



## YEARLY STATUS REPORT - 2023-2024

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	St Philomena College, Puttur
• Name of the Head of the institution	Dr Antony Prakash Monteiro
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	08251230340
• Mobile no	9449990644
• Registered e-mail	principal@spcputtur.ac.in
• Alternate e-mail	aprakashmonteiro@gmail.com
• Address	Philonagar, Darbe
• City/Town	Puttur
• State/UT	Karnataka
• Pin Code	574202
<b>2.Institutional status</b>	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural
• Financial Status	Grants-in aid

• Name of the Affiliating University	Mangalore University				
• Name of the IQAC Coordinator	Dr Malini K				
• Phone No.	08251230340				
• Alternate phone No.	8971254382				
• Mobile	9448260382				
• IQAC e-mail address	iqac@spcputtur.ac.in				
• Alternate Email address	malinik@spcputtur.ac.in				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://spcputtur.ac.in/quality-initiatives/aqar">https://spcputtur.ac.in/quality-initiatives/aqar</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://spcputtur.ac.in/quality-initiatives/aqar">https://spcputtur.ac.in/quality-initiatives/aqar</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 4	A	3.16	2023	10/01/2023	09/01/2028
<b>6.Date of Establishment of IQAC</b>			01/08/2004		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
0	Nil	Nil	Nil	0	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>			04		

<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	Yes	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>Swachatha Initiative: The cleanliness and greenness of the campus have been given top emphasis by management. Sadbhavana Initiative: The Institution is a melting pot of cultures. As a result, IQAC has taken steps to instill Sadbhavana in students from all walks of life, regardless of religion, caste, or culture Development of Research Culture &amp; Skills: The research has been accorded a lot of weight by the management. The College maintains a Research Center which facilitates a large number of teachers involved in research. Add-on/Certificate courses: To add value to the curriculum and broaden students' skill set a good number of add-on/certificate programs are offered. The institution ensures that each student gains life skills and knowledge outside the curriculum through them. .Add-on/Certificate courses: To add value to the curriculum and broaden students' skill set a good number of add-on/certificate programs are offered. The institution ensures that each student gains life skills and knowledge outside the curriculum through them. Student-centric teaching-learning: The institution made a conscious effort to institutionalize the student-centric teaching approach. Experimental learning, participative learning, and problem solving methodologies are used for enhancing learning experience</p>		
<b>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</b>		

Plan of Action	Achievements/Outcomes
Systematic Student Induction Program	Condcuted a SIX days 34 sessions Induction Program
Celebration/Commemoration of National and International Days of Importance	All National and International days of importance were celebrated with pomp and circumstance

<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	

Name	Date of meeting(s)
IQAC	04/06/2024

<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2022-2023	08/07/2024

<b>15. Multidisciplinary / interdisciplinary</b>
<p>The institution is prepared to offer undergraduate programs in accordance with NEP-2020 regulations. To study and implement NEP-2020 for the first year of admissions for the academic year 2021-2022, an internal Task Force has been established. By inviting experts, the Institution has conducted a number of workshops and webinars to raise staff and student understanding of the NEP-2020. For the purpose of orienting students and parents, the Highlights of NEP-2020 are displayed on the college notice boards and posted on the Institutional website. The Institution has arranged for all the required infrastructure, including e-resources, for multifaceted, intra-, and inter-disciplinary teaching and learning. While engaging in academic activities, the mission of NEP-2020 calls for an interdisciplinary and multidisciplinary approach. In every semester, students have the option to choose from a variety of Open Electives to enhance transdisciplinary studies. The open elective courses are offered to all students across all streams, and they must choose one as is required by the NEP pedagogy. No student should choose an elective that is related to his/her stream. Each department provides its own Open Elective course. Students have embraced the</p>

multidisciplinary approach of NEP-2020 effectively.

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

Undergraduate and Postgraduate students can select courses from multiple Colleges and Universities at the same time in accordance with UGC guidelines for the establishment of the Academic Bank of Credits, with the opportunity of forming clusters that will be put into place eventually. The Institution is adhering to the model structure of the UG program provided by the affiliating University as per the instructions from the Government of Karnataka. At the conclusion of 2/4/6 semesters (1/2/3 academic years, respectively), there will be multiple exit options from the program, and a Certificate, Diploma, or General Degree will be awarded. In order to finish the degree with the current curriculum, the applicant who chose the exit option must reapply to the program at the start of any academic year. All candidates who successfully complete an undergraduate program in 8 semesters (4 academic years) will be given an Honours Degree.

#### **17.Skill development:**

The faculty members use a range of instructional approaches, feedback, and assessments as part of their pedagogical approach to improving the content they are teaching. Skill development courses that are focused on needs are offered. The NEP program promotes vertical growth in core courses and horizontal mobility through skill, generic, and open elective courses. The advantage of NEP-2020 is that it gives CIE more vitality. The CIE specifies various elements, all of which are beneficial to the intellectual development of the students. Through hands-on training, fieldwork, study visits, certificate programs, workshops, surveys, etc., skills are developed and competencies are built throughout the study period at different levels. By planning the activities in collaboration with the Institutes/GOs/NGOs with which linkages are created, the institution ensures experiential learning. The program structure includes courses in yoga, health and wellness, digital fluency, artificial intelligence, and other topics that aid in the development of the necessary skill sets in the students.

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

Languages are offered as ability-enhancement compulsory courses for the first four semesters, helping students improve their oral and written communication skills. Kannada as a regional language, Hindi as a national language, English as an international language, and Sanskrit as a classical language are available in the Institution

for selection. Students need to opt for any two languages for the first four semesters of their study. Although most of the curriculum is delivered in English, teachers sometimes also teach in Kannada to help students grasp the content.

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

Outcome-Based Education is the cornerstone of NEP-2020. It will encourage students to study effectively and enhance their employment prospects. The objectives and outcomes for each program and course delivered within the NEP-2020 structure are clearly defined. The institution has developed a procedure to determine if the objectives of a course or program were attained after it was delivered. As a result, a detailed policy has been developed, and it is now accessible to the faculty for implementation. Departments map the course contents to the course objectives and outcomes when the new semester's curriculum is made available, then assess them using the established criteria to see how they relate to one another. The attainments are measured using a variety of processes, including direct and indirect ones.

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

The Institution has the necessary resources and arrangements for online teaching-learning, including free Wi-Fi Internet around the campus and Google Workspace accounts. All faculty and students are presently well-equipped and aware of the Online Teaching, Learning, and Evaluation technology as it was successfully deployed with the COVID-19 pandemic outbreak in 2019-2020 and continued during 2023-24. Students can access e-content on various courses and topics through the institution's digital library, which is accessible on the institutional website. Faculty members regularly keep them updated by uploading newer content and updating the ones that already exist. The majority of add-on/certificate programs are made available online. The Institution offers instructions in the blended mode in accordance with NEP requirements.

### **Extended Profile**

#### **1.Programme**

1.1

732

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	<a href="#">View File</a>

**2.Student**

2.1 1623

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2 320

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

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 421

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

**3.Academic**

3.1 64

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2 00

Number of sanctioned posts during the year

<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>732</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>1623</b>
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>320</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.3 Number of outgoing/ final year students during the year	<b>421</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>64</b>
File Description	Documents
Data Template	<a href="#">View File</a>



3.2	00
Number of sanctioned posts during the year	
File Description	Documents
Data Template	No File Uploaded
<b>4.Institution</b>	
4.1	36
Total number of Classrooms and Seminar halls	
4.2	20.6
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	350
Total number of computers on campus for academic purposes	

## 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 Academic Calendar (AC) of the Institution, which is modeled after the AC of the affiliating University, specifies semester start/end dates, EC/CC activity timelines, internal assessment and semester examinations, public holidays, national/state festivals, FDPs, major institutional events, vacations, and so on. Based on AC, IQAC develops an Action Plan (AP) that details every minute activity on campus, both academic and co/extra-curricular. Each subject department and functional units prepare its APs relying on this. All the subject departments and functional units of the Institution strictly adhere to the timeline specified in the AC and APs thus prepared.

Based on requests from subject departments well before the start of the academic year, the AC determines the discipline-specific, interdisciplinary open electives, and foundation courses offered to students, as well as the workload and faculty requirements. The IQAC convenes meetings on curriculum planning and delivery at the

beginning of each semester and prepares a blueprint for its effective implementation. HoDs convene meetings to distribute courses and teaching workloads to teachers based on teachers' course preferences, experience, and specialization. He/she also verifies and approves individual teachers' teaching plans and teaching methods and strategies planned to supplement the curriculum transaction.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="#">Nil</a>

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

The Institution employs its own CIE policy, in conjunction with university guidelines. The Examination Committee of the Institution oversees the entire process of CIE. It organizes two IA exams per semester and oversees other CIE activities, such as class tests/subject quizzes/assignments/open-book exams/mini-projects. The Examination Manual, which has been prepared for the purpose, comes in handy during the examination process. The Committee also ensures the smooth management of end-of-semester university examinations at the institutional level.

Students learning rates are determined through the administration of classroom activities and assessment examinations. Remedial courses are offered to slow and advanced learners to enable them to improve their skill sets. The IQAC/HoDs/ Conveners of function units ensure that all planned curricular/co-curricular/extra-curricular, and CIE activities are completed on schedule. IQAC evaluates curriculum delivery effectiveness by holding monthly review meetings and soliciting feedback from stakeholders. Teacher's Work Diaries and records on CIE/CC/EC activities/assignments/class seminars/project work/attendance/question banks/study materials/digital learning contents, among others, assist in the tangible documentation of curriculum delivery.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://spcputtur.ac.in/academic-calendar">https://spcputtur.ac.in/academic-calendar</a>

**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**

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

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

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

11

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**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)****14**

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year****498**

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**1.3 - Curriculum Enrichment**

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

The Institution delivers the curriculum prescribed by the University which is classified into four groups at the UG level -Core courses (Group-I), Electives (Group-II), Foundation courses (Group-III), and Extra and Co-curricular Activities (Group- V).

Group-II Elective Courses involve courses on supporting the discipline of study, providing an expanded scope, enabling exposure to some other discipline/domain, and nurturing students' proficiency/skill. Group-III Foundation Courses include Indian Constitution, Human Rights, Gender Equity, and Environmental Studies. During the first four semesters, each student must participate in one of the University mandated co-curricular (GroupIV) activities, such as NSS, NCC, Rovers & Rangers, Youth Red Cross, Sports & Games, Performing Arts, Fine Arts, and so on. All these courses integrated into the curriculum dissect primarily the issues related to Gender, Human Rights, Environment, Climate Change, Professional Ethics, Human Values, and Sustainability.

The curriculum of a few core courses also comprises topics relevant to cross-cutting issues such as human values, principles & ethics, gender equity & equality in society, sustainable development, sustainable environment, water harvesting, human resource management, motivation & leadership, corporate governance & social audit, environmental analysis, gender dynamics, the status of women in Indian society, feminist theories, gender issues in modern India, environmental economics, environmental biology & wildlife biology, population ecology, community, ecology, ecosystem, environmental pollution, ecological factors & ecological adaptations, energy studies and radiation sources & hazards, human resource development, personality development, and business ethics and CSR.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	No File Uploaded

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

49

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

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

91

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 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	<a href="https://spcputtur.ac.in/assets/aqar2022-23/UGFeedbackReport-23-24-(1).pdf">https://spcputtur.ac.in/assets/aqar2022-23/UGFeedbackReport-23-24-(1).pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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	<a href="#">View File</a>
URL for feedback report	<a href="https://spcputtur.ac.in/feedback">https://spcputtur.ac.in/feedback</a>

## 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**

633

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**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**

320

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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

Student representation within the Institution encompasses a wide range of diversity, encompassing regional, socio-economic, and linguistic backgrounds, alongside varying levels of comprehension and learning pace. Rather than categorizing classes based on comprehension levels, assessments drawn from performances in qualifying examinations, Entry Level Competency Tests, Bridge Courses, Class Tests, Internal Assessment Examinations, and End-Semester University Examinations. Additionally, evaluations consider competence in academic pursuits, co-curricular and extracurricular activities, as well as classroom observations, interactions, and mentor feedback to gauge students' learning levels promptly and effectively. This facilitates the adaptation of diverse teaching methodologies and the provision of appropriate support to cater to the needs of both advanced learners, who are readily identifiable by their high performance, and slower learners who require additional assistance beyond regular classroom instruction. The institution is committed to devising strategies for the meaningful engagement and academic enrichment of advanced learners, while also ensuring that slower learners receive personalized attention, mentorship, and counselling to

foster their motivation and empowerment.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
1623	64

File Description	Documents
Any additional information	<a href="#">View File</a>

## 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 Institution supports the transformation of knowledge transfer to student-centered, ICT-enabled teaching and learning. Apart from active teacher assistance, students are encouraged to learn independently through self-study and peer interaction, and they are provided with opportunities to learn by doing and participating in activities. This effort resulted in increased retention of knowledge and a positive attitude towards the course.

**Experiential Learning:** Students' engagement in the learning process, in which they learn by doing and reflecting on their experiences, is ensured through: laboratory sessions involving hands-on experiments. Field trips/educational excursions/ visits to historical sites, research labs, industry, and institutions, academic/minor projects. Internships/industry-academia partnerships/research fellowships. Organising inter-collegiate/intra-collegiate fests. Certificate programs offered in collaboration with GOs/NGOs. Interaction with domain experts during workshops/conferences/seminars/training/invited lecture sessions. Community camps and a variety of extension/outreach programs. Participation in community camps, training programs, activities of service organisations, and other functional units.

**Participative Learning:** The Institution believes that when the



students are allowed to participate, all will learn better. In this direction, the Institution integrates participatory learning activities structured for student achievement and empowerment. They are: classroom activities such as group discussions, case studies, role-plays, debates, quizzes, seminars, presentations, assignments, poster makings, brainstorming, etc. model exhibitions on science, IoT, artifacts, and mathematics. students' participation as organisers.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://spcputtur.ac.in/aminites/physical-infrastructure/classrooms-with-it">https://spcputtur.ac.in/aminites/physical-infrastructure/classrooms-with-it</a>

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

**Adoption of ICT:** The institution fosters the use of technology in the teaching-learning process by providing ICT-enabled tools and infrastructure to help transmit knowledge more effectively. ICT adoption is ensured through: computer systems in all units, smart TVs/LCD projectors in lecture halls, digital equipment in seminar/conference halls, computer laboratories/centers/language lab, and high-speed Internet. Google Workspace Education Fundamentals account under the Institutional domain to all faculty, and departments to manage and post course-related information/learning materials/quizzes/assignments/test papers/etc. YouTube channels to upload video lectures official WhatsApp groups, Facebook/Instagram/Twitter accounts sharing of links to educational sites/videos/online resources/learning portals supplementary to the course with students. Encouragement to teachers to attend training programs/workshops/seminars/conferences related to ICT use, digital techniques, and innovation in teaching-learning. Add-on/training programs on computers automated library with a wide range of eresources through Inlibnet membership/N-List. Film screenings of the novels/dramas/short stories by language departments local chapter of SWAYAM NPTEL. Use of ICT across all institutional activities application of in-house ERP software and TrackMe App for the complete automation of day-to-day academic administration.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 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

47

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

64

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 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

17

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

64

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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 institution employs its own Continuous Internal Evaluation policy in conjunction with University guidelines, to encourage students to progress continuously throughout the semester, resulting in a comprehensive understanding of the course and allowing teachers to evaluate students' performance in accordance with the course objectives. The institution maintains rigor and transparency in assessment by evaluating what the students need and what they do in the classroom. As a precursor to the evaluation process, students are informed about the assessment methodology when they enroll in a program. The assessment method is put across the knowledge domain of the parents who accompany their wards during admission time. The Academic Calendar of the Institution specifies the tentative schedule of IAE as per the University Academic Calendar. The Action Plan of the IQAC and Departments specifies the schedule of CIE. This is individually made available to all the concerned and is also

available on the institutional website. The students are acquainted with IA and CIE systems during the Institutional Orientation program and also in the faculty-wide and class-wide orientations. Academic Advisers of the class, Mentors of the group, and course teachers also orient and constantly update the students about the CIE process including evaluation methods and pattern of examination. The structured timetable is prepared for the examination and notified through notice boards, Public Address System, WhatsApp group, and TrackMeapp.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://spcputtur.ac.in/assets/policy/CIE-POLICY.pdf">https://spcputtur.ac.in/assets/policy/CIE-POLICY.pdf</a>

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 program delivery, the institution conducts two internal examinations in accordance with the regulations of affiliating University. Internal examinations are conducted systematically and transparently, with students' interests in mind. Valued answer scripts of the students are distributed to the students in the classroom. Students are given enough time to analyze the valuation done, and if they noticed any concerns, they are 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 out the appropriate form and submitting it to the heads 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 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 the examination process. After the formative assessment, the marks are recorded in the internal assessment format, which is maintained in the college office. The internal marks of the students are then displayed on the notice board to ensure transparency in evaluation. 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	<a href="#">View File</a>
Link for additional information	<a href="https://spcputtur.ac.in/assets/policy/CIE-POLICY.pdf">https://spcputtur.ac.in/assets/policy/CIE-POLICY.pdf</a>

## 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.

POs, PSOs, and COs are statements that describe the knowledge or skills students should acquire by the end of a particular course or program, and help students understand why that knowledge and those skills will be useful to them. They help students connect learning in various contexts and drive assessment and evaluation by focusing on the context and potential applications of knowledge and skills. It is imperative that both the teacher and the student must be familiar with the POs, PSOs, and COs described for a course or program. That helps the teacher in efficiently planning and delivering content, while the student is made aware of the attributes that he or she should strive towards.

- POs of programs, PSOs of specific programs, objectives of specific courses, and COs of courses offered by the University are all made available on the University's website for all stakeholders' reference
- POs, PSOs, and COs of programs offered by the Institution are all made available on the Institution's website for the instant use of teachers and students.
- The Calendar-cum-Handbook of the Institution educates teachers and students about the POs, PSOs, COs, and Graduate Attributes for each program and course.
- The course syllabus framed by the University outlines the course objectives and outcomes, which are readily available on the University and Institutional Websites.

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

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

The levels of attainment of POs and COs are determined by both direct and indirect methods.

#### Direct assessment methods

- **End Semester University Examination:** the affiliating University conducts examinations on a semester basis, through which the institution measures the attainment level of COs.
- **Institutional Examination and Tests:** assignments, surprise tests, class tests, and IA examinations are used to assess and evaluate students throughout the semester at the institutional level.
- **Internships:** students are encouraged to take up internships, projects, fieldwork, etc. This helps them to obtain the necessary skills and practical experience in their chosen discipline.
- **Student Quality:** The attainment of outcomes is reflected in our students' dynamic leadership qualities displayed in coordinating numerous co-curricular and extra-curricular activities.

#### Indirect assessment methods

- **Feedback Evaluation:** the Institution collects feedback from students, alumni, employers, and parents, which is a key means of monitoring students' achievement with the goal of determining attainment level in terms of POs.
- **Placements:** one of the most important POs of higher education is the employability of students upon successful completion of their degree programme. The college has a vibrant Placement Cell, which caters to the demands of companies from different sectors.
- **Higher Studies:** students' progression to higher education at

Indian and foreign universities is another way to measure PO attainment. A significant increase in the number of students who go on to pursue higher education is a reliable indicator of the Institute's strong academic achievements.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://spcputtur.ac.in/assets/criteria2/2-6-1/2.6.1 4.pdf">https://spcputtur.ac.in/assets/criteria2/2-6-1/2.6.1 4.pdf</a>

### 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

437

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	Nil

### 2.7 - Student Satisfaction Survey

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

<https://spcputtur.ac.in/assets/criteria2/2-7-1/New-Doc-07-24-2024-09.31.pdf>

### 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)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

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

#### 3.1.2.1 - Number of teachers recognized as research guides

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

### 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

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

## 3.2 - Innovation Ecosystem

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



The institution has established a robust ecosystem for innovation and knowledge transfer, fostering an environment conducive to cutting-edge research, creativity, and scholarly excellence. The Key components of this ecosystem include :

**Research Centre in Physics** -This center is recognized for its excellence in research and has become a hub for scientific exploration and discovery. The Research Centre provides state-of-the-art facilities and resources for faculty and students to engage in advanced research in various fields of physics.

**IIC** -The institution's active IIC plays a vital role in nurturing a culture of innovation and entrepreneurship among students and faculty.

**Publication Cell** -The institution's Publication Cell is another crucial element in its ecosystem for innovation and knowledge transfer. The Publication Cell is responsible for managing and disseminating the scholarly work produced by the institution's researchers and faculty members.

**Research Cell** -The Research Cell is dedicated to promoting research activities across the institution. It provides support and guidance to faculty and students engaged in research, facilitating access to funding, resources, and training opportunities.

**Research Laboratories** -The institution's Research Laboratories are equipped with cutting-edge technology and equipment, providing researchers with the tools they need to conduct high-quality research.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://spcputtur.ac.in/assets/policy/research-policy.pdf">https://spcputtur.ac.in/assets/policy/research-policy.pdf</a>

**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**

1

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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

2

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)	<a href="#">View File</a>
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

8

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 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**

5

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**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 institution promotes the "Institute-Neighbourhood-Community" network by partnering with NGOs, GOs, and Service Agencies. In collaboration with partners, the institution organizes events that help students become more aware of social issues. The orientation activities held at regular intervals encourage students to volunteer in the community and so support community development. In the last five years, the major extension and outreach programs organized by the institution are Street plays and rallies on social evils and environmental issues Health and dental camps Blood grouping and blood donation camps Self-employment training camps Cleanliness and sanitation drives Gender sensitization, equity, and women empowerment initiatives PAN Card and Passport mela Annual special camps of the NSS Planting saplings in association with Dept of Forest, GoK Awareness programs on hygiene, preventing the spread of contagious diseases, promoting religious harmony, legal literacy, conservation of the environment, and educating the Shramadhans Science model exhibitions at schools Water conservation and rainwater harvesting Surveys and community camps Participation in Govt initiatives such as Anti-Tobacco and Drug Abuse rallies, rallies on voter awareness, Fit-India run, Swachh Campus, Swachh Bharat Swacha Puttur, Digital India Campaign, malaria, dengue, and COVID-19. Swachhata activities carried out in the community Commerce lab and the Vermicomposting unit visits.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 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

18

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
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

17

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### 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

110

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 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

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

#### 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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The Institution aims at a higher enrolment rate, especially among the students hailing from economically backward sections. To accommodate a larger number the Institution is committed to enhancing the physical infrastructure and learning resources. Facilities for Academics There are 28 classrooms in the UG section and 14 in the PG section. To promote ICT-based teachinglearning, 11 UG classrooms, 11 PG lecture halls, 3 seminar/conference halls, and an auditorium are equipped with technology-enabled resources. At the designated spots of the Institution, WiFi Internet access is provided. To facilitate cocurricular activities and student-centered methods of teachinglearning 1 seminar hall in the UG section and 2 in the PG section are available. They are equipped with a Sound & Mike system, LCD Projector, and WiFi Internet connectivity. To help the students acquire a first-hand feel and hands-on experience of the theoretical knowledge, laboratory spaces are provided separately in the UG and PG sections. In the UG section, there are Physics, Chemistry, Botany, Zoology, and Computer Laboratories and in the PG Section, there are General, Electronics, Nuclear, and Spectroscopy Laboratories, Condensed Matter Physics, Nuclear and Theoretical Physics research laboratories, Commerce and Computer Laboratories. To meet the requirements of Botany students in their practical work there is a Botany Garden that contains 80 species of plants. There are 14 subject-specific staff rooms and 1 general staff room in the UG section and 7 in the PG section. All these staff rooms are equipped with Computer, the internet, and a printer. Separate Hostels are available on campus for both male and female students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://spcputtur.ac.in/aminities/physical-infrastructure">https://spcputtur.ac.in/aminities/physical-infrastructure</a>

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

**Sports facility. Athletic ground with 400M track - The 400M**

grassrunning track with 8 lanes is used for an athletic meet, in addition, it is suitable for the sports like Cricket, Football, Hockey, and (Multiple 4x) Kabaddi courts. Football, Hockey grounds Two Concrete practice Pitch with nets Kho-Kho, Volleyball, Basketball, Throw Ball, all Badminton Courts Weight Lifting Training Center Indoor games facility - Carrom, Table Tennis, Chess Gymnasium equipped with multi-gym - 12 station (600 SF) Store rooms, boys changing and girls changing rooms Yoga Center: the Institute has a functioning Aerobic & Yoga Center. The Auditorium is used to conduct Zumba, Aerobics, and Yoga activities. Facilities for cultural activity Auditorium - 'SJM Hall' with 1500 seating capacity. Openair stage - 2500 seating capacity. Two mini-auditoriums for cultural and musical presentations Yaksha Kala Kendra - Center for Studies in Indian Classical and Folk Art Musical Instruments Separate office rooms for NCC, NSS, and Rovers & Rangers Women Recreation Centre Indoor games facility at Women Recreation Centre Band Sets AudioVisual Room Health Centre.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://spcputtur.ac.in/aminities/physical-infrastructure">https://spcputtur.ac.in/aminities/physical-infrastructure</a>

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

30

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://spcputtur.ac.in/aminities/physical-infrastructure/classrooms-with-it">https://spcputtur.ac.in/aminities/physical-infrastructure/classrooms-with-it</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)****182.81**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

**4.2 - Library as a Learning Resource****4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

The institution has a good library that satisfies the needs of the faculty, students, and staff by providing essential learning resources at the right time. A Central Library, PG Library, and 22 Departmental Libraries make up the College Library, which support the Institution's teaching, learning, research, and extension initiatives. The central library which was established in 1958 covers an area of 858.42 square meters. It is located on the first floor of the Life Sciences/Library Block and has separate sections for magazines, reading, journal/back issues, utility, weed-out books, and references. In 2011, a separate PG library was established to meet the needs of the PG section. DDC 21 is used to classify the books. Library Automation: Library operations are fully automated using web-based LMS "e-lib iNext" of AarGees Business Solutions Hubli. This is multi-user and multi-lingual software which supports practically all of the requirements for the College library. The Web OPAC facility gives remote access to the library and supports searching for books, journals, non-book materials, and transactions. It also has a unique feature called 'Movement Register' which allows staff and students to check in/out of the library using virtual/digital ledgers. To monitor the library users' check-in/check-out, Orbit Scanners are installed at library entrances. Barcode Printer/laser Scanner TSC TTP-244 Pro and Zebra TLP 2844 are used in Central and PG Library respectively.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="#">Nil</a>

**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**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)**

1.98

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**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**

355

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

The Institution has adequate and latest IT infrastructure. The IT infrastructure and resources are added, updated, and upgraded frequently as per the requirements and changing technology.

**Available IT Facilities** The administrative office is equipped with ERP software for the overall administration of academic and administrative activities, Staff and students can access a dedicated Android App 'TrackMe' where teachers can provide student information on attendance, IA exam marks, announcements, and so on, and students can view such information. Staff and students can connect to the WiFi Internet in designated areas on campus, such as the classrooms, laboratories, corridors, offices, library, seminar halls, and staff rooms. 4 classrooms have Smart TVs, while 22 have LCD Projectors. 4 conference rooms with LCD projectors, sound systems, and WiFi Internet access 12 laptops are available for use in ICT-enabled classes. Desktop computers, printers, and LAN connections are available in 20 staff rooms. 12 desktop computers, 4 printers, a Reprographic unit, WiFi and LAN connections, and UPS systems are available at the college office. 8 computer systems are available in the library for staff use and 12 multimedia desktop systems are available for students to use. The WiFi and LAN networks are both active.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://spcputtur.ac.in/aminities/physical-infrastructure/classrooms-with-it">https://spcputtur.ac.in/aminities/physical-infrastructure/classrooms-with-it</a>

#### 4.3.2 - Number of Computers

207

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
List of Computers	<a href="#">View File</a>

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

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)

94.05

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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 College takes direct initiative in maintaining and upkeep infrastructure and support facilities. The Principal, Campus Director, and Office superintendent monitor the quality of maintenance of infrastructure and equipment. The in-charges of the equipment frequently examine them for timely maintenance and repairs to ensure performance and accuracy. Lab equipment is strictly inspected by lab assistants before the commencement of

practical classes and examinations. Users register & logbooks are maintained and the Instruments are used within the proximity of teachers. Maintenance of funds procured from the Government and other sources are utilized for the upkeep of specified items. The maintenance expenses that are not specified above are met by the Management.

Electrically sensitive equipment is provided with necessary backup to ensure steady functioning and to safeguard against voltage fluctuations. In case of disruption in power supply, the diesel generator functions as the substitute source.

The classrooms are well maintained. Departments maintain department libraries with proper stock and issue registers. The Browsing Centre with ten computers in the Library is accessible to students during working hours.

The College has a System Administrator to oversee the maintenance of the Computer Systems. External agencies are called for any repair beyond the system administrator's scope.

All Sports amenities are under the in-charge of the Director of Physical Education. A sports room houses sports utilities. Time is allotted to students for using Gymnasium. The maintenance of the Courts is done regularly.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://spcputtur.ac.in/aminities/physical-infrastructure">https://spcputtur.ac.in/aminities/physical-infrastructure</a>

## 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

489

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

99

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**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	<a href="https://spcputtur.ac.in/assets/criteria5/5-1-3/certificate/certificates-cbt-23-24.pdf">https://spcputtur.ac.in/assets/criteria5/5-1-3/certificate/certificates-cbt-23-24.pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

3557

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

3557

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 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

45

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 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

106

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 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**

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**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.**

22

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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 )

**Empowering Student Representation:**

Central to our ethos is the democratic ethos of student



governance. Through our strong Student Council, elected representatives, inclusive of the President, Joint Secretary, and Secretary, are chosen thru a democratic voting procedure.

#### Inclusive Institutional Committees:

Students play pivotal roles in committees which include the Internal Complaint Committee, Grievance Redressal Committee, Anti-Ragging Committee, and the Equal Opportunity Cell.

#### Subject-Specific Associations:

Recognizing the significance of interdisciplinary collaboration and academic discourse, we inspire students to participate in difficulty-smart associations. These associations are from Management, Commerce, Computer Science, Linguistics, and Science Forums.

#### Cultural and Literary Endeavours:

Our College annual magazine Philoprabha, serves as a testimony to the creative prowess of our students.

#### Quality Assurance and Innovation:

The Internal Quality Assurance Cell (IQAC) serves as a cornerstone of our dedication to continuous improvement. Students actively take part in IQAC meetings, contributing precious insights and feedback that inform selection-making procedures geared toward enhancing educational standards and institutional effectiveness.

#### Community Engagement and Social Responsibility:

Beyond the confines of the campus, college students are actively engaged in various youth agencies inclusive of NSS, NCC, Red Cross, and Rovers and Rangers.

File Description	Documents
Paste link for additional information	<a href="https://spcputtur.ac.in/student-council">https://spcputtur.ac.in/student-council</a>
Upload any additional information	<a href="#">View File</a>

### 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

11

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

## 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

The Alumni Association - St Philomena College was formed on September 26, 1980, to establish long term relationships between the Institute and its graduates. The association has been instrumental in the Institution's progress and accomplishments. The Executive Committee of the Association meets six times a year to conduct business on behalf of the Association while the Annual General Body meeting occurs annually. It was operating systematically, but as an unregistered organization until recently. Keeping in mind the emotional links that bind alumni to their alma mater and to put its functioning in more formal terms, it was recently registered under the Societies Act as "AASPC" with Reg No. DRDK/SOR/159/2022-2023. This effort undoubtedly raises the enthusiasm of the Association and provides a new outlook for its functioning. It is worth mentioning that many of the alumni of the Institution have achieved national and international success in their chosen fields. The Alumni contribute in the following ways: When the need arises, the Association assists the Institution by providing human resources, financial backing, technological solutions, physical infrastructure, and administrative support. The President of the Alumni Association and the Industry representative member who is also an alumnus, represent the Advisory Members of IQAC. Contribution in the capacities of Members of the Governing Council, heads of departments, faculty, and administrative staff at the Institution.

File Description	Documents
Paste link for additional information	<a href="https://spcputtur.ac.in/aaspc">https://spcputtur.ac.in/aaspc</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year C. 3 Lakhs - 4Lakhs (INR in Lakhs)**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

**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 young men and women has been and is being provided to minimize the social and class divide which is the need of the hour. The weightage given to the holistic development of the students finds expression in the outstanding outcome attained over the years. The curriculum has been enriched through value-added programs to enhance language, technical, and life skills thereby promoting global competencies among the students. The student admission policy has inclusiveness as its core objective. Mentoring, counselling, freeships, and scholarships are the parts of the mechanism to realize the stated objectives. The Institution strives to promote among the students' graduate attributes and virtues such as faithfulness, cooperation, and unity. Efforts are made to sensitize the students about social ailments and environmental issues through value-added courses and

**extension activities.**

File Description	Documents
Paste link for additional information	<a href="https://spcputtur.ac.in/the-institution/vision-and-mision">https://spcputtur.ac.in/the-institution/vision-and-mision</a>
Upload any additional information	No File Uploaded

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

**Participative Management:**

The Institution promotes the culture of participative management. The Top Management is the CBE, and the Bishop of Mangalore Diocese is its President. A senior education expert functions as its Secretary. There is a Local Managing Committee that plays a significant role in the day-to-day functioning of the Institution. The routine administration is in the hands of the Principal who functions with a fair deal of autonomy. The Management adopts the policy of devolution of power and responsibility among the Principal, Vice-Principal, Deans, HoDs, and those in charge of various units. They play a subsidiary role with the freedom to act independently towards the attainment of the stated objectives of the Institution.

**Decentralization:**

The Managing Committee is the apex decision-making body which involves in planning and executing the policies relating to the academic and non-academic matters of the Institution. It makes the required budgetary allocation and financial management. The Principal is charged with the administration of routine activities and human resources. He is involved in academic planning, implementation of the plan, efficient delivery of curriculum, campus discipline, evaluation process, and student performance. He convenes the meetings of different units of the Institution to evaluate the activities on the campus and ensures that they are in tune with the stated Mission. He delegates powers to other officials such as Deans, Heads of Departments, and coordinators to ensure smooth and systematized governance.

File Description	Documents
Paste link for additional information	<a href="https://spscputtur.ac.in/the-management/governing-body-cbe">https://spscputtur.ac.in/the-management/governing-body-cbe</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institution is governed by a three-tiered governance system. The Governing Council of The Catholic Board of Education, which is headed by the President and includes the Vice-President, Secretary, Joint Secretary, Treasurer, and other members, is at the top layer of the management hierarchy and is responsible for formulating policies and making strategic decisions for the group of institutions. A Local Management Committee, headed by the Correspondent and other members, is involved in the Institution's strategic and tactical planning at the intermediate level. The Principal is the administrative head of the institution who is in charge of expressing the mission to achieve the vision of the Institution and managing day-to-day operations. The Governing Council of the Institution has prepared a Perspective Plan for five years commencing in the academic year 2021-22 and ending in the academic year 2025-26, taking into account the quality indicators of seven NAAC-defined criteria. The input of all stakeholders, their expectations, management policies, and the Institution's goals and objectives serve as the foundation for the development 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 Student Support and Progression The perspective plan is posted on the website and is implemented promptly.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://spcputtur.ac.in/perspective-plan-and-deployment">https://spcputtur.ac.in/perspective-plan-and-deployment</a>
Upload any additional information	<a href="#">View File</a>

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 Managing Committee is the policy-making body with powers to formulate policies related to admission, academic program, staff recruitment, and infrastructure development. It meets often to review and evaluate the academic progress administrative process and the activities of the Institution. The committee makes budgetary allocations and ensures transparency in financial transactions. The Principal convenes the meetings of the members of the Academic Council and the IQAC to formulate an action plan relating to curricular, co-curricular, and extra-curricular activities at the Institutional level. The HoDs involve the other members of the department to formulate the action plans of the subject departments. The Conveners of various functional units such as the Admission Committee, Library Committee, Examination Committee, Sports & Games Committee, NSS, NCC, Rovers & Rangers, Research and IP Cell, Student Council, Grievance Redressal Cell, Internal Compliance Cell, AntiRagging Cell, Equal Opportunity Cell, Alumni Association, Career Guidance, and Placement Cell, and twenty-five other Cells, Committees, and various departmental associations prepare their action plans and submit them to the IQAC. The action plans prepared at different levels are integrated into the institutional strategic plan by the Academic Council chaired by the Principal after obtaining the necessary approval from the Management.

File Description	Documents
Paste link for additional information	<a href="https://spscputtur.ac.in/statutes/policy-statement/code-of-conduct-hand-book">https://spscputtur.ac.in/statutes/policy-statement/code-of-conduct-hand-book</a>
Link to Organogram of the institution webpage	<a href="https://spscputtur.ac.in/the-management/organogram-of-the-institution">https://spscputtur.ac.in/the-management/organogram-of-the-institution</a>
Upload any additional information	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

## 6.3 - Faculty Empowerment Strategies

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

Welfare measures in place for teaching and non-teaching staff:

- There are several types of leaves available, such as CL/EL/SCL/ML/OOD/RH, and so on.
- Permission to leave campus for emergencies or departmental work.
- Benefits of PF/Gratuity/ESI as per Government regulations.
- Annual increments and incentive increments for teaching staff who qualify with NET/SLET/PhD
- Financial assistance in the form of TA and reimbursement of registration fees for participation in seminars/conferences/workshops.
- Staff enrichment and empowerment through in-house professional development and administrative training

programs.

- Privilege to use institutional facilities for professional and personal development, such as computers/printers/reprographics/internet/multigyms, and College grounds.
- Independent/shared staff rooms, together with other basic facilities
- Common staff room with adequate restrooms, drinking water, WiFi Internet, sofas, and a TV.
- Spacious parking lot guarded by full-time security personnel and CCTV surveillance
- The separate reading room at the library.
- Assistance in obtaining higher/additional degrees.
- Health-care benefits through Fr Patrao Hospital
- Appreciation/recognition of staff who have achieved distinctions/awards
- Allowances for participation in official work/duties.
- "Zero Tolerance Policy" and CCTV surveillance to ensure the safety and security of staff
- Opportunity to earn supplement income by participating in university examinations.
- Residential facility for the staff.
- Staff Mutual Benefit Fund to provide loan facilities to the needy.
- Paid maternity leave.

File Description	Documents
Paste link for additional information	<a href="https://spcputtur.ac.in/assets/policy/welfare-policy.pdf">https://spcputtur.ac.in/assets/policy/welfare-policy.pdf</a>
Upload any additional information	<a href="#">View File</a>

### **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**



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

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

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 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

15

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

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

The success of an institution depends on the quality of its staff. The institution, therefore, has in place an effective mechanism of a performance appraisal system for both teaching and non-teaching staff. For the smooth conduct of a string of multiple activities, various committees/associations/cells are formed. Senior members of the staff are in charge of the units as Directors/Conveners, who submit an appraisal of the activities organized under their guidance to the HOI. Thus, a clear picture of the activities, their effectiveness, and their usefulness emerge at the macro level when the appraisal of all the activities is consolidated. The HODs make the appraisal of the activities of their respective subject departments, a detailed account of which is submitted to the HOI. Moreover, self-appraisal forms are supplied to the individual teachers and the members of non-teaching staff to obtain information about several aspects of their individual roles which are furnished to the HoI. Student feedback on the teachers and the nonteaching staff is obtained on annual basis. Thus, the HOI has on his hand all the details of the activities and the individuals of the institution which are reviewed at the Local Managing Committee meetings. In a way, the appraisal is the SWOT analysis based on which a new policy perspective emerges.

File Description	Documents
Paste link for additional information	<a href="https://spcputtur.ac.in/assets/policy/welfare-policy.pdf">https://spcputtur.ac.in/assets/policy/welfare-policy.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

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

The Institution has made it a policy to employ the available financial sources optimally. The Local Management Committee monitors the mobilization and the utilization of the financial resources. Budgeting is an essential part of institutional financial management which is aimed at plugging the pilferage of funds. As per the data obtained from the departments and the various units of the institution concerning the financial and physical requirements a budget is prepared every year. Expenditure is limited to the confines of the budgetary allocation. The HoI monitors the financial activities on a regular basis. A detailed account of the income and expenditure is presented to the Committee which approves the head of expenditure with a stamp of approval from the Correspondent, the Head of the Local Managing Committee. All the accounts are subject to internal and external audits.

Internal and External audit:

The accounts are audited every year. M/S Gonsalves & Nayak, Reg. No. 8003, Kodialbail, Mangaluru, Karnataka 575003 is the official auditor of St Philomena College. The external auditing by the Department of Collegiate Education. Reports and proper books of accounts have been kept at the office.

File Description	Documents
Paste link for additional information	<a href="#">Nil</a>
Upload any additional information	<a href="#">View File</a>

**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)**

7.85

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

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

The Institution has made it a policy to employ the available financial sources optimally. The Local Management Committee monitors the mobilization and utilization of financial resources. Budgeting is an essential part of institutional financial management which is aimed at plugging the pilferage of funds. As per the data obtained from the departments and the various units of the institution concerning the financial and physical requirements a budget is prepared every year. Expenditure is limited to the confines of the budgetary allocation. The HoI monitors the financial activities on a regular basis. A detailed account of the income and expenditure is presented to the Committee which approves the head of expenditure with a stamp of approval from the Correspondent, the Head of the Local Managing Committee. All the accounts are subject to internal and external audits.

The Management of the Institution conducts a SWOC analysis with the help of IQAC which brings to the fore issues demanding prioritized attention. These issues are addressed by preparing a short-term plan along the lines of an annual plan. The available financial resources in an academic year are allocated to add physical infrastructure such as classrooms. Provision is also made in the budget for buying new equipment for the laboratories, technical gadgets, teaching aids, library resources, and sports materials.

File Description	Documents
Paste link for additional information	<a href="https://spcputtur.ac.in/assets/policy/PERFORMANCE-APPRAISAL-.pdf">https://spcputtur.ac.in/assets/policy/PERFORMANCE-APPRAISAL-.pdf</a>
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

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

The Quality Assurance Framework of the institution has been developed to assure academic standards and enhance the quality of education. It underlines the institution's commitment to excellence and improvement. The core of the framework is a systematic approach to reach well-defined academic standards, help the students to reach the standards, and the manner by which the institution delivers on the commitments. For operationalizing the framework The participation of stakeholders is ensured Systematic feedback for improvement is collected, analyzed, and used Quality benchmarking standards are referred Academic and professional experts are consulted for decision making Views of students are sought on specific development.

File Description	Documents
Paste link for additional information	<a href="https://spcputtur.ac.in/feedback">https://spcputtur.ac.in/feedback</a>
Upload any additional information	<a href="#">View File</a>

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 Institution's internal quality assurance mechanisms are aligned with the requirements of the regulatory authority - Mangalore University. The institution complies with the University's stipulations concerning the academic calendar, curriculum, teacher quality, student admission norms, working days, student attendance, internal assessment mechanism, physical infrastructure, learning resources, student support, etc. Guidelines have been laid down on the teaching-learning process. Subject teachers maintain student attendance registers, teacher diaries, teaching plans, and other relevant records. The HoDs inspect the documents on a day-to-day basis. The IQAC is charged with the responsibility of reviewing the process and hence it inspects the document, interacts with the subject teachers, and takes stock of the situation. Shortcomings/problems in the teaching-learning process are discussed with the HoI and measures are initiated for redemption. The IQAC has evolved a method of interaction and review to realize quality enhancement and sustenance. Quality enhancement exercises such as technology-

backed teaching-learning, training for teacher development, enrichment courses and job-oriented programs, innovativeness, and enriched learning experience for the students are the areas of focus.

File Description	Documents
Paste link for additional information	<a href="https://spscputtur.ac.in/feedback">https://spscputtur.ac.in/feedback</a>
Upload any additional information	<a href="#">View File</a>

**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)**

**A. All of the above**

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

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

The Institution ensures fairness and justice in the distribution of benefits and responsibilities between women and men. It has a strong ethical work culture that values diversity and inclusion. Individuals of all genders, races, castes, colors, creeds, languages, religions, political or other beliefs, national or social origin, property, birth, or other position are given equal

opportunity. Equity leads to equality. To guarantee that, strategies and measures to compensate for historical and societal disadvantages of women that hinder women and men from competing on level playing fields are in place. Safety, security, and well-being, as well as gender equity and a positive work environment, are the Institution's top priorities. Measures initiated by the Institution for the promotion of gender equity are: Providing equal opportunities for men and women in the hiring process, Providing equal opportunity for women in positions of leadership, such as HoDs, Class Advisers, and Functional Unit Conveners Female students are given fairness in leadership roles in areas such as the Students Council, Functional Units, Class Representatives, and other organizational bodies of activities. Female students are treated equally to their male counterparts when they are chosen to represent the institution in various levels of competitions, training programs, and engagements. The curriculum component of a number of courses includes gender equity and sensitization topics Hostel accommodations for female students are adequate and secure. Female students enjoy equal access to all academic, sports, and cultural facilities at the campus.

File Description	Documents
Annual gender sensitization action plan	<a href="https://spcputtur.ac.in/assets/aqar2324/7.1.1.-AP.pdf">https://spcputtur.ac.in/assets/aqar2324/7.1.1.-AP.pdf</a>
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	<a href="https://spcputtur.ac.in/assets/aqar2324/7.1.1.pdf">https://spcputtur.ac.in/assets/aqar2324/7.1.1.pdf</a>

**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**

**A. 4 or All of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

While a clean and green campus is at the core of day-to-day functioning, the college has developed a comprehensive and efficient waste management mechanism. The College is committed to realizing "zero waste" and practices the philosophy of "reduce-reuse-recycle. 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 placed at different vantage points. Containers to collect solid waste are made available in all the classrooms and at student gathering points The College has a letter of understanding with the city municipal corporation Puttur, according to which the personnel from the Corporation visit the college at regular intervals to collect and dispose of the waste. Liquid waste: The College adheres to a strict protocol for liquid waste disposal on its campus. The wastewater is managed through a proper sewage system. The reusable water is being used for gardening purposes. E-waste: To manage e-waste the college has a 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 collects 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	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**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** A. Any 4 or all of the above



File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	<a href="#">View File</a>

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	<a href="#">View File</a>
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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. The College follows inclusionary practices at multiple levels, including its admission policy, where students from diverse**

culture are admitted. All festivals are celebrated with equal fervor.

The Institute, for inculcating harmony and inclusiveness conducts many programs for the students. These platforms bring about a spirit of team building, leadership and coordination among 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. It also conducts workshop, Certificate Course on the classical and Folk Art forms of India, which in turn helps to understand cultural diversity. 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 through the following:

Hindi Department celebrates Hindi Diwas with a range of events. Kannada Sangha and Tula Sangha and Sanskrit Department conducts literary programmes, which helps to promote the language. The College Magazine provides opportunity to publish articles in different languages, namely; English, Kannada, Hindi, Sanskrit, Tulu etc.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The values, rights, duties, and responsibilities of citizens are covered in-depth in a few compulsory courses for students in Semesters I through IV. Uniforms have been made mandatory to create a sense of equality among the students. The national anthem, which reflects a nation's tradition, history, and beliefs, is played at the conclusion of each institutional activity. To

encourage national integration, the state anthem is played in the mornings of the first and last working days of the week. The Institution promotes community and national development by ensuring student participation in extension and outreach activities centered on community development and environmental issues through the participation of members of NSS/NCC/ Rovers & Rangers/Social Work departments. Awareness programs and rallies on drug and substance addiction, health and wellness, fitness, environmental protection, and government initiatives, to name a few, are organised so that campus individuals are aware of their duties and responsibilities in nation-building. On commemoration days, the institution organizes events to educate students and staff about constitutional duties in addition to civil rights, duties, and responsibilities.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://spcputtur.ac.in/assets/criteria7/7-1-9/Summary.pdf">https://spcputtur.ac.in/assets/criteria7/7-1-9/Summary.pdf</a>
Any other relevant information	<a href="https://spcputtur.ac.in/assets/criteria7/7-1-9/Celebration-of-commomrative-days-index-page.pdf">https://spcputtur.ac.in/assets/criteria7/7-1-9/Celebration-of-commomrative-days-index-page.pdf</a>

**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	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

The Institution strives to teach moral principles and ethical standards to young people in order to mold their character and prepare them to be responsible citizens of a progressive nation. Conscious of its responsibility in instilling a sense of patriotism, national unity, and communal harmony, the Institution conducts meaningful celebrations on national and international days, as well as actively commemorates events and festivals. By doing so, the Institution promotes tolerance, communal peace, and inclusivity among students and staff. The following days of national and international significance are meaningfully

Page 65/78 15-05-2023 09:05:25 Self Study Report of ST PHILOMENA COLLEGE observed in the Institution. National Youth Day National Voters' Day Republic Day International Mathrabhasha Diwas NCC DAY National Science Day International Women's Day National Consumer's Day Birth Anniversary of Dr B R Ambedkar World Environment Day International Yoga Day Kargil Vijay Diwas Philomena Feast- Patron of the Institution National Library Day Independence Day Sadbhvana Diwas World Sanskrit Day Quit India Movement Celebration National Sport's DAY Teacher's Day Hindi Diwas NSS Day National Blood Donor Day Gandhi Jayanthi Rashtriya Ekta Diwas / National Unity Day Karnataka Rajyotsava Diwali Celebration (Boys Hostel) Diwali Celebration (Girls Hostel) National Press Day Constitution Day Institution's Founder's Day National Mathematics Day Christmas Eve Celebration World Population Day

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
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.

**Practice: 1 Title of the Practice: Democracy in Practice**  
**Objectives of the Practice**

The establishment of student councils has a significant impact on the student population. Student Council offers a democratic setting for students to discuss issues that matter to them and carry out projects that will benefit the Institution and the larger community. Students can speak up and contribute to their Institutions. Giving them the chance to voice their opinions on matters that concern them in the Institution is crucial. Their input and encouragement to participate actively in advancing the Institution's goals and objectives are equally crucial. Hence, the Institution is promoting the practice of establishing a structured Students Council.

**Practice: 2 Title of the Practice: Write and Publish**  
**Objectives of the Practice** Literary programs are devoted to discovering students' potential as effective writers and are capable of developing their cutting-edge skills. It attempts to improve the literary abilities of students as well as their logical thinking, sense of interest, and capability to talk with confidence. Additionally, it provides an opportunity to develop their literary abilities and learn to enjoy various genres of literature.

File Description	Documents
Best practices in the Institutional website	<a href="https://spcputtur.ac.in/best-practices">https://spcputtur.ac.in/best-practices</a>
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

1. Lab-to-Land Initiative: The institution's goal is to make science accessible to everyone, including students and the general public. One such effort is astronomy-related activities. a) A subject that piques curiosity and inspires fantasy is astronomy. The frontier of scientific understanding of the cosmos is rapidly growing. To prevent ignorance and superstition, the different celestial occurrences that are intertwined with daily life need to have a scientific explanation. Under the auspices of the St. Philomena Amateur Astronomical Club (SPAAC), the Institution is sponsoring events about astronomy. With innumerable stars in a distinct pattern, the cloudless, starry night sky is a sight to behold. SPAAC regularly organizes the Skywatch program using a 6" aperture reflecting astronomical telescope. The appearance of comets, sunspots, meteor showers, solar and lunar eclipses, planetary occultation, and many other astronomical events are interesting to watch and study. Activities with this aim have been carried out by SPAAC in collaboration with other amateur astronomy clubs in the area and the Pilikula Regional Science Center, Mangalore. ) Science exhibitions with working and artifact models at schools and gram panchayaths from the Science departments with the involvement of teachers and students and full financial support from the Institution itself is another example of the Institution's commitment to educating future generations and the general public about science.

## 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 Academic Calendar (AC) of the Institution, which is modeled after the AC of the affiliating University, specifies semester start/end dates, EC/CC activity timelines, internal assessment and semester examinations, public holidays, national/state festivals, FDPs, major institutional events, vacations, and so on. Based on AC, IQAC develops an Action Plan (AP) that details every minute activity on campus, both academic and co/extra-curricular. Each subject department and functional units prepare its APs relying on this. All the subject departments and functional units of the Institution strictly adhere to the timeline specified in the AC and APs thus prepared.

Based on requests from subject departments well before the start of the academic year, the AC determines the discipline-specific, interdisciplinary open electives, and foundation courses offered to students, as well as the workload and faculty requirements. The IQAC convenes meetings on curriculum planning and delivery at the beginning of each semester and prepares a blueprint for its effective implementation. HoDs convene meetings to distribute courses and teaching workloads to teachers based on teachers' course preferences, experience, and specialization. He/she also verifies and approves individual teachers' teaching plans and teaching methods and strategies planned to supplement the curriculum transaction.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="#">Nil</a>

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

The Institution employs its own CIE policy, in conjunction with university guidelines. The Examination Committee of the



Institution oversees the entire process of CIE. It organizes two IA exams per semester and oversees other CIE activities, such as class tests/subject quizzes/assignments/open-book exams/mini-projects. The Examination Manual, which has been prepared for the purpose, comes in handy during the examination process. The Committee also ensures the smooth management of end-of-semester university examinations at the institutional level.

Students learning rates are determined through the administration of classroom activities and assessment examinations. Remedial courses are offered to slow and advanced learners to enable them to improve their skill sets. The IQAC/HoDs/ Conveners of function units ensure that all planned curricular/co-curricular/extra-curricular, and CIE activities are completed on schedule. IQAC evaluates curriculum delivery effectiveness by holding monthly review meetings and soliciting feedback from stakeholders. Teacher's Work Diaries and records on CIE/CC/EC activities/assignments/class seminars/project work/attendance/question banks/study materials/digital learning contents, among others, assist in the tangible documentation of curriculum delivery.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://spcputtur.ac.in/academic-calendar">https://spcputtur.ac.in/academic-calendar</a>

**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**

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

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

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

11

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 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)

14

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

498

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

The Institution delivers the curriculum prescribed by the University which is classified into four groups at the UG level -Core courses (Group-I), Electives (Group-II), Foundation courses (Group-III), and Extra and Co-curricular Activities (Group- V).

Group-II Elective Courses involve courses on supporting the discipline of study, providing an expanded scope, enabling exposure to some other discipline/domain, and nurturing students' proficiency/skill. Group-III Foundation Courses include Indian Constitution, Human Rights, Gender Equity, and Environmental Studies. During the first four semesters, each student must participate in one of the University mandated co-curricular (GroupIV) activities, such as NSS, NCC, Rovers & Rangers, Youth Red Cross, Sports & Games, Performing Arts, Fine Arts, and so on. All these courses integrated into the curriculum dissect primarily the issues related to Gender, Human Rights, Environment, Climate Change, Professional Ethics, Human Values, and Sustainability.

The curriculum of a few core courses also comprises topics relevant to cross-cutting issues such as human values, principles & ethics, gender equity & equality in society, sustainable development, sustainable environment, water harvesting, human resource management, motivation & leadership, corporate governance & social audit, environmental analysis, gender dynamics, the status of women in Indian society, feminist theories, gender issues in modern India, environmental economics, environmental biology & wildlife biology, population ecology, community, ecology, ecosystem, environmental pollution, ecological factors & ecological adaptations, energy studies and radiation sources & hazards, human resource development, personality development, and business ethics and CSR.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	No File Uploaded

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

49

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

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

91

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

1.4.1 - Institution obtains feedback on the **A. All of the above**

<b>syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	
<b>File Description</b>	<b>Documents</b>
URL for stakeholder feedback report	<a href="https://spcputtur.ac.in/assets/agar2022-23/UGFeedbackReport-23-24-(1).pdf">https://spcputtur.ac.in/assets/agar2022-23/UGFeedbackReport-23-24-(1).pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
<b>File Description</b>	<b>Documents</b>
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://spcputtur.ac.in/feedback">https://spcputtur.ac.in/feedback</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of students admitted during the year</b>	
<b>633</b>	
<b>File Description</b>	<b>Documents</b>
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>
<b>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)</b>	
<b>2.1.2.1 - Number of actual students admitted from the reserved categories during the year</b>	

320

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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

Student representation within the Institution encompasses a wide range of diversity, encompassing regional, socio-economic, and linguistic backgrounds, alongside varying levels of comprehension and learning pace. Rather than categorizing classes based on comprehension levels, assessments drawn from performances in qualifying examinations, Entry Level Competency Tests, Bridge Courses, Class Tests, Internal Assessment Examinations, and End-Semester University Examinations. Additionally, evaluations consider competence in academic pursuits, co-curricular and extracurricular activities, as well as classroom observations, interactions, and mentor feedback to gauge students' learning levels promptly and effectively. This facilitates the adaptation of diverse teaching methodologies and the provision of appropriate support to cater to the needs of both advanced learners, who are readily identifiable by their high performance, and slower learners who require additional assistance beyond regular classroom instruction. The institution is committed to devising strategies for the meaningful engagement and academic enrichment of advanced learners, while also ensuring that slower learners receive personalized attention, mentorship, and counselling to foster their motivation and empowerment.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
1623	64

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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 Institution supports the transformation of knowledge transfer to student-centered, ICT-enabled teaching and learning. Apart from active teacher assistance, students are encouraged to learn independently through self-study and peer interaction, and they are provided with opportunities to learn by doing and participating in activities. This effort resulted in increased retention of knowledge and a positive attitude towards the course.

**Experiential Learning:** Students' engagement in the learning process, in which they learn by doing and reflecting on their experiences, is ensured through: laboratory sessions involving hands-on experiments. Field trips/educational excursions/visits to historical sites, research labs, industry, and institutions, academic/minor projects. Internships/industry-academia partnerships/research fellowships. Organising inter-collegiate/intra-collegiate fests. Certificate programs offered in collaboration with GOs/NGOs. Interaction with domain experts during workshops/conferences/seminars/training/invited lecture sessions. Community camps and a variety of extension/outreach programs. Participation in community camps, training programs, activities of service organisations, and other functional units.

**Participative Learning:** The Institution believes that when the students are allowed to participate, all will learn better. In this direction, the Institution integrates participatory learning activities structured for student achievement and empowerment. They are: classroom activities such as group discussions, case studies, role-plays, debates, quizzes, seminars, presentations, assignments, poster makings, brainstorming, etc. model exhibitions on science, IoT, artifacts, and mathematics. students' participation as organisers.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://spcputtur.ac.in/aminities/physical-infrastructure/classrooms-with-it">https://spcputtur.ac.in/aminities/physical-infrastructure/classrooms-with-it</a>

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

**Adoption of ICT:** The institution fosters the use of technology in the teaching-learning process by providing ICT-enabled tools and infrastructure to help transmit knowledge more effectively. ICT adoption is ensured through: computer systems in all units, smart TVs/LCD projectors in lecture halls, digital equipment in seminar/conference halls, computer laboratories/centers/language lab, and high-speed Internet. Google Workspace Education Fundamentals account under the Institutional domain to all faculty, and departments to manage and post course-related information/learning materials/quizzes/assignments/test papers/etc. YouTube channels to upload video lectures official WhatsApp groups, Facebook/Instagram/Twitter accounts sharing of links to educational sites/videos/online resources/learning portals supplementary to the course with students. Encouragement to teachers to attend training programs/workshops/seminars/conferences related to ICT use, digital techniques, and innovation in teaching-learning. Add-on/training programs on computers automated library with a wide range of eresources through Inlibnet membership/N-List. Film screenings of the novels/dramas/short stories by language departments local chapter of SWAYAM NPTEL. Use of ICT across all institutional activities application of in-house ERP software and TrackMe App for the complete automation of day-to-day academic administration.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>



**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**

47

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

**2.4 - Teacher Profile and Quality****2.4.1 - Number of full time teachers against sanctioned posts during the year**

64

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

**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**

17

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

64

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 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 institution employs its own Continuous Internal Evaluation policy in conjunction with University guidelines, to encourage students to progress continuously throughout the semester, resulting in a comprehensive understanding of the course and allowing teachers to evaluate students' performance in accordance with the course objectives. The institution maintains rigor and transparency in assessment by evaluating what the students need and what they do in the classroom. As a precursor to the evaluation process, students are informed about the assessment methodology when they enroll in a program. The assessment method is put across the knowledge domain of the parents who accompany their wards during admission time. The Academic Calendar of the Institution specifies the tentative schedule of IAE as per the University Academic Calendar. The Action Plan of the IQAC and Departments specifies the schedule of CIE. This is individually made available to all the concerned and is also available on the institutional website. The students are acquainted with IA and CIE systems during the

Institutional Orientation program and also in the faculty-wide and class-wide orientations. Academic Advisers of the class, Mentors of the group, and course teachers also orient and constantly update the students about the CIE process including evaluation methods and pattern of examination. The structured timetable is prepared for the examination and notified through notice boards, Public Address System, WhatsApp group, and TrackMeapp.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://spcputtur.ac.in/assets/policy/CIE-POLICY.pdf">https://spcputtur.ac.in/assets/policy/CIE-POLICY.pdf</a>

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 program delivery, the institution conducts two internal examinations in accordance with the regulations of affiliating University. Internal examinations are conducted systematically and transparently, with students' interests in mind. Valued answer scripts of the students are distributed to the students in the classroom. Students are given enough time to analyze the valuation done, and if they noticed any concerns, they are 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 out the appropriate form and submitting it to the heads 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 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 the examination process. After the formative assessment, the marks are recorded in the internal assessment format, which is maintained in the college office. The internal marks of the students are then displayed on the notice board to ensure transparency in evaluation. 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	<a href="#">View File</a>
Link for additional information	<a href="https://spcputtur.ac.in/assets/policy/CIE-POLICY.pdf">https://spcputtur.ac.in/assets/policy/CIE-POLICY.pdf</a>

## 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.

POs, PSOs, and COs are statements that describe the knowledge or skills students should acquire by the end of a particular course or program, and help students understand why that knowledge and those skills will be useful to them. They help students connect learning in various contexts and drive assessment and evaluation by focusing on the context and potential applications of knowledge and skills. It is imperative that both the teacher and the student must be familiar with the POs, PSOs, and COs described for a course or program. That helps the teacher in efficiently planning and delivering content, while the student is made aware of the attributes that he or she should strive towards.

- POs of programs, PSOs of specific programs, objectives of specific courses, and COs of courses offered by the University are all made available on the University's website for all stakeholders' reference
- POs, PSOs, and COs of programs offered by the Institution are all made available on the Institution's website for the instant use of teachers and students.
- The Calendar-cum-Handbook of the Institution educates teachers and students about the POs, PSOs, COs, and Graduate Attributes for each program and course.
- The course syllabus framed by the University outlines the course objectives and outcomes, which are readily available on the University and Institutional Websites.

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

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

The levels of attainment of POs and COs are determined by both direct and indirect methods.

#### Direct assessment methods

- **End Semester University Examination:** the affiliating University conducts examinations on a semester basis, through which the institution measures the attainment level of COs.
- **Institutional Examination and Tests:** assignments, surprise tests, class tests, and IA examinations are used to assess and evaluate students throughout the semester at the institutional level.
- **Internships:** students are encouraged to take up internships, projects, fieldwork, etc. This helps them to obtain the necessary skills and practical experience in their chosen discipline.
- **Student Quality:** The attainment of outcomes is reflected in our students' dynamic leadership qualities displayed in coordinating numerous co-curricular and extra-curricular activities.

#### Indirect assessment methods

- **Feedback Evaluation:** the Institution collects feedback from students, alumni, employers, and parents, which is a key means of monitoring students' achievement with the goal of determining attainment level in terms of POs.
- **Placements:** one of the most important POs of higher education is the employability of students upon successful completion of their degree programme. The college has a vibrant Placement Cell, which caters to the demands of companies from different sectors.

- **Higher Studies:** students' progression to higher education at Indian and foreign universities is another way to measure PO attainment. A significant increase in the number of students who go on to pursue higher education is a reliable indicator of the Institute's strong academic achievements.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://spcputtur.ac.in/assets/criteria2/2-6-1/2.6.1_4.pdf">https://spcputtur.ac.in/assets/criteria2/2-6-1/2.6.1_4.pdf</a>

### 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

437

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	Nil

### 2.7 - Student Satisfaction Survey

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

<https://spcputtur.ac.in/assets/criteria2/2-7-1/New-Doc-07-24-2024-09.31.pdf>

### 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)**

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

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

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

**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**

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.2 - Innovation Ecosystem

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

The institution has established a robust ecosystem for innovation and knowledge transfer, fostering an environment conducive to cutting-edge research, creativity, and scholarly excellence. The Key components of this ecosystem include :

**Research Centre in Physics** -This center is recognized for its excellence in research and has become a hub for scientific exploration and discovery. The Research Centre provides state-of-the-art facilities and resources for faculty and students to engage in advanced research in various fields of physics.

**IIC** -The institution's active IIC plays a vital role in nurturing a culture of innovation and entrepreneurship among students and faculty.

**Publication Cell** -The institution's Publication Cell is another crucial element in its ecosystem for innovation and knowledge transfer. The Publication Cell is responsible for managing and disseminating the scholarly work produced by the institution's researchers and faculty members.

**Research Cell** -The Research Cell is dedicated to promoting research activities across the institution. It provides support and guidance to faculty and students engaged in research, facilitating access to funding, resources, and training opportunities.

**Research Laboratories** -The institution's Research Laboratories are equipped with cutting-edge technology and equipment, providing researchers with the tools they need to conduct high-quality research.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://spscputtur.ac.in/assets/policy/research-policy.pdf">https://spscputtur.ac.in/assets/policy/research-policy.pdf</a>

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**

1

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**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**

2

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)	<a href="#">View File</a>
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**

8

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 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

5

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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 institution promotes the "Institute-Neighbourhood-Community" network by partnering with NGOs, GOs, and Service Agencies. In collaboration with partners, the institution organizes events that help students become more aware of social issues. The orientation activities held at regular intervals encourage students to volunteer in the community and so support community development. In the last five years, the major extension and outreach programs organized by the institution are Street plays and rallies on social evils and environmental issues Health and dental camps Blood grouping and blood donation camps Self-employment training camps Cleanliness and sanitation drives Gender sensitization, equity, and women empowerment initiatives PAN Card and Passport mela Annual special camps of the NSS Planting saplings in association with Dept of Forest, GoK Awareness programs on hygiene, preventing the spread of contagious diseases, promoting religious harmony, legal literacy, conservation of the environment, and educating the Shramadhans Science model exhibitions at schools Water conservation and rainwater harvesting Surveys and community camps Participation in Govt initiatives such as Anti-Tobacco and Drug Abuse rallies, rallies on voter awareness, Fit-India run, Swachh Campus, Swachh Bharat Swacha Puttur, Digital India Campaign, malaria, dengue, and COVID-19. Swachhata activities carried out in the community Commerce lab and the Vermicomposting unit visits.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 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

18

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
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

17

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### 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**

110

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 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**

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

**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**

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The Institution aims at a higher enrolment rate, especially among the students hailing from economically backward sections. To accommodate a larger number the Institution is committed to enhancing the physical infrastructure and learning resources. Facilities for Academics There are 28 classrooms in the UG section and 14 in the PG section. To promote ICT-based teachinglearning, 11 UG classrooms, 11 PG lecture halls, 3 seminar/conference halls, and an auditorium are equipped with technology-enabled resources. At the designated spots of the Institution, WiFi Internet access is provided. To facilitate cocurricular activities and student-centered methods of teachinglearning 1 seminar hall in the UG section and 2 in the PG section are available. They are equipped with a Sound & Mike system, LCD Projector, and WiFi Internet connectivity. To help the students acquire a first-hand feel and hands-on experience of the theoretical knowledge, laboratory spaces are provided separately in the UG and PG sections. In the UG section, there are Physics, Chemistry, Botany, Zoology, and Computer Laboratories and in the PG Section, there are General, Electronics, Nuclear, and Spectroscopy Laboratories, Condensed Matter Physics, Nuclear and Theoretical Physics research laboratories, Commerce and Computer Laboratories. To meet the requirements of Botany students in their practical work there is a Botany Garden that contains 80 species of plants. There are 14 subject-specific staff rooms and 1 general staff room in the UG section and 7 in the PG section. All these staff rooms are equipped with Computer, the internet, and a printer. Separate Hostels are available on campus for both male and female students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://spcputtur.ac.in/aminities/physical-infrastructure">https://spcputtur.ac.in/aminities/physical-infrastructure</a>

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

Sports facility. Athletic ground with 400M track - The 400M grassrunning track with 8 lanes is used for an athletic meet, in addition, it is suitable for the sports like Cricket, Football, Hockey, and (Multiple 4x) Kabaddi courts. Football, Hockey grounds Two Concrete practice Pitch with nets Kho-Kho, Volleyball, Basketball, Throw Ball, all Badminton Courts Weight Lifting Training Center Indoor games facility - Carrom, Table Tennis, Chess Gymnasium equipped with multi-gym - 12 station (600 SF) Store rooms, boys changing and girls changing rooms Yoga Center: the Institute has a functioning Aerobic & Yoga Center. The Auditorium is used to conduct Zumba, Aerobics, and Yoga activities. Facilities for cultural activity Auditorium - 'SJM Hall' with 1500 seating capacity. Openair stage - 2500 seating capacity. Two mini-auditoriums for cultural and musical presentations Yaksha Kala Kendra - Center for Studies in Indian Classical and Folk Art Musical Instruments Separate office rooms for NCC, NSS, and Rovers & Rangers Women Recreation Centre Indoor games facility at Women Recreation Centre Band Sets AudioVisual Room Health Centre.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://spcputtur.ac.in/aminities/physical-infrastructure">https://spcputtur.ac.in/aminities/physical-infrastructure</a>

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

30

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://spcputtur.ac.in/aminities/physical-infrastructure/classrooms-with-it">https://spcputtur.ac.in/aminities/physical-infrastructure/classrooms-with-it</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

182.81

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

The institution has a good library that satisfies the needs of the faculty, students, and staff by providing essential learning resources at the right time. A Central Library, PG Library, and 22 Departmental Libraries make up the College Library, which support the Institution's teaching, learning, research, and extension initiatives. The central library which was established in 1958 covers an area of 858.42 square meters. It is located on the first floor of the Life Sciences/Library Block and has separate sections for magazines, reading, journal/back issues, utility, weed-out books, and references. In 2011, a separate PG library was established to meet the needs of the PG section. DDC 21 is used to classify the books. Library Automation: Library operations are fully automated

using web-based LMS "e-lib iNext" of AarGees Business Solutions Hubli. This is multi-user and multi-lingual software which supports practically all of the requirements for the College library. The Web OPAC facility gives remote access to the library and supports searching for books, journals, non-book materials, and transactions. It also has a unique feature called 'Movement Register' which allows staff and students to check in/out of the library using virtual/digital ledgers. To monitor the library users' check-in/check-out, Orbit Scanners are installed at library entrances. Barcode Printer/laser Scanner TSC TTP-244 Pro and Zebra TLP 2844 are used in Central and PG Library respectively.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="#">Nil</a>

**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	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)**

**1.98**



File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 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

355

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

The Institution has adequate and latest IT infrastructure. The IT infrastructure and resources are added, updated, and upgraded frequently as per the requirements and changing technology. Available IT Facilities The administrative office is equipped with ERP software for the overall administration of academic and administrative activities, Staff and students can access a dedicated Android App 'TrackMe' where teachers can provide student information on attendance, IA exam marks, announcements, and so on, and students can view such information. Staff and students can connect to the WiFi Internet in designated areas on campus, such as the classrooms, laboratories, corridors, offices, library, seminar halls, and staff rooms. 4 classrooms have Smart TVs, while 22 have LCD Projectors. 4 conference rooms with LCD projectors, sound systems, and WiFi Internet access 12 laptops are available for use in ICT-enabled classes. Desktop computers, printers, and LAN connections are available in 20 staff rooms. 12 desktop computers, 4 printers, a Reprographic unit, WiFi and LAN connections, and UPS systems are available at the college office. 8 computer systems are available in the library for staff use and 12 multimedia desktop systems are available for

students to use. The WiFi and LAN networks are both active.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://spcputtur.ac.in/aminites/physical-infrastructure/classrooms-with-it">https://spcputtur.ac.in/aminites/physical-infrastructure/classrooms-with-it</a>

#### 4.3.2 - Number of Computers

207

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)

94.05

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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 College takes direct initiative in maintaining and upkeep infrastructure and support facilities. The Principal, Campus Director, and Office superintendent monitor the quality of maintenance of infrastructure and equipment. The in-charges of the equipment frequently examine them for timely maintenance and repairs to ensure performance and accuracy. Lab equipment is strictly inspected by lab assistants before the commencement of practical classes and examinations. Users register & logbooks are maintained and the Instruments are used within the proximity of teachers. Maintenance of funds procured from the Government and other sources are utilized for the upkeep of specified items. The maintenance expenses that are not specified above are met by the Management.

Electrically sensitive equipment is provided with necessary backup to ensure steady functioning and to safeguard against voltage fluctuations. In case of disruption in power supply, the diesel generator functions as the substitute source.

The classrooms are well maintained. Departments maintain department libraries with proper stock and issue registers. The Browsing Centre with ten computers in the Library is accessible to students during working hours.

The College has a System Administrator to oversee the maintenance of the Computer Systems. External agencies are called for any repair beyond the system administrator's scope.

All Sports amenities are under the in-charge of the Director of Physical Education. A sports room houses sports utilities. Time is allotted to students for using Gymnasium. The maintenance of the Courts is done regularly.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://spcputtur.ac.in/aminites/physical-infrastructure">https://spcputtur.ac.in/aminites/physical-infrastructure</a>

## 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

489

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefited 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

99

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**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	<a href="https://spcputtur.ac.in/assets/criteria5/5-1-3/certificate/certificates-cbt-23-24.pdf">https://spcputtur.ac.in/assets/criteria5/5-1-3/certificate/certificates-cbt-23-24.pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

**3557**

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

**3557**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

<p><b>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</b></p>	<p><b>A. All of the above</b></p>
--	-----------------------------------

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 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

45

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<b>No File Uploaded</b>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 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

106

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### **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**

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

### **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.**

22

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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 )

#### **Empowering Student Representation:**

Central to our ethos is the democratic ethos of student governance. Through our strong Student Council, elected representatives, inclusive of the President, Joint Secretary, and Secretary, are chosen thru a democratic voting procedure.

#### **Inclusive Institutional Committees:**

Students play pivotal roles in committees which include the Internal Complaint Committee, Grievance Redressal Committee, Anti-Ragging Committee, and the Equal Opportunity Cell.

#### **Subject-Specific Associations:**

Recognizing the significance of interdisciplinary collaboration and academic discourse, we inspire students to participate in difficulty-smart associations. These associations are from Management, Commerce, Computer Science, Linguistics, and Science Forums.

#### **Cultural and Literary Endeavours:**

Our College annual magazine Philoprabha, serves as a testimony to the creative prowess of our students.

#### **Quality Assurance and Innovation:**

The Internal Quality Assurance Cell (IQAC) serves as a cornerstone of our dedication to continuous improvement.



Students actively take part in IQAC meetings, contributing precious insights and feedback that inform selection-making procedures geared toward enhancing educational standards and institutional effectiveness.

#### Community Engagement and Social Responsibility:

Beyond the confines of the campus, college students are actively engaged in various youth agencies inclusive of NSS, NCC, Red Cross, and Rovers and Rangers.

File Description	Documents
Paste link for additional information	<a href="https://spcputtur.ac.in/student-council">https://spcputtur.ac.in/student-council</a>
Upload any additional information	<a href="#">View File</a>

### 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

11

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

The Alumni Association - St Philomena College was formed on September 26, 1980, to establish long term relationships between the Institute and its graduates. The association has been instrumental in the Institution's progress and

accomplishments. The Executive Committee of the Association meets six times a year to conduct business on behalf of the Association while the Annual General Body meeting occurs annually. It was operating systematically, but as an unregistered organization until recently. Keeping in mind the emotional links that bind alumni to their alma mater and to put its functioning in more formal terms, it was recently registered under the Societies Act as "AASPC" with Reg No. DRDK/SOR/159/2022-2023. This effort undoubtedly raises the enthusiasm of the Association and provides a new outlook for its functioning. It is worth mentioning that many of the alumni of the Institution have achieved national and international success in their chosen fields. The Alumni contribute in the following ways: When the need arises, the Association assists the Institution by providing human resources, financial backing, technological solutions, physical infrastructure, and administrative support. The President of the Alumni Association and the Industry representative member who is also an alumnus, represent the Advisory Members of IQAC. Contribution in the capacities of Members of the Governing Council, heads of departments, faculty, and administrative staff at the Institution.

File Description	Documents
Paste link for additional information	<a href="https://spcputtur.ac.in/aaspc">https://spcputtur.ac.in/aaspc</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)** C. 3 Lakhs - 4Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## 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 young men and women has been and is being provided to minimize the social and class divide which is the need of the hour. The weightage given to the holistic development of the students finds expression in the outstanding outcome attained over the years. The curriculum has been enriched through value-added programs to enhance language, technical, and life skills thereby promoting global competencies among the students. The student admission policy has inclusiveness as its core objective. Mentoring, counselling, freeships, and scholarships are the parts of the mechanism to realize the stated objectives. The Institution strives to promote among the students' graduate attributes and virtues such as faithfulness, cooperation, and unity. Efforts are made to sensitize the students about social ailments and environmental issues through value-added courses and extension activities.

File Description	Documents
Paste link for additional information	<a href="https://spcputtur.ac.in/the-institution/vision-and-mision">https://spcputtur.ac.in/the-institution/vision-and-mision</a>
Upload any additional information	No File Uploaded

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

**Participative Management:**

The Institution promotes the culture of participative management. The Top Management is the CBE, and the Bishop of Mangalore Diocese is its President. A senior education expert functions as its Secretary. There is a Local Managing Committee that plays a significant role in the day-to-day functioning of the Institution. The routine administration is in the hands of the Principal who functions with a fair deal of autonomy. The Management adopts the policy of devolution of power and

responsibility among the Principal, Vice-Principal, Deans, HoDs, and those in charge of various units. They play a subsidiary role with the freedom to act independently towards the attainment of the stated objectives of the Institution.

#### Decentralization:

The Managing Committee is the apex decision-making body which involves in planning and executing the policies relating to the academic and non-academic matters of the Institution. It makes the required budgetary allocation and financial management. The Principal is charged with the administration of routine activities and human resources. He is involved in academic planning, implementation of the plan, efficient delivery of curriculum, campus discipline, evaluation process, and student performance. He convenes the meetings of different units of the Institution to evaluate the activities on the campus and ensures that they are in tune with the stated Mission. He delegates powers to other officials such as Deans, Heads of Departments, and coordinators to ensure smooth and systematized governance.

File Description	Documents
Paste link for additional information	<a href="https://spcputtur.ac.in/the-management/governing-body-cbe">https://spcputtur.ac.in/the-management/governing-body-cbe</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institution is governed by a three-tiered governance system. The Governing Council of The Catholic Board of Education, which is headed by the President and includes the Vice-President, Secretary, Joint Secretary, Treasurer, and other members, is at the top layer of the management hierarchy and is responsible for formulating policies and making strategic decisions for the group of institutions. A Local Management Committee, headed by the Correspondent and other members, is involved in the Institution's strategic and tactical planning at the intermediate level. The Principal is the administrative head of the institution who is in charge of expressing the mission to achieve the vision of the Institution and managing day-to-day operations. The Governing Council of

the Institution has prepared a Perspective Plan for five years commencing in the academic year 2021-22 and ending in the academic year 2025-26, taking into account the quality indicators of seven NAAC-defined criteria. The input of all stakeholders, their expectations, management policies, and the Institution's goals and objectives serve as the foundation for the development 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 Student Support and Progression The perspective plan is posted on the website and is implemented promptly.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://sppcuttur.ac.in/perspective-plan-and-deployment">https://sppcuttur.ac.in/perspective-plan-and-deployment</a>
Upload any additional information	<a href="#">View File</a>

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 Managing Committee is the policy-making body with powers to formulate policies related to admission, academic program, staff recruitment, and infrastructure development. It meets often to review and evaluate the academic progress administrative process and the activities of the Institution. The committee makes budgetary allocations and ensures transparency in financial transactions. The Principal convenes the meetings of the members of the Academic Council and the IQAC to formulate an action plan relating to curricular, co-curricular, and extra-curricular activities at the Institutional level. The HoDs involve the other members of the department to formulate the action plans of the subject departments. The Conveners of various functional units such as the Admission Committee, Library Committee, Examination Committee, Sports & Games Committee, NSS, NCC, Rovers & Rangers, Research and IP Cell, Student Council, Grievance Redressal Cell, Internal Compliance Cell, AntiRagging Cell, Equal Opportunity Cell, Alumni Association, Career Guidance, and Placement Cell, and twenty-five other Cells, Committees,

and various departmental associations prepare their action plans and submit them to the IQAC. The action plans prepared at different levels are integrated into the institutional strategic plan by the Academic Council chaired by the Principal after obtaining the necessary approval from the Management.

File Description	Documents
Paste link for additional information	<a href="https://spcputtur.ac.in/statutes/policy-statement/code-of-conduct-hand-book">https://spcputtur.ac.in/statutes/policy-statement/code-of-conduct-hand-book</a>
Link to Organogram of the institution webpage	<a href="https://spcputtur.ac.in/the-management/organogram-of-the-institution">https://spcputtur.ac.in/the-management/organogram-of-the-institution</a>
Upload any additional information	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

**Welfare measures in place for teaching and non-teaching staff:**

- There are several types of leaves available, such as CL/EL/SCL/ML/OOD/RH, and so on.
- Permission to leave campus for emergencies or departmental work.
- Benefits of PF/Gratuity/ESI as per Government regulations.

- Annual increments and incentive increments for teaching staff who qualify with NET/SLET/PhD
- Financial assistance in the form of TA and reimbursement of registration fees for participation in seminars/conferences/workshops.
- Staff enrichment and empowerment through in-house professional development and administrative training programs.
- Privilege to use institutional facilities for professional and personal development, such as computers/printers/reprographics/internet/multigyms, and College grounds.
- Independent/shared staff rooms, together with other basic facilities
- Common staff room with adequate restrooms, drinking water, WiFi Internet, sofas, and a TV.
- Spacious parking lot guarded by full-time security personnel and CCTV surveillance
- The separate reading room at the library.
- Assistance in obtaining higher/additional degrees.
- Health-care benefits through Fr Patrao Hospital
- Appreciation/recognition of staff who have achieved distinctions/awards
- Allowances for participation in official work/duties.
- "Zero Tolerance Policy" and CCTV surveillance to ensure the safety and security of staff
- Opportunity to earn supplement income by participating in university examinations.
- Residential facility for the staff.
- Staff Mutual Benefit Fund to provide loan facilities to the needy.
- Paid maternity leave.

File Description	Documents
Paste link for additional information	<a href="https://spcputtur.ac.in/assets/policy/welfare-policy.pdf">https://spcputtur.ac.in/assets/policy/welfare-policy.pdf</a>
Upload any additional information	<a href="#">View File</a>

**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**



<b>year</b>	
<b>13</b>	
File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>
<b>6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year</b>	
<b>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</b>	
<b>1</b>	
File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<b>No File Uploaded</b>
Reports of Academic Staff College or similar centers	<b>No File Uploaded</b>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>
<b>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.)</b>	
<b>6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year</b>	
<b>15</b>	



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

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

The success of an institution depends on the quality of its staff. The institution, therefore, has in place an effective mechanism of a performance appraisal system for both teaching and non-teaching staff. For the smooth conduct of a string of multiple activities, various committees/associations/cells are formed. Senior members of the staff are in charge of the units as Directors/Conveners, who submit an appraisal of the activities organized under their guidance to the HOI. Thus, a clear picture of the activities, their effectiveness, and their usefulness emerge at the macro level when the appraisal of all the activities is consolidated. The HODs make the appraisal of the activities of their respective subject departments, a detailed account of which is submitted to the HOI. Moreover, self-appraisal forms are supplied to the individual teachers and the members of non-teaching staff to obtain information about several aspects of their individual roles which are furnished to the HoI. Student feedback on the teachers and the nonteaching staff is obtained on annual basis. Thus, the HOI has on his hand all the details of the activities and the individuals of the institution which are reviewed at the Local Managing Committee meetings. In a way, the appraisal is the SWOT analysis based on which a new policy perspective emerges.

File Description	Documents
Paste link for additional information	<a href="https://spcputtur.ac.in/assets/policy/welfare-policy.pdf">https://spcputtur.ac.in/assets/policy/welfare-policy.pdf</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

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

The Institution has made it a policy to employ the available financial sources optimally. The Local Management Committee monitors the mobilization and the utilization of the financial resources. Budgeting is an essential part of institutional financial management which is aimed at plugging the pilferage of funds. As per the data obtained from the departments and the various units of the institution concerning the financial and physical requirements a budget is prepared every year. Expenditure is limited to the confines of the budgetary allocation. The HoI monitors the financial activities on a regular basis. A detailed account of the income and expenditure is presented to the Committee which approves the head of expenditure with a stamp of approval from the Correspondent, the Head of the Local Managing Committee. All the accounts are subject to internal and external audits.

Internal and External audit:

The accounts are audited every year. M/S Gonsalves & Nayak, Reg. No. 8003, Kodialbail, Mangaluru, Karnataka 575003 is the official auditor of St Philomena College. The external auditing by the Department of Collegiate Education. Reports and proper books of accounts have been kept at the office.

File Description	Documents
Paste link for additional information	<a href="#">Nil</a>
Upload any additional information	<a href="#">View File</a>

#### 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)**

7.85

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

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

The Institution has made it a policy to employ the available financial sources optimally. The Local Management Committee monitors the mobilization and utilization of financial resources. Budgeting is an essential part of institutional financial management which is aimed at plugging the pilferage of funds. As per the data obtained from the departments and the various units of the institution concerning the financial and physical requirements a budget is prepared every year. Expenditure is limited to the confines of the budgetary allocation. The HoI monitors the financial activities on a regular basis. A detailed account of the income and expenditure is presented to the Committee which approves the head of expenditure with a stamp of approval from the Correspondent, the Head of the Local Managing Committee. All the accounts are subject to internal and external audits.

The Management of the Institution conducts a SWOC analysis with the help of IQAC which brings to the fore issues demanding prioritized attention. These issues are addressed by preparing a short-term plan along the lines of an annual plan. The available financial resources in an academic year are allocated to add physical infrastructure such as classrooms. Provision is also made in the budget for buying new equipment for the laboratories, technical gadgets, teaching aids, library resources, and sports materials.

File Description	Documents
Paste link for additional information	<a href="https://spcputtur.ac.in/assets/policy/PERFORMANCE-APPRAISAL-.pdf">https://spcputtur.ac.in/assets/policy/PERFORMANCE-APPRAISAL-.pdf</a>
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

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

The Quality Assurance Framework of the institution has been developed to assure academic standards and enhance the quality of education. It underlines the institution's commitment to excellence and improvement. The core of the framework is a systematic approach to reach well-defined academic standards, help the students to reach the standards, and the manner by which the institution delivers on the commitments. For operationalizing the framework The participation of stakeholders is ensured Systematic feedback for improvement is collected, analyzed, and used Quality benchmarking standards are referred Academic and professional experts are consulted for decision making Views of students are sought on specific development.

File Description	Documents
Paste link for additional information	<a href="https://spcputtur.ac.in/feedback">https://spcputtur.ac.in/feedback</a>
Upload any additional information	<a href="#">View File</a>

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 Institution's internal quality assurance mechanisms are aligned with the requirements of the regulatory authority - Mangalore University. The institution complies with the University's stipulations concerning the academic calendar, curriculum, teacher quality, student admission norms, working days, student attendance, internal assessment mechanism, physical infrastructure, learning resources, student support, etc. Guidelines have been laid down on the teaching-learning process. Subject teachers maintain student attendance

registers, teacher diaries, teaching plans, and other relevant records. The HoDs inspect the documents on a day-to-day basis. The IQAC is charged with the responsibility of reviewing the process and hence it inspects the document, interacts with the subject teachers, and takes stock of the situation. Shortcomings/problems in the teaching-learning process are discussed with the HoI and measures are initiated for redemption. The IQAC has evolved a method of interaction and review to realize quality enhancement and sustenance. Quality enhancement exercises such as technology-backed teaching-learning, training for teacher development, enrichment courses and job-oriented programs, innovativeness, and enriched learning experience for the students are the areas of focus.

File Description	Documents
Paste link for additional information	<a href="https://spcputtur.ac.in/feedback">https://spcputtur.ac.in/feedback</a>
Upload any additional information	<a href="#">View File</a>

**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)**

A. All of the above

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

**INSTITUTIONAL VALUES AND BEST PRACTICES****7.1 - Institutional Values and Social Responsibilities****7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year**

The Institution ensures fairness and justice in the distribution of benefits and responsibilities between women and men. It has a strong ethical work culture that values diversity and inclusion. Individuals of all genders, races, castes, colors, creeds, languages, religions, political or other beliefs, national or social origin, property, birth, or other position are given equal

opportunity. Equity leads to equality. To guarantee that, strategies and measures to compensate for historical and societal disadvantages of women that hinder women and men from competing on level playing fields are in place. Safety, security, and well-being, as well as gender equity and a positive work environment, are the Institution's top priorities. Measures initiated by the Institution for the promotion of gender equity are: Providing equal opportunities for men and women in the hiring process, Providing equal opportunity for women in positions of leadership, such as HoDs, Class Advisers, and Functional Unit Conveners Female students are given fairness in leadership roles in areas such as the Students Council, Functional Units, Class Representatives, and other organizational bodies of activities. Female students are treated equally to their male counterparts when they are chosen to represent the institution in various levels of competitions, training programs, and engagements. The curriculum component of a number of courses includes gender equity and sensitization topics Hostel accommodations for female students are adequate and secure. Female students enjoy equal access to all academic, sports, and cultural facilities at the campus.

File Description	Documents
Annual gender sensitization action plan	<a href="https://spcputtur.ac.in/assets/aqar2324/7.1.1.-AP.pdf">https://spcputtur.ac.in/assets/aqar2324/7.1.1.-AP.pdf</a>
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	<a href="https://spcputtur.ac.in/assets/aqar2324/7.1.1.pdf">https://spcputtur.ac.in/assets/aqar2324/7.1.1.pdf</a>

<b>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>	<b>A. 4 or All of the above</b>
<b>File Description</b>	<b>Documents</b>
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
<b>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</b>	
<p>While a clean and green campus is at the core of day-to-day functioning, the college has developed a comprehensive and efficient waste management mechanism. The College is committed to realizing "zero waste" and practices the philosophy of "reduce-reuse-recycle. Solid waste: The solid waste on the campus primarily comprises reading &amp; 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 placed at different vantage points. Containers to collect solid waste are made available in all the classrooms and at student gathering points The College has a letter of understanding with the city municipal corporation Puttur, according to which the personnel from the Corporation visit the college at regular intervals to collect and dispose of the waste. Liquid waste: The College adheres to a strict protocol for liquid waste disposal on its campus. The wastewater is managed through a proper sewage system. The reusable water is being used for gardening purposes. E-waste: To manage e-waste the college has a 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 collects e-waste generated, and the same is disposed of in an eco-friendly manner.</p>	



File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**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**

**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<b>No File Uploaded</b>
Any other relevant documents	<a href="#">View File</a>

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



<p><b>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></p>	<p><b>B. Any 3 of the above</b></p>
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<b>No File Uploaded</b>
Certificates of the awards received	<b>No File Uploaded</b>
Any other relevant information	<a href="#">View File</a>

<p><b>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</b></p>	<p><b>A. Any 4 or all of the above</b></p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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. The College follows inclusionary practices at multiple levels, including its admission policy, where students from diverse culture are admitted. All festivals are celebrated with equal fervor.

The Institute, for inculcating harmony and inclusiveness conducts many programs for the students. These platforms bring about a spirit of team building, leadership and coordination among 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. It also conducts workshop, Certificate Course on the classical and Folk Art forms of India, which in turn helps to understand cultural diversity. 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 through the following:

Hindi Department celebrates Hindi Diwas with a range of events. Kannada Sangha and Tula Sangha and Sanskrit Department conducts literary programmes, which helps to promote the language. The College Magazine provides opportunity to publish articles in different languages, namely; English, Kannada, Hindi, Sanskrit, Tulu etc.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The values, rights, duties, and responsibilities of citizens are covered in-depth in a few compulsory courses for students in Semesters I through IV. Uniforms have been made mandatory to create a sense of equality among the students. The national anthem, which reflects a nation's tradition, history, and beliefs, is played at the conclusion of each institutional activity. To encourage national integration, the state anthem is played in the mornings of the first and last working days of the week. The Institution promotes community and national development by ensuring student participation in extension and outreach activities centered on community development and environmental issues through the participation of members of NSS/NCC/ Rovers & Rangers/Social Work departments. Awareness programs and rallies on drug and substance addiction, health and wellness, fitness, environmental protection, and government initiatives, to name a few, are organised so that campus individuals are aware of their duties and responsibilities in nation-building. On commemoration days, the institution organizes events to educate students and staff about constitutional duties in addition to civil rights, duties, and responsibilities.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://spcputtur.ac.in/assets/criteria7/7-1-9/Summary.pdf">https://spcputtur.ac.in/assets/criteria7/7-1-9/Summary.pdf</a>
Any other relevant information	<a href="https://spcputtur.ac.in/assets/criteria7/7-1-9/Celebration-of-commomrative-days-index-page.pdf">https://spcputtur.ac.in/assets/criteria7/7-1-9/Celebration-of-commomrative-days-index-page.pdf</a>

**7.1.10 - The Institution has a prescribed**

**B. Any 3 of the above**

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

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

The Institution strives to teach moral principles and ethical standards to young people in order to mold their character and prepare them to be responsible citizens of a progressive nation. Conscious of its responsibility in instilling a sense of patriotism, national unity, and communal harmony, the Institution conducts meaningful celebrations on national and international days, as well as actively commemorates events and festivals. By doing so, the Institution promotes tolerance, communal peace, and inclusivity among students and staff. The following days of national and international significance are meaningfully Page 65/78 15-05-2023 09:05:25 Self Study Report of ST PHILOMENA COLLEGE observed in the Institution. National Youth Day National Voters' Day Republic Day International Mathrabhasha Diwas NCC DAY National Science Day International Women's Day National Consumer's Day Birth Anniversary of Dr B R Ambedkar World Environment Day International Yoga Day Kargil Vijay Diwas Philomena Feast- Patron of the Institution National Library Day Independence Day Sadbhavana Diwas World Sanskrit Day

Quit India Movement Celebration National Sport's DAY Teacher's Day Hindi Diwas NSS Day National Blood Donor Day Gandhi Jayanthi Rashtriya Ekta Diwas / National Unity Day Karnataka Rajyotsava Diwali Celebration (Boys Hostel) Diwali Celebration (Girls Hostel) National Press Day Constitution Day Institution's Founder's Day National Mathematics Day Christmas Eve Celebration World Population Day

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
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.

**Practice: 1 Title of the Practice: Democracy in Practice**  
**Objectives of the Practice**

The establishment of student councils has a significant impact on the student population. Student Council offers a democratic setting for students to discuss issues that matter to them and carry out projects that will benefit the Institution and the larger community. Students can speak up and contribute to their Institutions. Giving them the chance to voice their opinions on matters that concern them in the Institution is crucial. Their input and encouragement to participate actively in advancing the Institution's goals and objectives are equally crucial. Hence, the Institution is promoting the practice of establishing a structured Students Council.

**Practice: 2 Title of the Practice: Write and Publish**  
**Objectives of the Practice**  
 Literary programs are devoted to discovering students' potential as effective writers and are capable of developing their cutting-edge skills. It attempts to improve the literary abilities of students as well as their logical thinking, sense of interest, and capability to talk with confidence. Additionally, it provides an opportunity to develop their literary abilities and learn to enjoy various genres of literature.

File Description	Documents
Best practices in the Institutional website	<a href="https://spcputtur.ac.in/best-practices">https://spcputtur.ac.in/best-practices</a>
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

1. **Lab-to-Land Initiative:** The institution's goal is to make science accessible to everyone, including students and the general public. One such effort is astronomy-related activities. a) A subject that piques curiosity and inspires fantasy is astronomy. The frontier of scientific understanding of the cosmos is rapidly growing. To prevent ignorance and superstition, the different celestial occurrences that are intertwined with daily life need to have a scientific explanation. Under the auspices of the St. Philomena Amateur Astronomical Club (SPAAC), the Institution is sponsoring events about astronomy. With innumerable stars in a distinct pattern, the cloudless, starry night sky is a sight to behold. SPAAC regularly organizes the Skywatch program using a 6" aperture reflecting astronomical telescope. The appearance of comets, sunspots, meteor showers, solar and lunar eclipses, planetary occultation, and many other astronomical events are interesting to watch and study. Activities with this aim have been carried out by SPAAC in collaboration with other amateur astronomy clubs in the area and the Pilikula Regional Science Center, Mangalore. ) Science exhibitions with working and artifact models at schools and gram panchayaths from the Science departments with the involvement of teachers and students and full financial support from the Institution itself is another example of the Institution's commitment to educating future generations and the general public about science.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

- Infrastructure modernization
- Upgrading IT facilities.
- To transform the Institution into an Autonomous Institution.
- Effective implementation of SEP adhere to the guidelines of the Department of Higher Education, Government of Karnataka
- Introducing Master Program in Computer Application (MCA)
- Securing AICTE approval for BBA, BCA, and MCA Program
- Establishing an Innovation and Incubation Centre.
- Establishing additional partnerships with businesses and academia for research and placements.
- Strengthening the Placement and Training Cell with a specialized human resources unit that trains students for employment in government and corporate sectors.
- Establishing a Campus-wide Wi-Fi Networking