



NOT TO BE SERVED, BUT TO SERVE

**C.S.I, K.N.D, B.M.H.E.C.'s**

# **KITTEL ARTS COLLEGE, DHARWAD**

Accredited with CGPA of 2.72 on four points scale by 2<sup>nd</sup> cycle of NAAC

## **ACADEMIC AND ADMINISTRATIVE AUDIT**

### **REPORT-2021-22**



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**PRINCIPAL**  
**Kittel Arts College,**  
**DHARWAD-580001**

## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT



### 1. Introduction:

UGC five year plan document has emphasized the importance of Academic and Administrative Audit and directed all the higher education institutions to subject themselves to this process every year. It is indeed a good gesture on the part of KITTEL ARTS COLLEGE

The Academic and Administrative Audit Committee for the year 2021-22 consisting of the following members were constituted for AAA on 20 August 2022.

1. Dr. M.B.Kothale – Chairman
2. Shri. Nivas Mhalunge - Member

### Major Objectives:

- To understand the existing system and assess the strengths and weaknesses of the Departments and Administrative Units and suggest the methods for overcoming the weaknesses.
- To identify the bottlenecks in the existing administrative mechanism and to identify the opportunities for academic reforms administrative reforms and examination reforms and so on.
- To evaluate the optimum utilization of financial and other resources.
- To suggest the methods for continuous improvement of quality keeping in mind criteria and reports by NAAC and other bodies.

The meeting of the AAA Committee was fixed on 20<sup>TH</sup> August 2021. The Committee had a formal meeting in the office of the principal. The principal presented the overall developments and emphasized the progress made in the academic year 2021-22 in all spheres of activities. Members of the Committee discussed the procedural issues and began their exercise as per the program schedule prepared by the Coordinator, IQAC.

### **AAA Visit Schedule is attached in last page**

The AAA committee visited Departments, Labs, NCC, NSS, Library, College office etc. The Principal, IQAC Co-coordinator and faculty members made PPT





presentation about the performance of their respective departments and the members of the AAA Committee interacted with them to assess the academic and administrative performance of the college. The AAA Committee interacted with all stakeholders namely Faculty, Students, Management and Alumni to assess the academic and administrative performance of the college. Other common facilities like drinking water, Separate Staff rooms/Wash rooms for Gents and Ladies, ICT/Smart class rooms, Ventilation and lighting LCD bulbs, Green Initiatives etc. The Committee verified the facilities provided for the students of SC, ST, OBC, Minorities and female students

The Committee after completing all stages of inspection and interactions prepared the AAA Report covering the summarized observations and recommendations.

### **About College:**

KITTEL ARTS COLLEGE was born on July, 1st 1988 as a result of the bifurcation of the erstwhile Kittel College into Kittel Arts College and Kittel Science College. The College is managed by Karnataka Northern Diocese, Church of South India, Basel Mission Higher Education Centre, Dharwad and Affiliated to Karnatak University, Dharwad. Bishop Rt.Rev.Dr.Martin.C.Borgai is the President of the BMHEC. The Basel Mission Higher Education Centre is registered under Bombay Public Trust Act 1950 at Assistant Charity Commissioner's Office, Belgaum as a Trust E-39(DWD). The institution is named after the celebrated Kannada Savant and lexicographer Rev.Dr.Ferdinand Kittel (1832-1903), who came to India as a missionary in 1853; he was deputed by Basel Mission, Germany. He soon gained mastery over the South Indian languages and compiled the voluminous and important Kannada-Kannada-English dictionary (1894). His life and teaching set an example to the young students to emulate. The College is situated on the State Highway 73 erstwhile known as Poona-Bangalore National Highway No-04 and is within walking distance from any part of the city and accessible to all the necessary facilities. The institution aims at imparting a sound



learning and liberal education. It provides instruction in Arts stream at the under-graduate level leading to Four years BA Degree under NEP and Three years BA Degree under CBCS Scheme. The College aims at scholarship, fellowship and leadership. Its cardinal desire is to develop an all-round personality of the young people with spirit of dedication for service. Hence our motto **“NOT TO BE SERVED; BUT TO SERVE”**.

### **VISION**

To be an outstanding institution, providing the youth sound education in Arts faculty, aiming at an all-round development of personality with a spirit of dedication for service,

### **VALUES**

We commit ourselves to four guiding values:

- **Student Focus:** To put students at the heart of our venture, and prepare them to achieve their highest potential and measure our achievements by their success.
- **Excellence:** To achieve highest quality in what we do through diligent effort, both individual and collective.
- **Leadership:** To develop leadership qualities for a desired future and motivate them to harness their potential.
- **Learning Centre:** Commitment to learn, adapt and change as a means to continuous improvement

### **MISSION**

- ❖ To impart quality education keeping in mind the needs of the present and emerging global village.
- ❖ To strive for higher achievement and greater success in their endeavours
- ❖ To create mutually beneficial relationships with alumni and competitive society

### **Aims and Objectives of the College**

- To cultivate the basic qualities of character and strong personality

and sense of moral and spiritual values.

- To create awareness in them of the socio-economic needs of the country and of the less privileged in a spirit of sharing.
- To enrich creativity and love of learning, right attitudes and interests and essential skills.
- To work for national and international integration and develop the vision of a better world.

### **General Tips to Students**

- Keep in touch with the day-to-day activities of the college. Look at the notice boards WhatsApp Group and website for announcements etc.
- As a college student, you have a duty to cultivate a high standard of conduct and behavior.
- Be courteous and considerate to others and follow all the rules and regulations cheerfully.
- Participate actively in all the programmes of your club and association. The least you can do is to be present at the programmes.
- Regular attendance is essential. Do not be absent from working days except for valid reasons.
- Maintain and uphold the dignity and fair name of your College.
- Every student of this College should note that his/her admission to the next higher class will depend on his/her progress, conduct and behavior in each year of the study being satisfactory, as judged by his/her teachers and the Principal.





## Staff List 2022-23



### Academic Year 2021-2022

Sl.N	Name of the Full –time teacher	Designation	Nature appointment (Against Sanctioned post temporary permanent)	Name of the Dept	Remark
1	Dr.Rekha.M.Jogul	Principal	Permanent	Kannada	
2	Dr.M.C.Nandeesh	Associate Prof.	Permanent	Psychology	
3	Dr.Ruth.S.Paul	Associate Prof.	Permanent	English	
4	Dr. V.I.Shaikh	Associate Prof.	Permanent	Hindi	
5	Dr.Kavita. V.Chandgude	Associate Prof.	Permanent	Hindi	
6	Dr.C.P.Manohar	Associate Prof.	Permanent	Economics	
7	Dr.H.B.Neelgund	Associate Prof.	Permanent	Geography	Deputed to Higher Education Academy, Dharwad on 1 <sup>st</sup> June 2016
8	Dr.S.B.Nyamati	Assistant Prof	Permanent	Economics	
9	Dr.Raju.G	Associate Prof.	Permanent	Education	
10	Prof.Danielpraveenkumar	Associate Physical Director	Permanent	Physical Education	
11	Dr.M.H.Mulla	Associate Prof.	Permanent	History	
12	Dr.Rajesh.N.Turmari	Asst Prof.	Permanent	Libray	
<b>List of Temporary Faculty</b>					
13	Shri.Avinash..D.Hamsagarshettar	Lecturer	Temporary	Political Science	
14	Shri.Subrahmanya.Bhute	Lecturer	Temporary	Political Science	
15	Shri.Arun.Sadab	Lecturer	Temporary	History	
16	Dr.Sunita.Vibhuti	Lecturer	Temporary	Education	
17	Smt..Patima.Mannasaheib	Lecturer	Temporary	Sociology	
18	Shri.Azmat BabaKhan	Lecturer	Temporary	Sociology	
19	Shri.Chaitra	Lecturer	Temporary	Psychology	
20	Smt.Annapurneshwari.Garag	Lecturer	Temporary	Geography	
21	Shri.Arpit.Garag	Lecturer	Temporary	Geography	
22	Shri.Shridhar	Lecturer	Temporary	Geography	
23	Shri.Devaraj	Lecturer	Temporary	English	
24	Shri.Chinnareddy	Lecturer	Temporary	Kannada	
25	Shri.Shrinivas.Pujar	Lecturer	Temporary	Kannada	

## Academic Audit:

### PART –A: GENERAL INFORMATION

Courses of Odd and Even semester of 10 departments were audited. The process of Audit was done by Academic Audit Committee. Information about the number of course & combination list is given below.

#### PROGRAMMES / COURSES OFFERED

Programmes/Courses Offered			
<b>1. B.A Undergraduate Programmes (UG) Under NEP</b>			
Kannada	Geography	Hindi	Sociology
English	Political Science		Psychology
Economics	Education		
History			

Programmes/Courses Offered			
<b>1. Undergraduate Programmes (UG) Under CBCS</b>			
Economics	Education	English	
History	Sociology	Hindi	Geography
Political Science	Kannada	Psychology	

#### STRUCTURE OF UG PROGRAMME

- Semester system for UG with CBCS for 3year
- Semester system for UG with NEP for 4 year
- Frequency of curricular changes  
5 years for UG  
3 years for languages in UG
- 2 Faculty members have participated in syllabus redesigning workshop.
- Feed back on curriculum

#### STUDENTS STRENGTH 2022-23

Name of the Programme	Total number of students admitted
BA	743



### **OBSERVATIONS:**

- Institution should encourage faculty members for research
- Institute should provide language lab

### **SUGGESTIONS:**

- Faculty positions needs to be filled in.

### **NUMBER AND TYPES OF RESOURCES PROVIDED TO THE STUDENTS:**

#### **OBSERVATIONS:**

The Types of Resources Provided by Course Teachers Were As Follows

<b>Types of Resources Provided to the Students</b>	
01	E-Resources
02	Source Books
03	Text Books
04	Faculty published Books
05	PPTs
06	e-Links
07	Web links
08	Prepared Notes
09	Research Articles
10	Documentary notes
11	Pre recorded Audio and Video Clips
12	Film strips
13	Self recorded Audio and Video Clips

### **SUGGESTIONS ON COURSE RESOURCES**

Nil





## PART - B

### TEACHING – LEARNING PROCESSES

Teaching methodologies adopted by the faculty-members should focus on developing skills in students besides giving information. To bring about effective learning, numerous pedagogies of teaching – learning should be adopted.

### TEACHING-LEARNING PEDAGOGIES USED BY FACULTY

#### Teaching-Learning Pedagogies Used By Faculty

A student-centered method focuses on the needs, abilities, interests, and learning styles of the students. Accordingly, the teachers use skill based methods such as introducing, demonstrating, and citing examples and exceptions, hypothesizing, reporting, conjecturing, conforming, contrasting, explaining, elaborating and concluding. The experimental learning develops highlighting or emphasizing, prompting to encode different entities as equivalent among learners and also provides models to emulate and opportunities for performance to the learners. The following Methods have been adopted.

#### Experimental Learning

- Skills Oriented Program
- Field Visits
- Internships
- Service learning
- Industrial Visits
- Power Point Presentation and Videos
- Video Lectures Available on Internet
- Practical as Required

#### Participative Learning

- e-Learning



- Enquire based learning
- Discovery based learning
- Case based instruction
- Active learning
- Group Discussions
- Student Seminars
- Stage Presentation
- Hold a Competition
- Formation of Students' subject wise clubs/association
- Project Assignment
- Interaction with Alumni
- Reviewing of Subject Articles.
- Poster Presentation.
- Do role play
- Method of Attempting Questions in Examination.
- Field Visits and Educational Institute Visits.

### Problem Solving Methods

- Home Assignments
- Projects
- Library
- MCQ on Google, Software for Online Tests
- Communication Skills Development
- Using Class Tests and Explaining Accordingly
- Question Answer Session.

### ICT based Teaching-Learning Methods:

- Screening of motivational videos and films.
- Demonstration by using Audio, Video, Charts, and Models.
- Lecture Capture Methods.
- Creating Study Group to Share the Knowledge.



- Google Classroom
- QR Code
- Posting of Lectures Captured on YouTube

## **OBSERVATIONS**

- ICT facilities are available and utilized along with traditional teaching methods.
- Students Seminars, assignments and Field visits are regularly conducted.

## **SUGGESTIONS ON TEACHING – LEARNING PROCESSES**

- In view of the ever elevating standards and benchmarking of the education system across the globe, at least the advanced learners of the institutions be given the research aptitude even during their undergraduate studies.
- The novel methods in the Teaching-Learning pedagogies like: “Mind Mapping” and Problem based learning or Outcome based Education like “Bloom’s Taxonomy” can be adopted to rightly address the needs of both the slow and advanced learners.

## **PART – C**

### **EVALUATION PROCESS**

**The central & Semester End Evaluation Process is followed by University norms & the internal evaluation mechanism is as follows:**

The students are informed about the evaluation process of university during classroom interactions. Scheme of evaluation is made available to the students at department level. Most of the faculty members participate in evaluation of answer papers at University level. The college ensures that all the stakeholders are aware about evaluation processes that are operative in our college.

- A listing of the relevant mechanisms in place in relation to this aspect is enumerated here.





- In the course of Orientation Programme at the beginning of the academic year all the rules and regulations of evaluations system are explained to the students.
- Mode of evaluations and scheme of valuation are made available to the students.
- The schedule of tests and Semester End Examination is mentioned in the calendar of events of the college.
- The institution adopts every reform process initiated by the university.
- The major reforms initiated by the University that have been adopted and those that have been initiated at the institutional level are listed below.  
Question papers for conducting practical examinations are set by two examiners – one internal and the other external to ensure sanctity of the process.
- Results are declared within 15 days from the completion of examinations.
- Internal assessment marks are uploaded to the evaluation portal of the University to facilitate error free and quick processing of the results.

## OBSERVATIONS

- Internal assessment system is in place to monitor progress of the students.
- Evaluation methods adopted as per University norms.

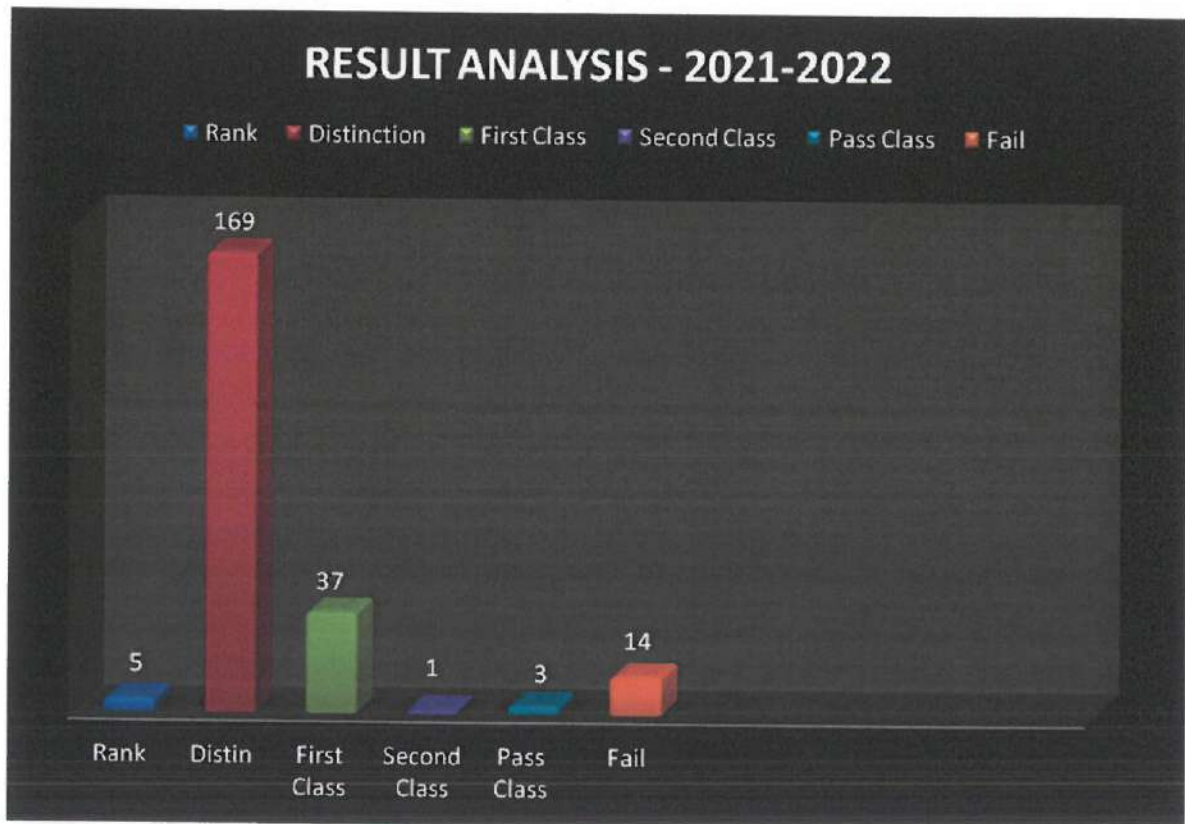
## FINAL YEAR RESULTS OF 2021-22

### 2021-2022: Passing percentage of the students

Programme Name	Programme Code	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
B.A	01	Arts	224	210	93.75



**Semester : VI**  
**Academic Year : 2021-2022**  
**Total Students : 224**  
**Total Appeared : 224**  
**Pass : 210**  
**Total Percentage: 93.75%**  
**Total No of First Class included Rank.**



### **Suggestions On Evaluation Methods**

- As the affiliated HEI's are bound by the norms of the parent universities, the flexibilities in the evaluation process can be creatively tried at the institutional level during their Internal Assessments like: Internal Tests, thought based questions, Seminars, Assignments, Field Visits/ Project etc.
- The learners performances in the evaluation be regularly analyzed at various levels like: the class, individual and also with the parents.
- Redressal Cell is functioning at the College level for addressing grievances to be focused.



## ADMINISTRATIVE AUDIT INFRASTRUCTURE

### 1. Infrastructure of the College

<b>Infrastructure for Curricular &amp; Co-curricular Activities</b>	
❖ Total Campus area	3.32 Acres
❖ Ladies Hostel (rooms)	20
❖ Boys Hostel (rooms)	20
❖ Class rooms	14
❖ Laboratories	04
❖ Auditorium	01
❖ Seminar Hall	02
❖ Staff Common Room	02
❖ Separate Ladies room	02
❖ Garden with medicinal plants	01
❖ Rain water Harvesting Unit	02

### COMMON FACILITIES

- Grievances Redressal Cell
- Career Guidance & Counseling Cell
- Women Empowerment Cell
- Sexual Harassment Prevention Cell
- Drinking Water with RO Plant
- C.C.T.V's
- Yoga Centre and Indoor Hall
- Play Ground
- Solar Panels 16
- Canteen Facility
- SC /ST & Minority Cell
- NCC, NSS & YRC
- Cooperative Society
- Language and Computer Lab
- Coaching Class for Competitive Exam
- Scholarships





# Environment Savvy Campus

215 Trees on the Campus	Sanitary Napkin Burners	Fire Extinguishers
Vermi Compost Pit	20 Medicinal Plants	Space for birds nesting

## Gymkhana:

1. Indoor Hall
2. Kabaddi Court
3. Ball-badminton court
4. Volley Ball Court
5. Ball-badminton court
6. Shuttle Badminton court

## LIBRARY

Computer lab with internet browsing centre

1. Main Library, reading room for boys and girls with Internet and Xerox Facility
2. UGC Book Bank Scheme: General, Remedial and SC/ST
3. OPAC & N-LIST
4. Library is automated with Library Software e-lib version 16.2 Multi user, Multi lingual with barcode technology.
5. Free internet facility for students and faculty with no cost.
6. Students can access online digital library.
7. [www.kittelartsdigitallibrary.com](http://www.kittelartsdigitallibrary.com)



The College library has enriched of:

➤ 29599 Volumes

➤ 11268 Titles

➤ Subscribed Journals :

Peer reviewed e-books and e-journals national and international  
subscribed through NLIST

➤ National : 04

➤ International : 04

➤ Magazines : 08 :

1. CD's : 91

2. Open Accessed System for faculty and students

3. Online Public Access Catalogue (OPAC)

4. Bar-Coded ID Cards : Implemented

5. Library is adequately supported by ICT and using BOOKNEST software  
package.

6. In order to Up-to-date with rapid development of electronic learning for  
the students can avail soft copies of question papers by scanning QR code  
within the library in all the subject streams which are rendered by  
students and faculties

GRANT	TOTAL BOOKS
General College Section	17619
UGC College section	8087
Lending section	1284
SC\BB	65
Donated	2429
P.G. Kannada	115
<b>TOTAL</b>	<b>29599</b>





### **1. Infrastructure facilities available for Academic activities.**

- Well furnished classrooms with LCD Projectors & laboratories.
- Department libraries besides the main Library.

### **Other activities:**

- Celebration of Important Days throughout the year.
- Blood donation camps, COVID awareness camps etc.
- Road Safety Awareness Programme
- Swacch Bharath Abhiyan and other extension activities.
- Sports Meet and Selection trials for Zonal & University level.

### **Observations:**

- College has well equipped infrastructure for its academic ambience.
- Good quality amenities for students and staff.
- College campus is clean, well-maintained and eco friendly.

### **Recommendations:**

- Establishment of Research Centre for staff and students
- Placement record of students is to be strengthened
- Institutionalization of outcomes still to be initiated

### **National Service Scheme (NSS)**

The college has 01 NSS Units. All volunteers actively participate in community service activities. Apart from regular activities both the units organize the programmes like Blood donation Camp, Road Safety Camp, COVID Awareness Programme etc. Every year Annual Special Camp is organized in adopted village.

### **National Cadet Corps (NCC) KITTEL ARTS COLLEGE**

It has traversed a long way in inculcating the self discipline and the National spirit among the brave students of this college. There are numerous activities organized by this unit in the academic year 2021-22. All the programmes cover camps, leadership training, series of special lectures on different occasions and participation in well defined movements like Swatch Bharath Abhiyaan, Blood



Donation Camp, COVID Awareness rally, Raste Suraksha Saptah, Tree Plantation, and others. The most welcoming thing is that the students in large number are participating in the multifarious activities of NCC (Army Wing) and many of them have enhanced the benefit of their participation to shape their future life.

### **Youth Red Cross Wing (YRC)**

The college has the rich tradition of encouraging the activities of the Youth Red Cross Wing. The annual report of the academic year 2021-22 is revealing numerous activities organized by the wing. The member of the Youth Red Cross Wing are the committed set of students who have dedicated themselves to serve the society in various forms brought credit to the college. Through this, the college has demonstrated the kind of leadership to inculcate the concern for the society. It is observed that the college is highly respected by the society for producing the students with human values. The prominent activities like National Unity Day, COVID-19 Test Camp, International Drug Abuse Day, were conducted through this wing.

### **Electoral Literacy Club (ELC):**

This club is a mandatory academic club which functions based on the rules stipulated by the Government of Karnataka. The primary objective of the club is sensitizing student community about democratic rights which includes casting votes in elections. We conduct mock polling activity to give the experience based learning of the democratic setup. We also conduct debates, mock parliaments, elocution, essay writing, Rangoli Competition, Voters Registration Programme, Voters Verification programme, Voters Pledge Day and other programmes which create an awareness regarding electoral procedures.

### **GENERAL RECOMMENDATIONS**

- Frequent Parents meeting be conducted to enhance the Teacher-Parent-Student rapport.
- While carrying out the extension activities through various functionaries or cells of the institution, some of the strategies like: "Reach it to the



unreached” and “Bottom - up” approach (various awareness programs) to the rural communities and “Top down” approach for urban people can be followed.

- Each department can focus on its unique “**Best Practices**”
- Student, staff and Cultural exchange programs with other institutions can be organized frequently.
- Focus on strengthening Institute – Society relation.
- Opportunity to disseminate the knowledge acquired by the faculty to the stakeholders, after attending state / national / international level conferences be provided.
- Establishment of Research Centre for studies.
- Entrepreneurship development cell to be established.


## **ACKNOWLEDGEMENTS**

The members of the AAA External Committee record their appreciations and gratitude to the Principal Dr.Rekha.M.Jogul for reposing the confidence in the Committee and entrusting the responsibility of carrying out the Academic and Administrative Audit of the College. The Committee wishes to thank the principal for his dynamic and meticulous attention to the details in facilitating the Audit process. The members of the teaching staff and administration have shown enormous care, fortitude and planning in arranging the committee’s visit with precision. The Committee takes pleasure in thanking Dr.Raju.G Coordinator of IQAC for his thoughtful planning of the total process of conducting the external AAA. The committee wishes to thank profusely the authorities of the Kittel Arts College for their committed involvement in the overall development of the college. The AAA Committee was concluded with formally proposed vote of thanks by Co-coordinator

## **ACADEMIC & ADMINISTRATIVE AUDIT COMMITTEE - SIGNATURE**

1. **Dr.M.B.Kothale**                      **Chairman**

2. **Shri Nivas Mhalunge**            **Member**

  
**Dr. M. B. Kothale**  
**Resource Person**  
NAAC Assessor and Former Principal  
KLE's G. I. Bagewadi Arts, Science  
and Commerce College, NIPANI.

  
IQAC Co-ordinator