



## Yearly Status Report - 2016-2017

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	C.S.I., K.N.D., B.M.H.E.C'S KITTEL ARTS COLLEGE, DHARWAD.
Name of the head of the Institution	Dr. H.B. NEELGUND
Designation	Principal (in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	08362793076
Mobile no.	9449800216
Registered Email	kittelartsoffice@gmail.com
Alternate Email	jodrrekha@gmail.com
Address	Old P. B. Road, DHARWAD
City/Town	DHARWAD
State/UT	Karnataka
Pincode	580001

<b>2. Institutional Status</b>	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Raju G.
Phone no/Alternate Phone no.	09481459291
Mobile no.	7975944596
Registered Email	drrajugp@gmail.com
Alternate Email	danielpk42@gmail.com

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="https://drive.google.com/file/d/1z2P3uT0tx2PzWpuILt3nSOsWjmgSBjcw/view">https://drive.google.com/file/d/1z2P3uT0tx2PzWpuILt3nSOsWjmgSBjcw/view</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://drive.google.com/file/d/1WBJWLJNu-FF9ETmMKbTK3lq0aTNpvaeY/view">https://drive.google.com/file/d/1WBJWLJNu-FF9ETmMKbTK3lq0aTNpvaeY/view</a>

**5. Accrediation Details**

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B+	77.0	2007	31-Mar-2007	30-Mar-2012
2	B	2.72	2016	11-Jul-2016	10-Jul-2021

<b>6. Date of Establishment of IQAC</b>	01-Jul-2009
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**7. Internal Quality Assurance System**

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Induction Programme	08-Oct-2016 1	210
Cultural Exchange Programme	02-Oct-2017 1	95
Orientation Programme on Photography	02-Feb-2017 1	90
<a href="#">View File</a>		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	2017 0	0
<a href="#">View File</a>				

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

Yes

Upload latest notification of formation of IQAC

[View File](#)

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

2

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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

No

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

(1) Screening of prescribed text related feature films by department of Kannada and English. (2) Significant creative contributions of the students in the form of publishing creative book entitled Masti Venkatesh Ayyangar. (3) Live telecast and analysis of CentralBudget of 201718 to develop analytical skill among the students. (4) Rev. Ferdinand Kittel Memorial InterCollegiate debate competition conducted to enhance cocurricular activities and research culture among the students. (5) Swachh Abhiyana in college campus and adopted village to develop Social service, Attitude and Leadership quality among the students.

[View File](#)

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

Plan of Action	Achievements/Outcomes
To Promote Environmental awareness activities in and outside of the college campus	Good number of activities been conducted with the support service unit like; NCC, NSS, Outreach society and Eco-club effectively.
To encourage faculty members to conduct course enrichment programme based on syllabi.	In addition to the role of IQAC, Department of Economics, Political Science, Education, Geography conducted special lectures, field work, study tours, based on the course curriculum.
To organize photography orientation programme for students	Good number of students taken part in this specific event.
To conduct inter collegiate university level tournaments	Conducted Taekwondo Single Zone and Table Tennis First Zone.
Planned to invite expert from foreign countries under the banner of Cultural Exchange Programme.	With the support of our esteemed Management, delegates from Germany visited the campus and delivered special lecture on Cultural enrichment and had good interaction with students and staff.
<a href="#">View File</a>	

<b>14. Whether AQAR was placed before statutory body ?</b>	No
<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No
<b>16. Whether institutional data submitted to AISHE:</b>	Yes
Year of Submission	2017
Date of Submission	07-Mar-2017
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	College has implemented MIS. During the year, partial mode of MIS is functional. College has trained both teaching and nonteaching staff with regard to optimum utility of ICT. In view of this, faculty members keep the track record of internal examinations comprising of regular attendance to the

classes, assignment, etc. This process has helped the faculty members to consolidate final internal before uploading internal marks on university portal. Similarly, permanent staff salary is generated through HRMS introduced by the Department of Collegiate Education, correspondence and updating of students record is dealt by using office automation. Track record of attendance of the staff is monitored through Biometrics. College has initiated technology based (paperless) administration through sending whatsapp messages to the staff during the conduct of meeting and also students are communicated through whatsapp and email with regard to conduct of special lectures, events, shortage of attendance, etc.

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

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

Kittel Arts College Dharwad works under the management of the Karnataka Northern Diocese, Basel Mission Higher Education Centre and affiliated to the Karnatak University Dharwad. The University appoints the Board of Studies for each department which frames the curriculum and syllabi for the respective department. The curriculum is updated once in every three years and the colleges follow the same as per the directions of the university. The admission process takes place according to the norms of the University. The syllabi are discussed by the heads of the respective department along with the members of teaching faculty in coherence with the Principal at the head of the team. Time table is framed as per the convenience of students and effective implementation of curriculum at the departmental level. The Academic calendar is prepared and all the required steps are taken to ensure implementation of the academic programmes. College publishes the calendar of event for the current academic year on college website, Students' handbook, library website and notice board. To enrich the course curriculum, faculty members do conduct cocurricular activities, conduct study tours, provide both hard and soft copy of study material to students. In addition to this, they are also encouraged to refer various books from the main library as well as the respective departmental library in order to enable them to prepare for semester end examination. E-learning facility (N-List) service is made available for the faculty and students to ensure effective delivery of curriculum. Each department prepares the calendar of activities like special lectures, seminars, class test, assignments and micro projects on the basis of curriculum. The calendar of events is differ from department to department depending upon the uniqueness of the subject under study. The quality of the education imparted to students is monitored and ensured through Internal Quality Assurance Cell (IQAC). Regular feedback is obtained from the stakeholders, with respect to the quality of the enrichment programmes which is further monitored and evaluated by the IQAC and necessary remedial measures are incorporated for implementation. Implementation

of curriculum is documented in proper way. Academic Calendar of all the departments and associations are documented in the students' hand book, classroom teaching is documented in the attendance book and diary, students project works are documented in hard copy of projects, home assignments are in the home assignments books, students' Seminar are in the form of list of seminar presenters, and signatures of student participants, documents of Guest lectures are in the form of programme list and student participant signatures, Field visits are in the form of list of participants and their signatures and so on. Student feedback on course curriculum is obtained to make teaching and learning more effective. For the effective delivery of course curriculum within the stipulated period of semester, every faculty member need to submit Conspectus at the beginning of the semester. Similarly, Daily Dairy, students attendance register is to be submitted to Principal by every subject teacher at the end of the month.

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

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Nil	Nil	01/01/2016	0	Nil	Nil

### 1.2 – Academic Flexibility

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

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	01/12/2017
<a href="#">View File</a>		

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	Nil	01/12/2017

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

### 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Nil	01/12/2017	Nil
No file uploaded.		

#### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Economics	90
BA	Education	65
BA	Kannada	153
BA	Psychology	12

## 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	No

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

### Feedback Obtained

Performance of College is increasingly judged on the basis of effective learning outcomes. Feedback mechanism is essential to know whether the College is delivering good performance and imparting quality education. Hence, the College made a policy decision to make feedback forms available for different stakeholders to analyze the institutional performance on different fronts. The feedback forms are circulated to all stakeholders during the particular semester i.e., students and parents. Feedback forms duly filled are collected and analyzed statistically data is compiled either at department level or at institutional level by the IQAC. In every semester the feedback analysis is forwarded to the Principal for further process and action. The feedback regarding the curriculum is taken from final year students which are analyzed at the departmental level. On the basis of their suggestions, seminars, workshops, guest lecturers etc., are conducted to enrich their learning experience and perform to their maximum potential. Students are also taken for field/industrial/krishi Mela to bridge the gap between academia and industry. This helps to make study more practical and reduces the gap between theoretical knowledge and practical application of the same. Teachers' feedback regarding the curriculum is taken and analyzed at syllabus revision committee members of the University. Feedback from parents is collected every year in Parent's Teachers Meetings. The data that is collected is analyzed and compiled at institute level and necessary suggestions are deliberated. The sampling copy of feedback on course curriculum is uploaded on college website.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Arts	240	244	207
<a href="#">View File</a>				

### 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
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2016	541	Nil	12	Nil	Nil
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## 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
12	8	10	4	3	15
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

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

Kittel Arts College, Dharwad is committed to enabling students to access support mechanisms to meet their academic needs. This policy applies to all mentors and mentees who take part in the programme. It aims to ensure that students have the opportunity to work with a mentor who will offer support and guidance on academic issues. Thus, a personal relationship is created for better understanding of the student's aspiration, strengths and weaknesses. The College is committed to regularly reviewing the effectiveness of the student Mentoring Policy and procedures and making adjustments as and when necessary in response to the needs of those involved. This Policy is underpinned by the following key principles:

- Our students must be supported to achieve their potential while at College, in an environment where their wellbeing is fulfilled
- Students who are at risk of drop-out will have the opportunity to work with a mentor whose role will be to provide them with additional support in academic issues.
- There is an evaluation process for assessing the effectiveness of mentors and mentoring program and also for identifying the possible challenges.
- Sharing of mentee Information- In case the mentor leaves, the information about the mentee needs to be shared with the new mentor. There is a handing over form which needs to be signed by both the new and the old mentor.

Responsibilities of a Mentor: ? Each student is to be allocated a faculty mentor at the time of admission. ? A mentor will provide support to 35 mentees. ? The mentors should try to understand their mentees and help their mentees settle well in the new environment. ? The mentor will act as a guide, coach and role model for the mentees. ? The mentor should interact periodically with the trainee to review experience gained and set objectives for the next period ? The mentor will play a critical role in the mentees' Internship and Placements by helping them prepare for the professional competence programme. ? All mentors should keep a confidential data sheet about their students which records a report of mentoring done by the teachers. ? These reports should be periodically evaluated by a team of senior teachers and its effectiveness should be monitored by a committee consisting of the Principal, Staff and the IQAC.

Responsibilities of a Mentee: ? Mentees should be regular and punctual for meetings with the mentor. ? They must adhere to the Mentoring Programme procedures. ? They must attend training as directed by the mentor. Note: Impact of the Mentoring mechanism has helped good number of mentees improvisation in academic performance semester wise.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
514	12	1:43

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
25	12	13	Nil	9

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

Year of Award	Name of full time teachers receiving awards from state level, national level,	Designation	Name of the award, fellowship, received from Government or recognized
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	international level		bodies
2016	Dr.Raju.G	Assistant Professor	"Mahatma Fule Talent Research International Award" from Fule Academy Nagapur.
2016	Dr. V.I. Shaikh	Associate Professor	excellent literary achievement from Hindi Pratishtana Nepal
2016	Dr.Raju.G	Assistant Professor	Felicitations for special contribution on Literature and Social services by Honorable Shri. Basavaraj Horatti, Member of Legislative Council, Govt.of Karnataka.

[View File](#)

## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	1	Semester	18/05/2017	12/07/2017

[View File](#)

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

As per the guidelines of Karnatak University, Dharwad, State Karnataka the institution appointed college internal exam Superintendent for smooth conducting the Examinations and making policy decisions in regard to organizing examinations, improving the systems of examinations. Institute Adopted Centralized Continuous Internal Evaluation (CIE) System to assess student's development in each semester. The institute has internal exam committees who made aware of the CIE and evaluation process. The orientation programmes are conducted at the beginning of the semester and also conducts induction Programme. Convener of Internal Exam Committee inform to students 'examination pattern, schedule and regulations Academic Calendar with Exam dates. Schedule Display in the College Notice Board, and website. Result Analysis is done by the Convener of Internal Exam Committee and class teacher after the Test. The Principal conducts Review Meetings department wise to give necessary feedback for the improvement of students' performance. Whenever necessary, the teacher shall recommend the visit of the parent to the college for a discussion about the Student. Remedial Classes are conducted for the slow learners, absentees. Assessments of group discussions, seminars, assignments and periodically held written tests help to know the performance of the students and to take remedial measure if needed. Supplementary or RE- Examinations are conducted for the absent students. Higher achy of the officer for Continuous Internal Evaluation

system furnished below. 1. Principal 2. Chief Superintendent of Internal Examination 3. Convener and members of Internal Exam Committee 4. Class Convener (Assistant /Associate Professor)

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

The academic calendar is a very useful document, which contains the most important dates to guide the professors and students. Our academic calendars provide important information about teaching dates examination dates extra co-curricular activities under different societies/Cell/Units, semester-based and annual based examinations. Before the commencement of every semester respective departments prepare a detailed study plan/ Conspectus, assignments/Projects for the Students. On the basis of this the Professors' prepares a detailed timetable and academic calendar for the entire semester. Finally this is distributed to the departmental professors and the students and also made available on college Website. The effectiveness of the process is maintained through effective monitoring by the Principal. The Principal sees to it that all departments follows academic calendar. The college has a vibrant culture of instilling inquisitiveness, scientific temper and Research Culture among the students through different kinds of activities.

## 2.6 – Student Performance and Learning Outcomes

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

[https://drive.google.com/file/d/1-NRwDItg5hmggOidBy\\_XlAXEfleOVuyC/view](https://drive.google.com/file/d/1-NRwDItg5hmggOidBy_XlAXEfleOVuyC/view)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
1	BA	Arts	151	139	92.5

[View File](#)

## 2.7 – Student Satisfaction Survey

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

<https://drive.google.com/file/d/1dGv3n0Sm0cPQZyhfbpXeT2Z0JZ9dCX2j/view>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	0	Nil	0	0

[View File](#)

### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
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Nil	Nil	01/12/2017
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### 3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	02/12/2017	00
<a href="#">View File</a>				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	Nil	Nil	Nil	Nil	01/12/2017
<a href="#">View File</a>					

## 3.3 – Research Publications and Awards

### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
Education	4

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Economics	1	0
International	Education	2	4.16
National	Kannada	1	0
National	Library and Information	1	0
<a href="#">View File</a>			

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

Department	Number of Publication
Education	2
Economics	1
<a href="#">View File</a>	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	2016	0	Nil	Nil
<a href="#">View File</a>						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	2016	Nil	Nil	Nil
<a href="#">View File</a>						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	11	1	Nil
Presented papers	4	6	Nil	Nil
Resource persons	Nil	Nil	Nil	3
<a href="#">View File</a>				

### 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Participation in National Youth Festival	NSS Unit	1	5
Participation in SadhanaSamavesha Gov. of Karnataka	NSS Unit	2	80
Protest against murder of GouriLankesh	NSS unit NCC	2	150
Celebration of International Yoga Day	NSS unit and NSS cell, Karnataka University, Dharwad	1	25
Swachhta Awareness Rally	Youth Red Cross NSS NCC	2	50
Visit to Old age Home	Youth Red Cross	2	35
Project Work - "Marketing of Areca Nut "	Dept. Economics TSS, Sirsi ( co-operative society)	2	48
Visit to Krishimela	Dept of Economics. University of Agriculture of Science, Dharwad	2	60
Towards community Outreach programme	NSS, NCC and Dept. of Economics Gram PanchayatTegur	2	45

[View File](#)

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

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

[View File](#)

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachha Bharat Abiyana	NCC	NCC	1	125
Swachhata Pakwara	NSS unit and youth Red cross, NCC cell	NSS, Youth Red Cross	1	75
Health Awareness Rally	Youth Red Cross Gram Panchayat	Youth Red Cross	2	60

[View File](#)

### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Nil	Nil	Nil	0

[View File](#)

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Sharing of Research Facilities	Sharing of Research Facilities	CMDR, Dharwad	01/08/2016	01/08/2016	80
Course enrichment	Course enrichment	Dakshin Bharat Hindi Prachar Sabha, Dharwad	22/08/2016	22/08/2016	50

No file uploaded.

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers
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			participated under MoUs
Nil	05/12/2017	Nil	Nil
<a href="#">View File</a>			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
6	4.96

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
<a href="#">View File</a>	

### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
E-Lib	Partially	16.2	2011

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	17115	1142124	69	10669	17184	1152793
Reference Books	10904	749677	128	16243	11032	765920
e-Books	Nil	5000	Nil	5000	Nil	10000
Journals	8	6900	7	4400	15	11300
Digital Database	35	Nil	2	Nil	37	Nil
CD & Video	76	14016	Nil	Nil	76	14016
<a href="#">View File</a>						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module	Date of launching e-
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		is developed	content
Nil	Nil	Nil	02/12/2017
<a href="#">View File</a>			

#### 4.3 – IT Infrastructure

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

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	38	1	1	1	0	4	12	100	0
Added	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>38</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>12</b>	<b>100</b>	<b>0</b>

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

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

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Computer Lab, Digital Camera, Related Software	<a href="https://www.kittelartscollege.com/2017/01/agar-2016-17.html">https://www.kittelartscollege.com/2017/01/agar-2016-17.html</a>

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
4	3.92	5	4.76

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

Our College has adequate infrastructure to provide sound education in Arts stream. Managing committee makes policy in consultation with Principal to create and enhance the Physical infrastructure and learning resources. There are adequate classrooms and practical laboratories. The classrooms are spacious, well ventilated with adequate furniture. Laboratories are updated with equipment's. 2 multipurpose halls are well equipped and used for curricular, co-curricular and extracurricular activities throughout the year. The college has well equipped Gymkhana with indoor games facility. Playground for outdoor games is available. Whole campus is connected through Wi-Fi and free internet facility (100 mbps) is provided to students and faculty. The college has its own website: [www.kittelartscollege.com](http://www.kittelartscollege.com) The Library and Information Center is automated with the help of 'e-Lib version 16.2' Library software. Total no. of books in the Library and Information Center are 28,216 Journals, magazines, newspapers are subscribed and caliber e-books have been provided. Library and Information Center has its own website: [www.kittelartslibinfo.com](http://www.kittelartslibinfo.com) Access and visit to the library is monitored by smart cards for staff and students. Total area of the Library and Information Center

is 446 sq.mts and is air conditioned. It is equipped with 9 computers and 1 printer for the users. Free browsing in Network Resource Center is available. Access to e-resources through N-List INLIBNET is also available. LAN facility with secured Wi-Fi internet connection within the campus.

<https://drive.google.com/file/d/1SYTP9Xs8nmp8Hwj0h46yIADVtsFkUvn/view>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Poor Students Aid Fund	8	12848
Financial Support from Other Sources			
a) National	SC / ST Scholarship	110	268940
b) International	Nil	Nil	0
<a href="#">View File</a>			

#### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Bridge course	02/07/2016	350	Faculty members
Mentoring	13/08/2016	460	Faculty members
Personal Counselling	17/09/2016	4	Department of Psychology
Yoga and Meditation	21/06/2016	40	Physical Education Director
<a href="#">View File</a>			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2016	Coaching for Competitive examination	110	50	6	3
2017	Career Counselling	Nil	135	4	2
<a href="#">View File</a>					

#### 5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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



		redressal
2	2	3

## 5.2 – Student Progression

### 5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	Nil	Nil	Outside the campus for campus interview	10	3
<a href="#">View File</a>					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2016	42	BA	Kannada, History, English, Political Science.	PG Department, Karnatak University	MA, MSW, LL.B, B.Ed.
<a href="#">View File</a>					

### 5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	2
<a href="#">View File</a>	

### 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Walk for good health (Trekking)	Institution Level	100
Annual Sports Meet	Institutional Level	60
Cultural Week	Institutional Level	80
Rev. Kittel memorial Inter collegiate Debate Competition	Intercollegiate/ Inter university	30
<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 national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
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2017	Youth Festival	National	Nil	3	10	Ms. Sujatha, Mahima,
<a href="#">View File</a>						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The student council plays an important role in the activities of the students. It has six disciplines namely, 1) Out reach society 2) Literature Society 3) Sports Society 4) Fine Arts Society 5) Debate Society 6) Photography Society. There are 16 Associations are functioning in the college. Each association is headed by a convener, who will be a faculty member. The Secretary and Joint Secretary are selected on the basis of merit. The council gives enough opportunity to the students to inculcate research potentials and leadership qualities. The General Secretary and the Special Secretary are selected on the basis of their highest marks on the basis of their previous examination. The Students are visiting Old aged Home through the outreach society. Various literary programmes and competitions are conducted to develop literacy skill. The sport society focuses on the various activities relating sports and cultural activities. Department of Physical Education organized "International Yoga Day" in association with NSS and NCC Units of the college. Fine Arts Society gives sufficient scope for the students to expose their talent in cultural activities like collage, Rangoli, Music, Group Song, Western Solo, Quiz etc. Talent hunt is organized to recognize the skill and talent on the above mentioned activities. The recognized students are deputed to Youth Festival of Karnataka University, Dharwad and other cultural competition outside the college. For week and traditional Day are celebrated every year through Photography Society. The Debate Society every year organizes Kittel Memorial Day. Inter collegiate Debate Competitions is organized under same banner. The Women Empowerment Cell and Gender Sensitivity Cell of the college organize programmes to create awareness among the students on atrocities against women. The college published college magazine every year where the students can give articles on different topics under the guidance of the teachers. Through the Youth Red Cross Society our students actively participate in blood donation every year. In addition to this, student representative who is General Secretary for the current year is also taken into consideration in IQAC. Similarly students representation involved in Library Committee, Sports, Discipline, etc.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

110

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

13500

5.4.4 – Meetings/activities organized by Alumni Association :

Yearly two meetings are conducted where the Alumni members meet and give timely suggestions. Some Alumni members who are in key post are invited to the college to deliver lecture on career portal wing. During special occasion some eminent Alumni members are invited to the college to address and motivate students and

faculty. Some alumni also provide technical guidance and help the institution.

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

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

The College functions under the management of Church of South India, Basel Mission Higher Education Centre on the one hand and the Karnatak University UGC on the other. The curricula, syllabi and the calendar of events are specified by the University and the college adheres to the guidelines. The IQAC works as supreme body in planning and implementing academic policies, the functioning of the college is marked by an efficient internal decentralisation which works with the active role of Principal, IQAC along with the staff. The IQAC is a unique body that is actively working in collaboration with the Principal towards the upliftment of the College by formulating and implementing quality policies. The Principal and staff conduct several meetings and discuss the proceedings of whatever is on hand and shape the activities in view of the available resources.

**Academic and Curricular activities:** For Academic/Curricular activities at the micro level each head of the department discusses with his colleagues and brings the details to the IQAC and the Principal for implementation of the same with changes if any or as required.

**Extra-Curricular and Co-Curricular activities** For extracurricular and co-curricular activities different Committees that have been formulated for the smooth conduct of activities also draw up plans and further report the same to the IQAC Co-ordinator, who further reports to the Principal. To illustrate this point the student council worked under the guidance of Dr. S B. Nyamati who was the convener with Dr. Rekha Jogul as the member. There were several committees such as magazine and publication wing, degree evaluation, gender sensitivity and women empowerment, attendance committee, hand book, sports committee, etc., with specific convener and members. These committees also comprise the student secretaries too. The team work is reflected in all the activities of the college.

**Decentralisation:** Procedure of decentralisation is reflected in healthy autonomous work environment to illustrate this point the NSS could be referred to Dr. S B Nyamati, who is the NSS Officer has all the authority to delegate, distribute, plan and make decisions regarding the activities of the NSS. He organises annual camp in any one of the surrounding villages and undertakes all the responsibility of ferrying the volunteers and equipment's to the respective place. The daily activities of the unit are also effectively planned and executed autonomously by the NSS officer. General Staff meetings are conducted as and when the need arises and collective thinking facilitates decision making. A democratic and egalitarian system that marks every aspect of the College facilitates a transparent system. The defining, allotting and communicating of responsibilities happen concomitantly at all levels in the said meetings. The Student Council is a significant body that works in close proximity with the Principal and staff for the effective working of the College. Thus the Student Secretaries have a say in the activities of the College. Diverse external agencies are interacted with by the staff and their valuable suggestions are taken into consideration.

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

**No Data Entered/Not Applicable !!!**

### 6.2 – Strategy Development and Deployment

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

Strategy Type	Details

<p>Admission of Students</p>	<p>College has Admission Committee. Committee entrusted to follow the norms of university and government guidelines from time to time. Students are counselled while choosing subject combination at the time of admission. The institution has a transparent and well co-ordinated admission system. The college prospectus provides with the application for admission the prospectus is highly informative. The fee structure is determined by the University which is displayed in the prospectus. All the major activities conducted in the college during previous academic year are presented pictorially in the prospectus.</p>
<p>Industry Interaction / Collaboration</p>	<p>Organizing industrial visits and inviting resource persons from industries is a regular practice maintained in the college. During this academic year Handicrafts exhibition was arranged in the college to boost self employment culture among the students. Department of economics organizes industrial visits for the students. Placement Cell interacts with industries for campus recruitment. Industrial visits expose students to industries and their working.</p>
<p>Human Resource Management</p>	<p>During the current year, college has 14 permanent teachers as against 25 sanctioned post. The Management has empowered the Principal to recruit qualified and competent teachers as and when necessity arises due to superannuation, introduction of new subject by university, excess of workload. As and when administrative staff gets retirement, such post is unaided as per present government norms. For the smooth functioning of the institution, Management recruits competent staff for Administrative work.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>Library is fully automated equipped with library software E-lib version 16.2 multilingual with barcode technology, the latest audio and video technology along with the facilities of INFLIBNET, e-journals, e-books, OPAC, reprography, journal sections and digital sections are available. Teachers are downloading the reference materials through remote access. Library is also developed with Library website i.e.,</p>

www.kittelarts.lib.info.com through which students and faculty members access e-learning resources. College has a facility of e-resources with upgrade versions of Smart board, LCD's, OHP's, CCTV's, and wi fi connection etc. These amenities are maintained in good working condition. Smart class rooms are maintained in good condition and the auditorium / Seminar hall with the seating capacity of 300.

Research and Development

College IQAC regularly motivates every faculty members to present and publish research articles at reputed journal. The institution makes sustained efforts to inculcate, develop and enhance research culture and research aptitude among faculty members so as to become competent and professional teacher in the present scenario. During the year, college has organized special lecture on Research Methodology. In view of this, based on the recommendation of faculty members, necessary learning resources are made available at central library. The students are motivated to undertake project works through field works and literary studies. Research competency among staff is enriched by presentation and publishing of research papers.

Examination and Evaluation

Degree Evaluation Committee is formed in the college. It is headed by a Convener, timely notices are circulated to staff and students regarding internal examination. The committee adheres to the calendar of event for the conduct of scheduled internal examinations. The committee collects 2 sets of Question Papers from every teacher, one week prior to the commencement of internal examination and keep them confidentially. The same question paper is distributed to the Invigilator half an hour prior to the commencement of examination. Blocks are made and the students write the examination in an organized way as the seating arrangement is made based on the KUD registration numbers. The Degree Evaluation Committee collects evaluated papers and tabulated marks sheet by every teachers within 8 days of conduct of examination. In addition to the two internal examination as per university guidelines, some of the core subject teachers do conduct surprise

and unit test. In addition to the two internal examinations, student performance is also gauged through home assignment, in house seminar, etc.

Teaching and Learning

For effective teaching learning processes, college has facilitated 3 smartboard and enabled internet connectivity. Based on the suggestions and recommendations by students and faculty members, college procure necessary learning resources from time to time. College has organized professional training for faculty members i.e., effective usage of ICT. The IQAC regularly motivate faculty members to participate in seminars, symposia, conferences etc. Good number of research articles published by faculty members. The stakeholders, parents, students and alumni give suggestions and these are being considered and sent to the university as some of our staff members are part of the BoS, Karnatak University, these are endorsed and many a time the university implements such proposals as per requirement. The faculty members are deputed to attended various academic programmes to enhance their teaching skills not only this but also they visit different universities to render their expertise in their subjects some of them are invited as a question paper setters and evaluators for Karnataka Public Service Commission. Such things considerably enhance their academic acumen.

Curriculum Development

Some of the faculty members are in the panel of BoS of affiliating university. For the development of the course curriculum, as and when BoS meeting organized by the university, faculty members have suggested for modification of course curriculum (ex.: Department of Kannada, Sociology, etc.) To enrich the course curriculum, the Department of Economics, Education, History conduct field trip based on the course curriculum. Students have projects / field work as part of their course. The respective members of faculty give projects to students and they work on their projects at any particular industry. Moreover students engage in interface with industry. The college takes keen interest in inculcating quality improvement

strategies among the student communities. This could be illustrated in the induction programme that is conducted every year for the first semester students. This programme comprises ice breaking, introduction of the college and the facilities, goal setting, rules and regulations, group discussions and the like. This programme empowers them to develop a strong confidence and rapport between themselves and with teachers respectively. The bridge course conducted by every teacher in respective subjects enable students to develop adequacy to undertake the semester curricula.

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

E-governance area	Details
<p>Planning and Development</p>	<p>Annual calendar of events of the college is prepared and displayed in the college website. Plan of action for the overall development of the institution is also prepared by the IQAC and uploaded to the college website.</p>
<p>Administration</p>	<p>In the process of administration and planning ICT is used, student data is maintained online student admission software is being used for recording and maintains student data. Institute uses personal e-mails important notices and reports are also circulated via e-mails. E-governance is the integration of Information and Communication Technology in all the working processes of the system. It aims to minimize the manual efforts and improve the communication, create transparent system, and to be cost and time effective.</p>
<p>Finance and Accounts</p>	<p>Accounting software TALLY is used for accounting, as well as internal and external audit.</p>
<p>Student Admission and Support</p>	<p>Student admission forms are used by the college to create a student data base.</p>
<p>Examination</p>	<p>E-Governance marks every aspect of evaluation and examination. The generation of hall tickets are generated online thus semester end exam process is E-governed. The internal test/practical marks are uploaded on university portal.</p>

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2016	Nil	Nil	Nil	Nil
<a href="#">View File</a>				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2017	Digital Payments and Income Tax and tax saving methods and techniques	Digital Payments and Income Tax and tax saving methods and techniques	04/03/2017	04/03/2017	13	5
<a href="#">View File</a>						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
ETI training programme for NSS officers	1	28/07/2016	03/08/2016	7
NCC Annual Training Camp- II	1	11/07/2016	20/07/2016	10
<a href="#">View File</a>				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
14	Nil	7	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
(1) Promotional benefit as and when due to any	(1) Promotional benefit as and when due to any	(1) Poor Aid Fund provision (2) UGC Book



staff. (2) Scope for pursuing higher education i.e., M.Phil., Ph.D., etc. (3) Loan facility from Co-operative Credit Society. (4) Professional Training programme from time to time. (5) OOD facility for professional training, participation in seminars, workshops, etc. (6) Retention of temporary teaching staff.

staff. (2) Loan facility from Co-operative Credit Society. (3) OOD facility for professional training.

bank (3) Remedial Classes (4) Mentoring System (5) Coach for extra curricular activities.

#### 6.4 – Financial Management and Resource Mobilization

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

The college conducts both internal and external financial audits on regular basis. The Management believes in continuous monitoring of financial aspects of the college. External audit was conducted by the Chartered Accountant Shree Udupa, further the Joint Director, Collegiate Education, Government of Karnataka conducts audit.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

0
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#### 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Joint Director, Collegiate Education, Govt.of Karnataka	Yes	Management, Principal and IQAC
Administrative	Yes	Joint Director, Collegiate Education, Govt.of Karnataka	Yes	Management, Principal and IQAC

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

Annual Parent Teachers Association meetings are conducted. Further the parents are telephonically apprised of their wards' academic performance. College Attendance Committee regularly updates parents about the shortage of attendance of their ward. This helps in creating awareness among the parents as well as

students and helps in effective monitoring any indiscipline. As a result of parent teacher bonding, most parents attend the annual social gathering and NSS camps conducted by the college. The following activities were suggested by the parent teachers association. 1. Formation of Eco Club 2. More number of activities on Women Empowerment 3. Suggested for more physical fitness to face competitive examinations to get employed at Police Department.

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

1. Monitory Awareness Programme 2. Fee Concession for their Students 3. Additional salary on the occasion of festival.

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

1) New library building under construction 2) Staff is being trained to make better use of ICT tools 3) As a mark of beautification of the campus, college has developed lawn. 4) Good number of saplings made at neighbouring villages. 5) Conducted Essay competition on Environmental Awareness. 6) Invited academicians, professional to deliver lecture based on course curriculum. 7) Screening of prescribed text related feature films by department of Kannada and English. 8) Significant creative contributions of the students in the form of publishing three creative books entitled (a) Chambelakina Kavi, (b) Dharwad Darshana and (c) EnglishKannada Banking Dictionary of practical usage. 9) Live telecast and analysis of CentralBudget of 201718 to develop analytical skill among the students. 10) Rev. Ferdinand Kittel Memorial InterCollegiate debate competition conducted to enhance cocurricular activities and research culture among the students. 11) Swachh Abhiyana in college campus and adopted village to develop Social service, Attitude and Leadership quality among the students.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2016	Screening of prescribed text related feature films by department of Kannada and English.	02/07/2016	08/08/2016	08/08/2016	150
2016	Significant creative contributions of the students in the form of publishing three creative	02/07/2016	01/09/2016	01/09/2016	120

	books entitled (a) Chambelakina Kavi, (b) Dharwad Darshana and (c) English-Kannada Banking Dictionary of practical usage.				
2016	Live telecast and analysis of Central-Budget of 2017-18 to develop analytical skill among the students.	02/07/2016	19/09/2016	19/09/2016	75
2016	Rev. Ferdinand Kittel Memorial Inter-Collegiate debate competition conducted to enhance co-curricular activities and research culture among the students.	02/07/2016	13/12/2017	13/12/2017	170
2016	Swachh Abhiyana in college campus and adopted village to develop Social service, Attitude and Leadership quality among the students.	02/07/2016	09/01/2017	09/01/2017	80

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

## 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Special Talk on "Challenges for Women in the 21st Century"	23/03/2017	23/03/2017	80	90

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
3KV

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Scribes for examination	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2016	1	1	21/10/2016	1	Visit to Equip India Rehabilitation centre, Hubli	Interaction with the differently abled people	27
2017	1	1	16/03/2017	6	Adopted village Mugad	Community Work - Cleaning of sewage which worth Rs 1,15,000/-, Awareness programmes on Health, Hygiene, Sanitation, Preservation of Natural R	52

						resources, Construction of Toilets and educating the natives on personal Hygiene,	
2017	1	1	29/01/2017	1	Morab Village	Rally to create awareness regarding preserve water resources	41
<a href="#">View File</a>							

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

Title	Date of publication	Follow up(max 100 words)
Handbooks - Conduct for students and teachers	01/08/2016	Code of conduct for students is displayed at the main entrance of the campus. The same also is published on college website. In addition to this, at the time of induction programme, IQAC inform about the code of conduct for students. College has published code of conduct for students on Students Handbook.
Code of Conduct for Staff	01/08/2016	Code of conduct for permanent staff is strictly followed as per KCSR. Every permanent staff is made known about their code of conduct as prescribed under KCSR. Similarly, a separate rules and regulation is framed with the support of IQAC and Management guidelines, for management staff.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Environmental Day	06/06/2016	06/06/2016	90
International Yoga Day	21/06/2016	21/06/2016	125

Sadbhavana Diwas	01/09/2016	01/09/2016	150
Rashtriya Ekta Diwas	31/10/2016	31/10/2016	200
National Youth Week	12/01/2017	18/01/2017	150
Voter Day	25/01/2017	25/01/2017	120
<a href="#">View File</a>			

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

- Plantation of plants at campus and plants were distributed.
- Notices promoting eco friendly atmosphere are displayed at various places in the college
- Plastic free zone.
- Old answer scripts and assignment books are directly sold to the paper mills.
- Students are motivated and encouraged to make use of public transport and bicycles.

### 7.2 – Best Practices

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

**Title of the practice: 1. Induction Programme 2. Environmental Awareness Programme**

**1. Induction Programme** • The context that required the initiation of the practice(100 - 120 words) The programme is aimed at inducting the fresher's, wherein the newly admitted B.A.I Semester students are given a formal welcome. It is similar to the bridge course as most of the students hail from a rural background and should be acquainted with the new environment. Moreover they should also be acquainted with the K.U.D Semester system. The sea change from one system [PUC and XII standard] to another [B.A. Semester course] requires some amount comprehension and adjustment.

• **Objectives of the practice (50 - 60 words) :** The main objective of this practice is to make the students understand and adjust to the Degree College with its code of conduct, to vocalize their aims or goals about education and life in general. The whole system, the rules and regulations of the affiliated University, the Government of Karnataka rules and the College, with the Management and essential Code of Conduct are all oriented in an enhanceive manner. The various departments, associations/societies, Library, NCC, NSS, administrative establishment [office], scholarships/free ships and hostel facilities are oriented.

• **The Practice(250 - 300 words):** The Induction Programme is conceptualized for a whole day. It commences with a short inauguration which does not take more than an hour. The whole group is then divided into four or five groups under the leadership of few staff members they disperse from the auditorium and occupy the particular lecture halls allotted for each group. The staff members act as facilitators and accompany the groups to the allotted lecture halls. Initially there is an Ice-breaking practice where the students get acquainted with their classmates (as the students are from different colleges/places/linguistic background). The Ice-breaking is crucial because the students have inhibitions, which they overcome towards the close of the programme. The college and all its facets are introduced to the students. The mission, vision and values of the college are driven home by the students. Light is throwing upon the significance of Rev. Ferdinand Kittel and his contribution to Kannada Language. To commemorate his service college is named after him. The government and university rules are explained to the students. The group is then divided into further micro-groups and they are instructed to discuss regarding their aims/goals and meanwhile introduce themselves. The groups are re-shuffled. They chose a spokesman for each group. Each of them, unless denied is invited to the Dias, later to speak about themselves. The students are made to open up their interests, goals and aspirations. It is a foundation principle for further work to move on to attain their goals. Each of the faculty specifically the

Librarian, Physical director, NCC and NSS officer visit each group and orient the students regarding the respective field and its opportunities. Thus students have voiced out of their sense of empowerment soon after the Induction programme. Students feedback is collected and eventually the valediction takes place, where the students are given an opportunity to voice out their opinions about the Induction program.

- Obstacles faced if any and strategies adopted to overcome them(100-150 words): The students are initially very hesitant to speak up and some of them do not open up. However, after much coaxing, they do voice out their concerns. Some of the students are among the first generation of educated/literary members of their families. Such students experience a diffidence which is ousted by our faculty with much counseling and understanding. Sometimes, some student's require a post-induction counseling too. The main obstacle with some students is their idealistic approach rather than practicality. The faculty members are cautious to identify such students and counsel them to channelise them towards academic excellence.
- Impact of the practices (100-150 words): The students develop confidence and enthusiasm to attend regular classes. They also voice out their pride and sense of gratitude to be a part of our College as the name of Kittel and his lexical contribution to Kannada literature creates in them a sense of august pride of the Kannada language and their achievement of obtaining admission in this college. They are also further motivated to study Kannada literature and excel in creative writing. They develop rapport with the staff to such an extent that there can be instances of one to one counseling. They develop a healthy attitude towards their classmates/seniors. There has been identified a transformation in their overall personality. The Induction Programme acts as an eye-opener to their potentials and possibilities. After the Induction programme creates an awareness of the NCC, NSS, the career opportunities, they participate whole heartedly. They also involve themselves in co-curricular activities.
- Resources required: The guidelines of the UGC, facilitators, lecture halls, financial assistance for brunch etc.

2. Title of the practice: Environmental Awareness

- The context that required the initiation of the practice(100 - 120 words): To create awareness of a green and clean environment, a drive to save the environment, natural resources and help build an eco-friendly life- style. To work towards environmental conservation, to educate the students to use the procedures that are safe for the environment, to develop respect and love for green environment, to understand the crucial needs of the present world in terms of the environment, to educate the millennial about the hazards of environmental pollution and the need of the hour to rise and protect our environment.
- Objectives of the practice (50 - 60 words) : The Eco-club was established in order to educate the students regarding environment. The students are created awareness of the healthy benefits of clean surroundings, to minimize material use, plastic use and waste production. It also visualizes the protective care of the students health, not only this, it conceptualizes the significance of educative measures to minimize hazards of disasters and remedial measures to be undertaken. As most of the students come from agricultural background, the orientation of the significance of renewable resources such as the three R's - Refuse, Renew and Reuse comes in very hand, where many a time they take appropriate steps towards saving renewable energy sources.
- The Practice(250 - 300 words): The Environmental Awareness Programme is conceptualized for a whole year. It commences with the enrolment of the students. This enrolment takes places at the time of admission, where the students are initiated to enroll in two of the Six Societies. The club begins its activities with a formal inauguration. The convener orients the students about the objectives and significance of the club. The inauguration took place on 6th October 2016 at a very appropriate junction that is the College garden. It comprised Oath-taking Ceremony the oath being solemnly taken by students and faculty alike to work towards the preservation of nature. It was marked by plantations. The Eco-club and its

activities being sprawled out throughout the year in the form of various activities such as: i. On 5-08-2016 World Environmental Day was observed and Vanamahostava Programme was organised at KUD in which our college NSS unit participated. 38 volunteers participated. ii. On 14-08-2016 Swatchata Abhiyana involving massive cleaning of College campus. iii. On 8-10-2016 essay competition on Environment protection was conducted by the Eco- club where 37 students participated. iv. On 20-03-2017 special lecture on "Climatic changes and its effects." The above said awareness is not only furnished during the College hours to our students, but also in turn this awareness is imparted to the rural people at our adopted village, specifically during the NSS annual camp. This awareness is imparted there in terms of cleanliness drive undertaken with apt slogans being displayed street-plays and skits are organised to drive home the significance of environment hazard and its affects. • Obstacles faced if any and startegies adopted to overcome them (100-150 words): The obstacles may be such that the cleanliness drive undertaken in our adopted village may not be adequately maintained by the people there. However, efforts have been made to motivate the Gram punchyat members to take appropriate steps towards maintenance. The in-campus plantations and cleanliness is appropriately maintained by our menial staff. • Impact of the practice: The impact of the practice has been tremendous in inspiring our students to live and maintain an eco-friendly environment. Not only do they help cooperate in raising a clean and green environment, but also they are enthusiastic about spreading the same message in their own village and hostels. The NSS unit has been practically very successful in driving home the message to the rural people in our adopted village, the College campus is evidence enough to the enthusiasm of students in setting up a clean and green environment. • Resources required: The resources required are the following: Adequate man-power which comes in the form of eco-friendly minded students, staff and menial staff, which is available. Saplings are procured from the department of Horticulture. The students were suitably inspired by the motivating speech of an environment activist and saplings were also

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

[https://drive.google.com/file/d/1e\\_cs75yN0-NACr7UnmgVADvVmojVjPwO/view](https://drive.google.com/file/d/1e_cs75yN0-NACr7UnmgVADvVmojVjPwO/view)

### 7.3 – Institutional Distinctiveness

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

The institution lives by its august principles of "Not to be served but to serve". Hence, it caters to the educational requirements of the rural people, as the location of the college is very apt and hence convenient for most students who commute from their village daily. Another distinctive vision of the College is to put the students at the heart of our entire venture and to prepare them to achieve their highest potential. This is manifested in the success achieved by our alumni, who have occupied many significant positions in society, government and nation at large. Under the jurisdiction of Karnatak University, our library is updated with automation and is appreciated by huge number of visitors from neighbouring colleges, faculties from Karnatak University, etc. The Library has provided the N-list programme, e- resources service to the students through the Caliber E- Books management. This service is very helpful to the students as they can access e-books throughout their career, that is, even after the completion of their three year graduation course.

Provide the weblink of the institution

<https://drive.google.com/file/d/1Nn3xkebzH--yU4R43mllCImWBwFZx6T7/view>



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

To conduct inter collegiate university level tournaments To encourage the Students to conduct project oriented field work/Programme /Interaction. To organize Awareness exhibition/ Rallies/Special lectures series/Creative Drama programme for the students To promote more number of activities under/Cells/ Units/Departments To enhance provision to optimum utility of technology in Teaching -Learning Process. To promote research culture of the among staff and students