizes training activities through various departments for the benefit of the researchers. Some of such activities conducted in the College are workshop /training on basic statistical methods using EZR (Easy R), reference manager - Zotero, Type-setting software - Latex, tools for Mathematical calculations such as Mathematica, Sci-Lab, Matlab, IoT using Arduino and Python, Statistical Package for the Social Sciences (SPSS) software, etc.

The College motivates the faculty members to participate in collaborative research work. The departments are encouraged to conduct research-oriented student projects and some of the students have already presented their project results in national and international conferences. 4 Research laboratories are established in the College through extramural sources such as BRNS, VGST, and partial incentives from the management:

- The Instrumentation Center for Science Education, Analysis

and Research in Physics

- **The Center for Theoretical Nuclear and Particle Physics for Advanced Studies**
- **Light and Matter Physics Research Laboratory**
- **Centre of Excellence for IoT & Data Analytics**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://spcputtur.ac.in/mc

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

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

0

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

3.3 - Research Publications and Awards

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

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

0

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

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

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

14

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

18

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

The NCC organized the Fit India freedom Run 2020, Blood Donation Camp, CATC Camp, Covid-19 awareness program.

Youth Red Cross unit of the college in collaboration with other functional units of the college as per the government order organized covid 19 awareness rally in and around the college on 23rd March 2021

NSS volunteers participated in Awareness programme about Covaccine Lasika abhiyana on 13.04.2021. More than 160 volunteers participated and Volunteers were visited home and guided them about importance of Covaccine.

Government of Karnataka Provided Opportunities to Render Service in SSLC Exam 6 Rovers and 5 Rangers of the unit rendered their service in this regard.

Post Graduate Department of Social Work St Philomena College Puttur in collaboration with Grama Panchayath Aryapu organized Endosulfan Health Awareness Programme at Sthree Shaksthi Sabha Bhavana Sampya on 05.03.2021

Post Graduate Department of Social Work St Philomena College Puttur in collaboration with Grama Panchayath Aryapu organized Covid Vaccination Awareness Campat Sthree Shkthi Bhavana on 20.03.2021

Post Graduate Department of Social Work St Philomena College Puttur in collaboration with Government High School Shanti Nagara Puttur organized Awareness Programme on Self Defence at Govt High School, Papemajalu on 26.03. 2021

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

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

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

00

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

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

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

7

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

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

300

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year****3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

2

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

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

The Institution has well-furnished spacious and well-ventilated classrooms which are well illuminated and maintained as per norms for proper visibility and audibility. The classrooms are equipped

with adequate furniture, blackboard, projectors, fans, lights, and power backup. 89.47% of classrooms and seminar halls are provided with an ICT facility.

There are laboratories, one each in Physics Botany, Zoology and Chemistry departments. In addition to these, there are 4 Computer laboratories. The college campus is Wi-Fi enabled. There are 191 desktops, and 12 laptops available for the faculty and students. The college has one auditorium with a projector and a seating capacity of about 1000. There are 5 seminar halls with an audio-visual facility and 47 classrooms.

The institution recognizes the importance of the library as a good learning resource. It is updated regularly with the latest books and journals. The library has a plinth area of 9236.64sq.ft. The college library has 45,584 books and is subscribed to 85 periodicals and newspapers.

A Health care center provides first aid facilities and has a tie-up with nearby Patrao Hospital for medical emergencies. Canteen facilities are also provided for students and staff which has adequate seating capacity.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://naac4.spcputtur.ac.in/criteria4/4-1/4-1-1/4-1-1-geo-tagged-photos

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

1. Cultural Activity:

- Auditorium - 'SJM Hall' with 1500 seating capacity
- Auditorium is provided with two green rooms separate for boys and girls
- Open-air stage - 2500 seating capacity
- It is also containing facility for green rooms at the back part of the stage.
- There are two mini - auditoriums are being used for cultural and musical presentations with adequate sound and mike system.
- Yaksha Kala Kendra - Center for Studies in Indian Classical

and Folk Art

Sports and Games Infrastructure:

The College sports achievement is of par excellence and College has well equipped sports facilities like 400 M running track, Football, Hockey grounds and separate Kabaddi, Basketball, Cricket Concrete Pitches, Weight Lifting training facilities and necessary equipments for the indoor - outdoor sports and games. With these adequate infrastructural facilities the College organized University level and inter-district level competitions on multiple occasions.

3. Gymnasium:

- The gymnasium of the College is equipped with multi gym - 12 station facilities (2000 SF) and it is widely used by College and Alumni.

4. Yoga Center:

- The College has a functioning Aerobic & Yoga Center. The College Auditorium is used to conduct Zumba, Aerobics and Yoga activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://naac4.spcputtur.ac.in/criteria4/4-1/4-1-2/4-1-2-geo-tagged-photos

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

25

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://naac4.spcputtur.ac.in/criteria4/4-3/4-3-1/4-3-1-geo-tagged-photos
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

14.21

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

4.2 - Library as a Learning Resource

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

Library is automated using Integrated Library Management System (ILMS)

Data requirement for year: Upload a description of library with,
College Library

- Name of ILMS software - EASYLIB
- Nature of automation (fully or partially) - Partial
- Version - Client
- Year of Automation 2002

PG Section Library

- Name of ILMS software - E-Lib Library Management Software
- Nature of automation (fully or partially) - Fully
- Version - 16.2
- Year of Automation 2014-15

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://spcputtur.ac.in/aminites/main-library

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

1.12

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

125

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

4.3 - IT Infrastructure

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

- The institution is having adequate number of computers and IT facilities including Wi-Fi at specific areas of the campus like college corridor, college office, college library, seminar halls, and staff rooms. There are totally 22 class rooms and 3 seminar halls with LCD/WiFi facility.
- There are 20 staff rooms and 2 general staff rooms in the college. Each staff room is provided with a LAN connected desktop computer and a printer.
- The LAN connected computers are installed in the main college library, extended library, and laboratories such as UG Computer Science, PG Computer Science, UG Mathematics, Language Lab and PG Physics.
- The institution maintains regular upgradation of computers in the laboratories, staff rooms, college office and college library.
- The institution has installed CC cameras at specific areas of the campus to maintain the discipline and decorum of the college.
- The institution has subscribed for Google workstation (access to a customized LMS system) for the benefit of staff and students. The google classrooms of all classes has been created and faculty upload materials through google meet.

The institution also offers regular training on technology upgradation to staff and students. The following are the various training programmes conducted at regular basis.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://naac4.spcputtur.ac.in/criteria4/4-3/4-3-1/4-3-1-geo-tagged-photos

4.3.2 - Number of Computers

200

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

15.98

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

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

The institution believes in optimal utilization of resources and facilities. Various Committees such as Timetable committee, Sports Advisory Committee, Library Advisory Committee, IT Club, and Science Forum are formed to plan and ensure optimal utilization of resources and facilities.

The Campus Director oversees the maintenance of buildings, classrooms and laboratories, cleanliness of the campus and ensures the smooth functioning of the college. Periodic inspection of infrastructure status is carried out to know the items to be replenished or to be replaced. Infrastructure facilities, services and maintenance of equipments are performed through the service contracts. Service personnel like Civil Contractor, Electrical Contractor, Plumber, Carpenter and Curator carry out the repair work whenever required. The buildings are painted at regular intervals. The equipments and materials in the laboratories, library, seminar halls, auditorium, and sports section are kept in good working conditions for which there are technical staff. The College has power generator facility to ensure unlimited power supply. To ensure a continuous supply of water there are independent tube wells for the college, hostel for men and women with individual pumps. Moreover, water harvesting is done to strengthen the Water supply chain.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support	
5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
857	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File
5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year	
5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year	
405	
File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

62

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

62

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

17

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

291

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

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

2

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

5.3 - Student Participation and Activities

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

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

18

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

Students are given exposure to involve in administrative, co-curricular, and extracurricular activities by including them as members of these committees. Students constitute a major

stakeholder in the institute's growth and the college maintains an excellent rapport with the student community. They actively participate in committee meetings. The opinions and views of the students are taken seriously by the college authorities.

Students council members President, Secretary, Joint Secretary are elected democratically by the students. The college conducts elections. Only the Final year students are allowed to contest and are allowed to campaign. Students render their votes for their candidates on the election day. After the counting of votes, the elected members are announced as President, Secretary, and Joint Secretary. The primary focus of the Council is to formulate strategies for the overall curricular, co-curricular, and extra-curricular development of the students.

The following is the list of Committees having student representation.

1. Students Council
2. Department Association Committee
3. Sports Committee
4. Cultural Committee
5. Internal Quality Assurance Cell
6. Anti-Ragging Committee
7. Anti-Sexual Harassment Committee
8. Grievance Redressal Committee
9. NCC
10. NSS
11. DAPS
12. Youth Red Cross Society
13. Rovers and Rangers
14. Yaksha Kala Kendra

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

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

5.3.3.1 - Number of sports and cultural events/competitions in which students of the

Institution participated during the year	
06	
File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File
5.4 - Alumni Engagement	
5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services	
<p>There is an Alumni Association that contributes significantly to the development of the institution through financial and/or other support services The Institute has a strong alumni association, conducting alumni meet once in a year in the month of January/February. Suggestions given by the alumni are considered for overall improvement of the institute. The alumni have immensely contributed in terms of placements, guest lecturers, industry connect and guidance for postgraduate studies. The alumni association builds a network among alumni and also connect with the corporate world. The association helps in holding interactive sessions to motivate current students about the employability and educational opportunities abroad. The Alumni provide feedback on their abilities gained during their course and provide valuable recommendations for improvements. The alumni were also involved in defining our Vision and Mission. The outgoing students become members of St Philomena College, Puttur Alumni Association and they are provided with associated membership based on their year of graduation. The alumni are advised to keep in touch with the association and participate in its meetings and furnish updates of information with regard to their career progress.</p>	

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision: Be a premier Institution for Higher Education, constantly in service to the Society in the field of education and welfare.
Mission: Educate and train the young knowledge seekers for their holistic development to make effective contribution to the society. The Mission statement of the Institution overtly examines the social and economic setup of the society focusing on issues such as equality, access, justice and entitlement. Education for all and the needy is the premise on which the institution has been functioning. Access to education for the young men and women has been and is being provided to minimize the social and the class-divide which is the need of the hour. Our establishment is aspiring to usher in a just society with maximum socio-economic bliss to the maximum number possible.

File Description	Documents
Paste link for additional information	https://spcputtur.ac.in/the-institution/vision-and-mision
Upload any additional information	View File

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

St Philomena College has a mechanism of providing operational

autonomy to various functionaries in order to ensure decentralized and participative governance. The Principal delegates powers to the other officials such as Deans, Heads of Departments and coordinators to ensure smooth and systematized governance. The powers invested with the HODs and Coordinators as a means of Decentralisation Process: The Heads of Departments take decisions based on the consultations with all department members. The Principal convenes the Heads' Meeting regularly to appraise herself of all the academic planning and other college related activities. To cater to the various needs of the College, the management has decentralized the powers to the HODs of the departments and the Coordinators of various Committees and Cells. The decision-making power is given to the HODs on deciding about the curriculum development, planning the events for the department, executing the plans and deciding on the students' welfare. They are given the liberty to introduce and adopt various innovative teaching methodologies. The HODs of the departments are on the interview board and the prospective candidates for their departments are selected based on their suggestions and recommendations.

File Description	Documents
Paste link for additional information	https://spcputtur.ac.in/the-management/governing-body-cbe
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Governing Council has prepared a Perspective Plan for the period of Five years commencing from academic year 2016-17 to academic year 2020-2021 by taking into consideration the quality indicators of seven criteria determined by NAAC. Inputs from all stakeholders, their expectations, management policies and goals and objectives of the college are considered as a base for formulation of the perspective plan.

. The major aspects considered in this perspective plan are-

- Curricular Aspects
- Augmentation of Infrastructure and Learning Resources
- Qualitative Strengthening of Existing Programmes
- Strengthening of Innovations in Teacher's Quality

- **Research, Consultancy and Extension**

Research, Consultancy and Extension

- Forming research expert committee
- Research methodology workshops
- Publication of a research journal having ISSN number
- Efforts to obtain research grants from funding agencies such as UGC, ICSSR, DBT, University, etc

Student Support and Progression

- Establish digital library and subscription to e-books and e- journals
- Organizing high profiled completions or fests
- Sport shoes, kits and other essential articles will be provided to the students which will involve in sports activities
- Special coaches shall be invited for different games to train the students and promote the sports.

The draft of Perspective Plan has been discussed, reviewed and approved in the Governing Council meeting.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://spcputtur.ac.in/statutes/policy-statement/perspective-plan-and-deployment
Upload any additional information	View File

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

The institution is affiliated to Mangalore university and managed by the Catholic Board of Education CBE of the Diocese of Mangalore which is registered under society's registration act of 1860.

Organizational structure of CBE

- President (Bishop, Diocese of Mangalore)
- Vice president (Vicar General, Diocese of Mangalore)
- Secretary (CBE)
- Treasurer
- Members (10)

- Organizational Structure of Local Managing Committee

- President (Bishop, Diocese of Mangalore)
- Vice president (Vicar General, Diocese of Mangalore)
- Secretary (CBE)
- Correspondent (Parish Priest of Mai De Deus Church, Puttur)
- Principal
- Campus Director
- Members (5)

- Administrative Setup:

- Administrative setup consists of Principal, followed by the Vice-Principal, Superintendent of administrative office and support staff.
- Organization of departments include Head of the departments, associate professors, assistant professors, Librarian and Physical Director.

- Functional Units:

- Service Rules:

- Procedures for Recruitment:

- The Institution conducts recruitment in in following two ways:

a) Permanent Posts (Grant-in-aid): These post are recruited as per the rules of UGC and University.

b) Temporary Posts (Non-Grant): These posts are recruited as per the norms of UGC and University.

- Procedures for Promotion:

- Promotions are allotted according to University and UGC norms.

o **Grievance redressal mechanism:**

a) **Direct access to authorities:**

b) **Students Council:**

c) **Suggestion Box:**

d) **Open discussion with staff:**

File Description	Documents
Paste link for additional information	https://spcputtur.ac.in/the-management/governing-body-cbe
Link to Organogram of the institution webpage	https://spcputtur.ac.in/the-management/organogram-of-the-institution
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

St Philomena college is known for the welfare measures that it has for the teaching and non-teaching staff members. The college believes that the work satisfaction each and every staff member has directly impacts the growth of the college. The welfare

measures initiated by the institution are related to research work, leaves, finance, certain special permissions etc.

If any staff is willing to attend seminars or conferences, institution greatly encourages and permits them to attend the same. A special permission for the PhD coursework is given by the college. Various forms of leaves are provided such as Casual Leave, Earned Leave, Special casual leave, Maternity Leave, Leave for an official duty, Regional holiday and Compensatory Leave.

Keeping in mind the financial needs and welfare of its staff members, the institution has established a mutual fund called SPC Staff's Mutual Benefit Fund.

Institution provides financial support for the staff members for attending conferences and also bears the travel expenses and registration fee.

After receiving PhD degree an incentive will be provided, besides a special allowance will be given after the PhD/M.Phil. Provident Fund for Teaching and ESI for non-teaching staffs is being provided by the College.

File Description	Documents
Paste link for additional information	https://naac4.spcputtur.ac.in/criteria6/6-3/6-3-1
Upload any additional information	View File

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

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

07

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

4

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

14

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

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

Every teacher is required to fill in a self-appraisal form at the end of each year. The format is exhaustive and includes evaluation criteria about teaching, student welfare, administrative responsibilities undertaken, creative and innovative practices used and implemented during the year. The self-appraisal form also focuses on the research initiatives of the teacher including seminars attended, paper presentations, attending state/ national or international level workshops, FDPs, Guest talks, usage of ICT in teaching, involvement in University academic work like question paper setting, examination duty, BOS, BOEs etc.

The self-appraisal forms are then assessed by the HODs, Deans/Coordinators and the Principal of the college. Positive feedback is given by the Principal to those staff members who have done well and are encouraged to do even better. Proper counselling is done to improve the performance if necessary. An analysis /summary of the performance appraisal is shared with governing council, IQAC and management by the principal for the necessary action.

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

6.4 - Financial Management and Resource Mobilization

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

M/S Gonsalves & Nayak, Kodialbail, Mangaluru, Karnataka 575003 is the official auditor of St Philomena College and St Philomena Post Graduate College, Puttur. Maintaining an effective system of internal controls is vital for achieving an institution's objectives, obtaining reliable financial reporting on its operations, preventing fraud and misappropriation of its assets, and minimizing its cost of capital. Accordingly, reports, proper books of accounts have been kept at the office of St Philomena College. Internal audit serves an important role for institutions in fraud prevention. Recurring analysis of an institution operations and maintaining rigorous systems of internal controls can prevent and detect various forms of fraud and other accounting irregularities. Hence, the college has appointed qualified internal auditors from external sources to do the thorough checking and verification of all vouchers of the transactions that are carried out in each financial year.

External audit:

The College also carried out an external audit on an elaborate way on yearly basis. External audit is conducted by M/S Gonsalves & Nayak, Kodialbail, Mangaluru, and Karnataka 575003 The report is analyzed by the College management and remedial measures have been taken with the proper follow up.

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

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

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

449507

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

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

The details of funds requirements are examined based on student intake, faculty requirements, lab/library/material need, and infrastructural need, and a Resource Mobilization Plan is prepared based on the following broad outlines.

THE SOURCES OF INSTITUTIONAL RECEIPTS / FUNDIN

Student Fees: Student fee is the major source of financial resource mobilization. The fees collected from the students are optimally utilized for the infrastructure and academic activities of the college. Fees from the self financing courses shall be used for the direct and overhead cost of the course.

UGC Grants: UGC Plan Development Grants for buildings, procurement of equipments, purchase of books and journals, and for UG and PG education and research are utilized for the purpose for which they were sanctioned.

PTA & Alumni Funds:

Govt Gants: Grants received from the state and central government for salary, NSS, NCC and other purposes are put to good use.

University Funding

Alumni, philanthropists, and well-wishers donations:

Optimum utilization of space and resources to generate funds:

Funds generated through college activities:

Interest Earning:

Hostel Fee:

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

6.5 - Internal Quality Assurance System

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

The IQAC plays an important role in ensuring quality of the functioning of administrative and academic units of the college. In order to make the students aware of the current and futuristic challenges and opportunities, the teaching faculty is encouraged and motivated to develop a scientific temper so as to propagate a research culture amongst the students.

1. The Complete Learning System

The IQAC always works for the upliftment of the college and improves the quality culture of the teaching learning process. In view of that, a complete system is in place to systematise the teaching-learning process.

2. ICT and Development:

The IQAC has initiated the use of ICT in the teaching and learning process. The teachers use various ICT tools to teach the students in a better manner and to make teaching an interesting activity. The college uses "trackme" app to manage staff biodata, class time table, student's attendance, internal marks which supports in numerous ways in educating the students.

The faculty are encouraged to use online classes and upload their videos for the reference of the students. Reference materials are also uploaded to the platform for the benefit of the students.

File Description	Documents
Paste link for additional information	https://spcputtur.ac.in/quality-initiatives/iqac
Upload any additional information	View File

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

The Internal Quality Assurance Cell at St. Philomena College is established as a quality sustenance measure. The Cell monitors the quality of the academic delivery process, aids in improving the teaching learning process, supports in improving the quality of research and extends its support in conducting various extension and collaborative activities, works tirelessly to have knowledge infusion through having MOUs with various national and international academic institutions.

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

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://spcputtur.ac.in/annual-reports
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Following are the policies of the college with regard to gender sensitization:

- The institute will take all measures to enlighten the students on Women Empowerment and Gender Sensitization
- Educate the students on the gender imbalance that prevails worldwide for reasons of safety and security.
- The institution will actively seek input on the needs of the faculty and students
- The Institution will maintain a healthy environment and takes the necessary initiatives for the growth and development of its students. The mandatory compliance committees in the institution will take care of peace and harmony among the students.
- Women Empowerment Cell, Anti Ragging Committee, Grievance Appeals and Redressal Committee, and Sexual Harassment Cell (ICC), will be constituted as per norms laid by university/UGC.
- Awareness programs like the importance of human rights, Rights of Women in Domestic problems are to be organized periodically. As well as various sensitization programmes ranging from women empowerment including gender discrimination to sexual harassment at the workplace, health issues and so on.
- Health awareness programs on the issues specifically related to women to be organized for faculty and students.
- Celebrate Women's Day every year with great enthusiasm.
- Conduct Specific programs to keep this policy effective.

File Description	Documents
Annual gender sensitization action plan	https://naac4.spcputtur.ac.in/criteria7/7-1/7-1-1
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://naac4.spcputtur.ac.in/assets/criteria7/7-1-1/7.1.1-Supportive-Document.pdf

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

B. Any 3 of the above

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

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

- **Solid waste:** The solid waste on the campus primarily comprises reading & writing material, fallen leaves, worn- out sports materials, remnants of edible items and unusable teaching aids. The waste is not allowed to litter around. The wet and dry waste is collected separately for which large bins are in place. Containers to collect solid waste are made available in all the classrooms and at student gathering points The College has letter of understanding with city municipal corporation Puttur, according to which the personnel from the Corporation visit the college at regular intervals to collect and dispose the waste.
- **Liquid waste:** The College adheres to a strict protocol of liquid waste disposal on its campus. The waste water is managed through a proper sewage system. The reusable water is being used for gardening purpose.
- **E-waste:** To manage e-waste the college has letter of

understanding with Souza Computers Puttur. The electronic devices that cease to be functional are deposited at a safe place temporarily, from where M/S Souza Electronics collect e- waste generated and the same is disposed of in an eco-friendly manner.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

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

A. Any 4 or All of the above

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

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

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

B. Any 3 of the above

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

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

A. Any 4 or all of the above

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

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

St Philomena College provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities.

- All festivals are celebrated with equal fervor.
- The Institute, for inculcating harmony and inclusiveness conducts many programs for the students.
- The Institute has well established Functional units for exploring their talents.
- Yaksha Kalakendra (Centre for Studies in Indian Classical and Folk Art) organize, National, State, University and Intra -College level Cultural competitions for students to explore their talents and provides platform for cultural interaction.
- The Students recite "Nadageethe" every morning and they are being trained to sing self composed prayer in all the functions, without mentioning any religious identity.
- The College encourages and promotes linguistic diversity.
- The College Magazine provides opportunity to publish articles in different languages, namely; English, Kannada, Hindi, Sanskrit, Tulu etc.
- As the part social awareness programme, the students from the campus visit different NGO'S and also perform street plays.
- To commemorate the birth anniversary of Swami Vivekananda, National Youth Day is celebrated on 12th January.
- Traditional Food Fair is the flagship program of Tulu Sanga, which teach students the concept of entrepreneurship and business.

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

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

Sensitization of students and employees of the Institution to the constitutional obligations is done through Curriculum as well as through extra-curricular activities. Many of the subjects offered have topics which sensitize the students about the Constitutional obligations.

- The University has introduced a compulsory paper on the Constitution of India for all the UG courses.
- National Voters day is celebrated and students are taking oath on that day
- The College conducts seminars, workshops, and guest lecture on days of National Importance on various rights, duties and responsibilities of citizen.
- The National Cadet Corps (NCC) of the College is dedicated to creating a sense of patriotic commitment for national development.
- Republic day is celebrated on 26th January by organizing activities highlighting the importance of Indian Constitution.
- Independence day is also celebrated every year to highlight the struggle of freedom and importance of Indian Constitution.
- St Philomena College has an active NSS, where students engage in community service programmes.
- College celebrate International Yoga Day and conduct yoga sessions for the students and staff.
- Competitions being organized on the issues of national relevance.
- The College organizes educational walks to historical sites, sensitizing the students to the need to protect our rich cultural heritage.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

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

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

1. INTERNATIONAL DAY OF YOGA 2021

On the occasion of 7th International Day of Yoga, St Philomena College and St Philomena P.U. College jointly celebrated and conducted virtual International Day of Yoga on June 21, 2021.

2. 75th INDEPENDENCE DAY 2021

India's 75th Independence Day was celebrated at St Philomena

College Puttur with gaiety and patriotic fervour.

The Principal Prof. Leo Noronha hoisted the national flag and said, 'It is predicted that by 2020, India can become a Super Power in the world. This can be achieved only when all the people of India possess love, patriotism and determination towards the nation.'

Rev. Fr Ashok Rayan Crasta, Assistant Professor Dept of Commence, PG Dept St Philomena College Puttur in his Independence Day message said, the independence which we are celebrating today is because of the hard work taken by the freedom fighters during the independence era. The celebration of today's Independence Day is to give honor the people who have given life for the cause of Indian independence. Freedom is an important and basic element for the growth of the country. In the present situation, we can see India growing in the economic sector industrial, and also service sector.

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

7.2 - Best Practices

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

Best Practice - I

Student voice - Active Participation of Student Council

The pioneers of St Philomena College introduced one of the good practices, 'Student Council', participatory leadership which has been focusing on students' leadership quality and providing various opportunities. Student Council body helps to enrich the goal of the institution that might be considered as active as democratic government. It is often recorded its own building on the campus dedicated to organizational activities, representation, and academic support of the membership.

Best practice - II

Internal Quality Assurance Cell

IQAC is the central monitoring system of the institution & provides the enhancement of Quality in all spheres. The goal of IQAC is to achieve the academic excellence & administrative governance. The cell monitors the academic activity as well as it tries to reach the community through student centred activity. For the purpose of effective and fruitful implementation of quality enhancement the cell guides to the various departments and different cells like student welfare, alumni and placement. Research expert committee, women cell anti ragging cell, anti-women harassment cell etc. These committees and different departments prepare action plan. IQAC monitors the activities, receive compliance report.

File Description	Documents
Best practices in the Institutional website	https://naac4.spcputtur.ac.in/criteria7/7-2/7-2-1
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

St Philomena college is distinct in many ways making an indelible mark in the Society which includes its remarkable dissemination of scientific temper to the student community and public. This includes not only class and lab activities but also lab-to-land initiatives. This is substantiated by the established historical Botany and Zoology museums and Amateur Astronomy Club.

Both Botany and Zoology Museums were established in the year 1967 which house classwork materials and a large number of plant and animal specimens. These are rare specimens from tropical evergreen forests, semi-evergreen deciduous and shola forests of western ghats and various beaches. There are species of Algae, Fungi, Bryophytes, Pteridophytes, Gymnosperms, Angiosperm,

insectivorous plants, male and female cones of Cycas, Pinus, Lichens, and herbaria belonging to 35 families of plants. Zoology Museum displays thousands of specimens, from Phylum Protozoans to mammals providing information on evolution, exploration, conservation, and diversity of animal life. The AAC during Astronomical events such as the Solar and Lunar eclipses, the transit of Venus and Mercury, the conjunction of planets organizes study sessions with sky-gazing.

The museums frequently used by the students and AAC organizing public outreach programmes bear witness to the spreading of scientific temper to the society.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

The following activities are planned in the near future to further improve the campus.

- A monitoring team shall be formed to focus on waste reduction and segregation.
- All the non-ecofriendly products shall be banned.
- To Sapling new trees plantings around college campus.
- Volunteers from staffs and students are to be identified for eco volunteering.
- To install Color Coding System has to be introduced for dust bins in Class Rooms blocks, Canteens, pathways, hostels etc.
- To formulate a Environment Policy for the campus that will guide all activities of the Institute to align with the sustainability initiatives.
- Forming a Blood Donors Club in the campus.
- Encouraging students and staff for Organ Donation.
- Encouraging farmers for Organic Agriculture through community outreach programmes.
- Conducting annual sports meet and cultural completions for faculties and staffs of the campus.
- Staff enhancement program
- More ICT enabled class-rooms

- Strengthen Alumni associations
- To conduct greater numbers of seminars and workshops of National and International importance
- Encourage faculty members to complete PhD and apply for research grants
- Strive for achieving autonomous status
- External academic audit
- Enhanced student facilities including cafeterias, food courts and interaction spaces.
- Awareness programme on Entrepreneurship for Students

NAAC