YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	ACHARYA TULSI NATIONAL COLLEGE OF COMMERCE, SHIVAMOGGA
• Name of the Head of the institution	Prof. H. M. SURESHA
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	08182279180
• Mobile No:	9480353830
• Registered e-mail	atncc.smg@gmail.com
• Alternate e-mail	sureshhm62@gmail.com
• Address	BALARAJ URS ROAD NEAR MAHAVEER CIRCLE
• City/Town	SHIVAMOGGA
• State/UT	KARNATAKA
• Pin Code	577201
2.Institutional status	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	Grants-in aid

• Name of the Affiliating University	**KUVEMPU UNIVERSITY**
• Name of the IQAC Coordinator	**Prof. KAZIM SHARIFF**
• Phone No.	**08182279180**
• Alternate phone No.	**8050001757**
• Mobile	**8050001757**
• IQAC e-mail address	**atncc.smg@gmail.com**
• Alternate e-mail address	**ksf561963@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)	http://atncc.org/NAAC/atncc_aqar_2019-20.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 3	**B**	**2.56**	**2016**	**25/05/2016**	**24/05/2021**

6.Date of Establishment of IQAC	**20/05/2011**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
0	**0**	**0**	**0**	**0**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	No File Uploaded
9.No. of IQAC meetings held during the year	**2**

• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
• If yes, mention the amount	

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

Preperation of Academic Calendar

Registration of Alumni Association

Revamping of College Website

Conduct of Campus Recruitment Drive

Organising Employability Skill Program by Corporate industry under CSR Scheme

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
1. Preparation of Institutional calendar for the academic year 2020-21 as per the guidelines of Kuvempu University.	institutional calendar Prepared
2. Admission to I B.Com./B.B.A./M.Com. as per the regulations of Govt. of Karnataka and insist the admission committee to supervise and discharge the entire work of admission.	Admission process completed
3. Approaching the University to sanction additional 10% seats	Additional intake sanctioned

for B.Com. course to make up the over crowd.	
4. Orientation program for I B.Com./B.B.A./M.Com students in the third week of June.	orientation Program done on 19.12.2020
5. Conduct of Bridge course for non commerce students after completing orientation program.	conducted
6. Inauguration of all co-curricular activities and clubs in the first week of August.	Inaugurated on 21.12.2020
7. To conduct Internal Assessment examination after eight weeks of commencement of each semester and shall follow the transparent evaluation system.	Internal Assessment test conducted on 16.08.2021 to 19.08.2021
8. To celebrate all State and National festivals in the college campus.	All State and National Festivals celebrated
9. To arrange Guest Lecture program to students on different topics of current issues.	Due to the Covid 19, several webinars on different topics were organised
10. To conduct online student satisfaction survey, feed back from students and alumni.	Conducted
11. To conduct parents meeting to obtain their feed back.	Conducted on 07.01.2020
12. To organize State/National level seminar.	Due to Covid 19, 7 National level webinars were conducted
13. To extend ICT facility in the class room.	Yes 10 LCD projectors & 15 Laptops and Photocopier were added during the year
14. To conduct Faculty development program for the teachers of NES First Grade Colleges.	Due to Covid not able to organise
15. To conduct certificate	Due to Covid not able to

course "Parivarthana" to improve employability skills of out going students in association with Gallagher, TCS & Edubridge under MOU.	organise
16. To conduct communication English certificate course.	Due to Covid not able to organise
17. To conduct University level Intercollegiate level sports of any one event in the college.	Due to Covid not able to organise
18. To arrange for college level NSS special camp.	Due to Covid not able to organise
19. To arrange for alternate source of energy (solar) in the college campus.	NIL
20. To encourage students to opt for Addon course (Swayam & Moocs).	Yes encouraged, 15 students were registered
21. To organize remedial classes for slow learners.	Yes organized
22. Conducting covid awareness online program to the stake holders.	Yes many webinars were conducted
23. Conducting E-quiz in all B.Com./B.B.A. subjects to keep the students in touch with the subjects	Organized from 26.8.2020 to 10.9.2020
24. Conducting online webinar programmes in all disciplines.	Conducted

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Council Meeting	03/05/2021

14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2020	**24/01/2020**

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	**3**

File Description	Documents
Data Template	[View File](#)

2.Student	
2.1 Number of students during the year	**1180**

File Description	Documents
Data Template	[View File](#)

| 2.2

 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | **235** |

File Description	Documents
Data Template	[View File](#)

| 2.3

 Number of outgoing/ final year students during the year | **372** |

File Description	Documents
Data Template	[View File](#)

3.Academic	
3.1	**35**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File]

3.2 Number of Sanctioned posts during the year	**37**

File Description	Documents
Data Template	[View File]

4.Institution

4.1 Total number of Classrooms and Seminar halls	**21**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**0.28 lakhs**
4.3 Total number of computers on campus for academic purposes	**110**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Response: Acharya Tulsi National College of commerce affiliated to Kuvempu University, follows University prescribed curriculum and takes efforts to achieve academic excellence and professional competency by adopting academic flexibility measures. Academic year commences with an orientation programme for the new batch of students at the beginning of the session. The objective of this programme is to welcome the new students of first year B.com/BBA to make aware of the amenities available in the college and also to guide the students about discipline aspects, NCC, NSS, Sports , Cultural , Youth Red Cross, Women Empowerment Cell, Placement opportunities, Library, Office information about its functioning and the way of applying for scholarships of many kinds.

The institution has a mechanism of planned curriculum delivery and documentation in the following manner:-

- Accessing the website of affiliating University regularly in understanding the updations of the university curricular and guidelines.
- The IQAC of the institution conducts meetings with head of the departments at the commencement of each academic year and teaching methodology, syllabus and subjects are allocated.
- Work diary is updated.
- Previous year question papers are documented.
- Internal tests are conducted and results are announced.
- Students are engaged regularly with classroom seminars and presentations.
- Time table committee prepares a master time table at the college as well as department level that includes bridge courses, seminar, guest lectures, mentor - mentee activity and remedial classes of various departments.
- Program outcomes and course outcomes of all programs are well defined disseminated to all stakeholders through the website. Progress of the syllabus coverage and curriculum delivery are reviewed through the lesson plan and work diary of the faculty members.
- Two internal assessments in a semester keep the students abreast of the subject, making their continuous learning process easy and stress free.
- The institution has a well equipped library with reference books, journals, e learning resources and newspapers thus provide vast resources related to academics and competitive exams.
- Feedback on curriculum is collected, analysed and communicated to the university to upgrade the curriculum based on a past experiences. The faculty members of this institution nominated to the BOS and BOE contribute in providing the expectations of various stakeholders on the basis of feedback collected from the students.
- Care is taken to ensure the time table has slots for moocshour/Swayam, remedial classes, co-curricular and extracurricular activities. (After approval from principal/HOD timetable is circulated among all the faculty members and students)
- Mentors – Mentee Whatsapp group has been created for transmission of faster academic information to the students.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

1. **Announcement of overall structure of CIE:**

The college has an internal assessment examination committee (IAEC) to supervise the conduct of the internal assessment tests. Test dates are announced one week in advance by the coordinator to the individual departments. Accordingly IA test time tables are displayed on the college and department notice boards, institution websites and through WhatsApp student groups. The syllabus for IA test is announced a week in advance by the concerned subject teachers.

1. **Setting of question papers:**

Faculty set the question paper keeping PO's and CO's and utilised syllabus and university examination pattern in consideration. Question papers are submitted to IA test committee six days before the commencement of the IA test.

1. **Conduct of IA test:**

The committee conducts the exams in specific university prescribed answer booklet which shall be distributed to the departments on the date of the examination.

- **Evaluation of IA answer scripts: The evaluated answer scripts help students in analysing their mistakes and improve the performance in the subsequent IA test and examination.**
- **Online E-quiz is also conducted to the students.**

1. **Dissemination of IA marks:**

IA marks are announced and the evaluated answer booklet are distributed in the class within the next seven days of the conclusion of the IA Test. If any grievances related to marks are clarified with the concerned subject teacher within the classroom.

IA marks are displayed on the notice board within 15 days prior to the commencement of semester examination. Option is given to the students to bring their grievances if any, and it is verified by the Principal/HOD and final IA marks are cross checked if found correct, then signature are taken by students. Finally IA marks are uploaded to the university website.

1. Action is taken for the improvement of student performance:

- Mentors/subject teacher identify the slow learners based on the IA marks and classroom dynamics and meet the mentees to motivate and encourage them to improve their performance in studies and aiding them to get a better percentage in the University examination.
- Remedial classes are conducted for slow learners to improve their learning patterns along with notes and extra assignments.
- Special provisions are made to give books under Book bank scheme.
- Parents teachers meeting are held to update the progress in all aspects of their performance, behaviour and discipline.
- Apart from written tests, students are also given opportunities to do seminars, write assignments, projects to broaden their skills.

1. Submitting IA marks to University:

Departments prepare a consolidated IA marks list to be uploaded in the university portal before the commencement of theory exams after verifying the same with the respective subject teachers.

1. Academic and Administrative Audit:

The institution has conducted Academic and Administrative Audit through a batch of committee members nominated for the purpose.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating	A. All of the above

University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

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

1.2 - Academic Flexibility

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

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

3

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

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

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

5

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

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

253

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

253

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

1.3 - Curriculum Enrichment

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

Integration cross cutting issues relevant to professional ethics, Gender, Human values, environment and sustainability into the curriculum is the pathway to help the younger generation to cultivate moral, ethical and social values that ultimately show the right direction to achieve progress, prosperity and a better quality of life.

The institution conducts special lecture programmes on professional aspects that helps to the students imbibe theses concepts into their learning.

The institution champions the cause of environmental protection and sustainability. Environmental studies is a compulsory subject for Bcom and BBA students. This aspect covers field visits, projects and class room teaching is dedicated to the issue of environmental and sustainability.

Human rights are another cross cutting issue which is integrated in the curriculum. This helps the students to realize the importance of human values that enjoyed by the whole humanity. Challenging issues like sex, gender, women and society are very integral part of the Indian Constitution curriculum. The students are also taught the importance of overcoming environmental pollution and requirements of sustainable development of society and a part of the course incorporates socio-political aspects alongside human values and gender issues.

The courses offered in all programs have one or other cross cutting issue as a part of curriculum. The courses have components related to gender issues and environmental awareness. Courses offered by language departments discuss more about Gender and Human Values. All languages show strong presence of such instances. Department of English and Hindi have many components in their courses which touch upon environment and sustainability, human values, Gender and environment.

Human rights, environmental ethics and feminism are very much parts of the curriculum of UG programmes where students are groomed in the direction of becoming responsible citizens of our country. The institution has many representing teacher members in the relevant Board of studies of various subjects in our university and they play important roles in integrating such issues into the curriculum. The institution also integrates and supports these cross cutting issues by organizing seminars, workshops and nature camps from time to time.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

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

33

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

33

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://atncc.org/downloads.htm

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

470

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

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

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

367

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Response

Identification of advanced and slow learners

At the entry level, class XII scores are taken as the initial indicator of the students. We have streamlined mechanism for continues monitoring and evaluation of the students. This system helps to identify slow learners and advanced learners.

Students are identified based on class room response Performance in internal assessment test and Semester end examinations

Through this event students are introduced with teaching-learning evaluation program, College discipline, various academic and other schemes along with developments and achievements of the college, student support services.

1. Following measures are implemented to enhance the intellectual skills of all students.

   - Orientation Programs: They are organized by all departments at the beginning of every academic year to develop a better learning environment.
   - The College endorses mentoring system where faculties help students with their personal and academic challenges.
   - The College ensures interactive teaching-learning process through group discussion, quiz, audio-visual aids.
   - Intensive coaching is offered by experienced faculties.

Steps taken for advanced learners

   - Students with distinction marks are indentified, motivated to perform even better and are provided with extra reference books which they can keep until the examination.
   - Provided with reference to Journals and advanced study materials.
   - Semester Toppers and University Rank Holders are felicitated.
   - Given leadership roles in departmental and societal activities to develop organizational skills and teach the value of team work. Students are chosen as class representatives, giving them an opportunity to display their leadership skills.
   - Encouraged to write articles for the college or departmental magazines.
   - Provide opportunity to represent the College or Department in Intra and Inter-College Competitions.
   - Motivated to set high goals for themselves and counseled to prepare for Entrance and Competitive Examinations.

Steps taken for slow learners

- **Efforts are made to identify the cause of their problems and appropriate solutions are worked out.**
- **Mentor-Student interactions keeps faculty in constant touch with students, academic and personal issues, stimulates over all personality development.**
- **Slow learners are given more attention both inside and outside the class.**
- **Encouraged to take part in Departmental activities. Those with potential eventually graduate to leadership roles.**
- **Efforts are made to identify and nurture their skills and talents in order to boost their confidence and improvement tests are conducted, they perform better in their subjects.**
- **The Library is open till 5.00 PM to provide a space for study as this may not be available in their residence. Multiple career options are suggested to all students, keeping in mind their aptitude and interest.**
- **Extra classes were arranged during off hours for core papers to improve the slow learners subject knowledge.**

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	**No File Uploaded**

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

Number of Students	Number of Teachers
430	**34**

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

Response :

Student centric teaching methods are adopted for effective communication of the subject knowledge to the students. Students are

taught with the mission that fosters a learning environment which nurtures exploration of various skills and critical thinking about the subject. This presents new opportunities for academics in strengthening the courses under commerce and management. The institute along with traditional lecture method uses various student centric pedagogical techniques for an effective teaching learning experience and improved learning outcomes for students.

Methods

Various techniques used

Activities and departments

Experiential Learning

Techniques

1.Research Projects: Students

from across departments are Made to complete research-based projects on topics related to their syllabi and other areas, such projects help to develop their Research aptitude.

Conferences and Seminars

2.Group Assignments and Projects : Students across Programmes are assigned group projects, to enhance their various technical and soft skills. they are encouraged to apply concepts learned in classroom.

NSS and NCC camps helps students in experimental learning.

Case Studies, Group

presentations

3.Internships: Students learn practical industry related skills with this internships , this leads

to enhancement of their

Professional skills.

Students from B.Com and M.Com undertake summer Internships during

their course from various government & private organizations.

4. Departmental festivals & College Festival : Festivals focusing on theme of the

programme are conducted to

acquaint students with

programme specific skills along

with event management,

Leadership, conflict Management Skills. A one-day college festivals also conducted.

COMMERCE PROGRAMMES management Fest /traditional day/ ethnic day

Participative learning

Techniques

1.Group Discussions and

Debates : To inculcate

participative learning and

Improve communication skills, idea generation and presentation skills.

Conducted on various topics like economics, management, technological

Advancement across departments

to develop communication skill

with emphasis on reasoning,

creativity, paraphrasing,

Summarizing and presentation.

2. Newspaper reading & Book reviews: To enhance critical thinking of students related to management, advertising and journalism and also inculcate habit of reading among students.

Technique is used in

Management.

Problem- Solving Techniques

1.Case studies , Study of

Current Affairs: Used to

increase student participation and

develop problem solving skills

Conducted across departments

2.Business Games, Business

quiz: Used to develop logical

reasoning and problem solving

Skills.

Conducted across departments

3.Assignments, quizzes,

presentations :Used to develop

logical reasoning and problem

solving skills

Conducted across departments

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	**Nil**

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

The Institution has real concern for providing state-of-the-art infrastructure and learning resources to enhance learning experiences. The major hallmark of this learning transition is from teacher centered to student centric. Not only mastering ICT skills, but also utilizing ICT to improve teaching and learning is of atmost importance for teachers in performing their roles.

Some of such ICT enabled tools are…

- **Use of Google classroom**

- **Use of E-wall paper**

- **Use of PowerPoint presentation**

- **Use of Educational videos**

- **Use of software in teaching**

- **Whatsapp for communication**

Computer lab facility with LAN

-

Library Software - e-Lib

-

E content development

-

LCD Projection System

Keeping in mind the importance of ICT, E- learning environment is created in the class rooms with well-equipped Smart boards, LCD projectors, audio-visual facilities and other ICT tools. In addition to chalk and talk method of teaching, the faculty members are using IT enabled learning tools like Microsoft Team, Google classroom, streamlined, easy-to-use tools that help teachers manage coursework like Assignment, PPT, Quiz etc.

1. faculty prepare and upload lectures, notes and explanations on respective subjects and uploaded to e-content.

2. Our College has smart boards installed in various classrooms which facilitate Interactive instructional tools, generate more interest and motivation among students, display Striking graphics improve lectures with audio-visual tools, provide better instructional materials and can also accommodate all learning styles. Educational CDs and DVDs are made available as learning material in departmental and main libraries. Webinars E-learning resources such as E-journals, E-notes , N-LIST are used by the faculty in effective teaching and learning process.

3. All the faculties use Google classroom, ZOOM like interactive and collaborative methods for teaching, Online mentoring, taking sessions which delivers academic and online learning which is flawlessly capable of connecting students. seminars are also conducted using latest technologies.

4. Faculties and students are enrolled for E-Learning courses like Swayam to cope with updated technologies.

5. All the departments conduct webinars, online quiz and special

lecture programme on the new developments and latest issues.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**Nil**

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

2.3.3.1 - Number of mentors

30

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	<u>View File</u>

2.4 - Teacher Profile and Quality

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

37

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<u>View File</u>
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

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

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

5

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

467

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Response.

The institution constitutes Examination committee for smooth conduct of internal exam and students are made aware regarding evaluation pattern through the orientation programme at the beginning of academic year. To make the evaluation process more transparent and robust the IQAC suggested digitalization of the examination process. Accordingly, the students and other stakeholders are made aware of their internal test scores through the college portal and by SMS provision. Transparency is further maintained through the following practices

- **Question paper setting is done as per university prescribed form. The questions are of various types like short answers, long answers, short notes, problem solving and MCQ.**
- **The examination committee is responsible for in house printing**

of question papers.
- The examination time table is displayed on the notice board in advance to inform the students about the schedule and prepare accordingly.
- The answer sheets are assessed and students are allowed to verify the answer books.Notification about the internal marks is provided on the college portal.
- The students who have not performed well are mentored and counseled by the course teachers.
- Any discrepancies and grievances of the students are addressed by the course teacher.

According to the norms prescribed regarding the frequency of conduct and evaluation of internal exams by the university, the institution conducts internal tests and the scores of internal test are reduced to 10(ten) marks, and for reaming 10 marks skill development activity will be given, and consolidated marks will be provided. For language subjects two test are conducted for 40 marks and that marks will be reduced to 20 marks.

Course teachers decide upon the structure of the assignments which vary depending on the type of the subject, such as seminars, class room presentations, group discussion, case study, home assignments, surprise tests, solving previous year question papers etc. Formative evaluation is done continuously throughout the period till the student appears for the final examination.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Response:

Grievance handling and addressing is an integral part of the smooth operations in any organization. The institution receives grievances from various stakeholders like students, parents, staff members, exam co-ordinators etc. These grievances are handled in a efficient and time bound manner.

The grievances from students comprises of discrepancies in personal details, evaluation of marks, results withheld, change in

examination schedule(theory and practical), shortage of attendance due to ill health, participation in NCC, NSS camps, cultural and sports activities.

The staff members also report grievances related to examination like students reporting late for exams, disturbing decorum of the examination hall, brining prohibited electronic gadgets like smart phones, smart watches etc., misconduct or misbehavior in exam hall, unfair and fraudulent means of answering in the exam, violating the rules of examination etc.

To address the above mentioned issues and grievances, the institution adheres to rules prescribed by the university and Internal Examination Committee. When the student reports grievances related to incorrect personal information, subjects, date and time etc., the students are guided by the concerned faculty members as well as office staff and necessary changes are incorporated to rectify the personal details.

Whenever, students report any clash in date and time especially for repeaters' examination, the college promptly sends the letter to the university in order to resolve the conflict.

Students who face problems regarding conflict in external marks awarded by university, are guided to apply for revaluation of marks. Similarly, some students who cannot appear for examination due to certain genuine reasons such as ill health, NCC, NSS camps, competitive exams etc. approach the course teacher. Their exam batches are re scheduled to another convenient date. Physically challenged students are provided extra time during the exams according to university guidelines.

The students who represent the college in NCC and NSS are given due weight age of marks and attendance to avoid their academic loss.

The students who disturb the decorum of examination hall are warned and if the incident happens repeatedly then they are instructed to leave the exam hall. Students who violate the rules of examination committee are strictly dealt with.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Outcome based education (OBE) is student-centered instruction model that focuses on measuring student performance through outcomes. Outcomes include knowledge, skills and attitudes. Its focus remains on evaluation of outcomes of the program by stating the knowledge, skill and behavior a graduate is expected to attain upon completion of a program or graduation. The OBE model measures the progress of the graduate under three parameters, i.e., Program Outcomes (PO), Program Specific Outcomes (PSO) and Course Outcomes (CO).

The POs, COs are also communicated to students through prospectus and orientation programs. The teachers also brief the students about Cos during the course of their coverage of syllabus and orientation. OBE model improves the process of education because it is learner centric. All students do not learn the same way and at the same pace. So instead of providing a standardized model, it accepts the diversity in classroom and uses the element of continuous evaluation to achieve the desired outcome at the end of education. Since outcomes are predefined students and teachers strategize well to achieve the end goals or outcomes. There is always a specific skill or knowledge to be demonstrated instead of just getting enough marks which will help shift focus from assessment to learning.

CO are displayed on the college website. They are also communicated to all the stake holders. As an exemplar from glossary, the POs and PSOs of B.Com/BBA/M.Com programme are :

Programme Outcomes (POs):

After completing the B.Com/BBA/M.Com programme the students would be able to

- Identify needs of business environment and recognize different opportunities of business.
- Employ the skills and knowledge with professional attitude.
- Consult the local business people for accounting.
- Maintain accounting records through Accounting software.
- Marketing: Understand marketing strategies and market research
- HRM: Helps to learn HR practices, principles etc.

The commerce and finance focused curriculum offers a number of specializations and practical exposures which would equip the student to face the modern-day challenges in commerce and business.

The all-inclusive outlook of the course offers a number of values based and job-oriented courses ensures that students are trained up-to-date. In advanced accounting courses beyond the introductory level, affective development will also progress to the valuing and organization levels.

Programme Specific Outcomes(PSOs):

PSO – 1: Students will demonstrate progressive affective domain development of values, the role of accounting in society and business.

PSO – 2: Students will learn relevant financial and managerial accounting career skills, applying both quantitative and qualitative knowledge to their future careers in business.

PSO – 3: Learners will gain thorough systematic and subject skills within various disciplines of commerce, business, accounting, economics, finance, auditing and marketing.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The exact benchmarks for evaluation of POs and COs are yet to be accurately defined as it is still in a nascent stage. Our college has adopted the following methods to assess the students' attainments:

- Joining higher studies and professional courses.
- Appearing and clearing competitive exams.
- Participation and placements in Job drives or recruitment

process.
- Performance of students in examinations.
- Students' presentation in seminars etc.
- Leadership qualities in organizing co-curricular activities.
- Feedback from alumni, parents and students.
- Alumni meets reflects on the programme outcomes as alumni placed in various jobs express satisfaction with regard to their graduation.

The PO and CO attainment is evaluated by using the direct and indirect method

Direct Assessments Tools:

1. Internal assessment test: Two internal tests are conducted, one in the 8th week and another in the 12th week of each semester.
2. Semester End Examination: Semester end exams are conducted by the university. The theory and practical examination scores are used as a metric to assess the attainment of course outcomes.
3. Home Assignments: Home assignments are given to students twice in a semester to assess their analytical and problem solving abilities.

Indirect Assessments Tools:

1. Course exit survey is conducted at the end of each semester from which information about course outcomes is obtained.
2. Attainment is the action or fact of achieving a standard result towards accomplishment of desire goals. Primarily attainment is the standard of academic attainment as observed by test and / or examination result.
3. Once the various CO attainment levels are achieved then PO attainment procedure is initiated. Institute obtains PO attainment through the consolidated assessment obtained through all course outcomes. Once the PO attainment value is obtained a feedback meeting is conducted to understand and analyze the gap in achieving the program objectives and necessary action is initiated.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

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

367

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

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

http://atncc.org/NAAC/others/SSS_FEEDBACK_ANALYSIS_REPORT_2020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

0

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during

the year

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

3

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

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

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

7

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

Response

The institution has undertaken activities in its neighbourhood to address social issues and discharge social responsibilities. The institution has introduced platforms like NCC, NSS, YRC wings, women empowerment cell and others through which it identifies diversified needs / issues of society. The institution has executed the structured activities like Covid-19 awareness and vaccination, AIDs prevention awareness and voting awareness, blood donation, eye donation and so on.

The institution has three NSS units, which adopts a village every year and organises special annual camp. During the camp, NSS volunteers get acquainted with village life by undertaking activities like shramadan, tree plantation, cleanliness, health

awareness, environmental awareness in the village. In addition NSS volunteers visit orphanage and old age homes for cleaning and to realise the problems of senior citizen. The institution has organised state level NSS youth festival.

NCC, another active wing of the institution, organises many activities like "Swachch Bharath Mission", "Celebration of National festivals". The NCC cadets of the college were allowed to attend leadership camp at Coimbatore, national integration camp held at Kerala, All India trekking camp held at Andrapradesh.

Youth Red Cross (YRC) is another wing of the institution which organises activities like Eye check-up camp, Blood Donation Camp, general health check-up and voter awareness camp etc. The students are encouraged to play street drama and also to engage in the events based on socio-economic issues like traffic and health awareness.

Further the institution organises social awareness programmes such as celebration of constitutional day, celebration of International women's Day.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

5

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

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS

awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

28

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

6960

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

4

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The College accommodates around 1200 students studying in UG and PG. The campus is spread over 6.91 acres of land which facilitates excellent infrastructure for teaching learning process, career progression and higher education. The campus accomm odates the Chamber of Principal (01), Administrative office (02), Examination section (01), Seminar hall (02), Classrooms (21), Computer Lab (02), Staff rooms (2), Reading room (02), Central library (01), Department Library (01), Ladies Staff Waiting Room(01), Girls waiting room (02), Auditorium (01), Washrooms (9), NSS Room (01), NCC Room (01), Placement Cell (01), IQAC Room (01), Sports Room (01), Health Centre (01), Gym (01), Canteen (01), UV water purifier and Dispenser (06). The institution is equipped with the necessary infrastructure to

meet the ever increasing requirements with adequate number of class rooms, seminar halls, computer lab and sufficient space for hosting all academic activities.

Computer Lab : Computer labs (UG & PG) are equipped with modern, modular and functional workspaces integrating the student needs of water, electricity and ICT needs with UPS facilities. The labs are designed with the safety features imbibed in the infrastructure and create an excellent ambience and atmosphere for work. The college houses specialized facilities and equipment for teaching, learning and research.

Audio Visual Hall: The College has a Audio Visual hall (11 X 11.70 M) for organizing special Lectures and meetings with a seating capacity of 80.

Auditorium : A well-maintained auditorium measuring 1078 sq.mt with 400 seating capacity furnished with high quality audio visual facility , power backup provision, is used for organizing seminars, workshops, conferences, guest Lectures as well as extra-curricular activities.

Classroom-: The college has 21 well aerated classrooms with proper seating capacity and electrification. Green boards and DLPs are available in 5 classrooms.

CCTV cameras have been installed in the whole college for surveillance with the control panel in the Principal's office.

Ramp facility is available for Physically challenged candidates at ground floor.

Spacious Parking facility is available for students and staff Vehicles.

LIBRARY- The Library is housed in the independent building of the College & Separate library for Post Graduation (M.Com) with 250 seating capacity for reading purpose. Library is fully automated with all its subsystems like LAN connectivity and Wi-Fi. The IT infrastructure for library includes, A server, 10 desk top computers, Scanners, printers, barcode printer, LAN dedicated internet connectivity / Wi-Fi, fire brigade, notice board etc. The libraries have a collection of 41329 books with 17,600 titles on various subjects, 10 National Journals,04 International Journals, 23 Periodicals and 23 News papers, 149 CD/DVD, Project Reports 500 The library is having the membership of INFLIBNET consortia. The N-list

provides access to 6,000+ e-Journals and 31, 35, 000+ e-Books. The library has an independent website having its own URL https://www.atncclibrary.org/. which was inaugurated at the time of panadmic, where students were allowed to refer and download the E-Content developed by college faculties and can read the news papers, previous year question papers of university examination that are essential their academic knowledge. and faculties Through Library website, E-Content developed by our faculty aims in providing the knowledge and skill for teachers to cater to present day learners and their learning styles.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

The Institution is privileged take pride in the glorious achievements of students in sports at University, state National level. The institution has one full time Director of Physical Education who effectively nurture the sports potential of the students by strategic efforts and mentoring

A lot of emphasis is put on enabling the students to participate in sports, co-curricular, extra-curricular and cultural activities.

- We have a spacious and well equipped Sports room, where pupils can play Indoor games like table tennis, chess, caroms etc.,
- A qualified Physical Director has been appointed to take care of sports activities of the college.
- College teams are formed to take part in state level and University level competitions and other intercollegiate competitions.
- Sports event competitions are conducted in the inter college level in an academic year and the winners are awarded and rewarded accordingly.
- The outdoor games such as volley ball, throw ball, kabaddi, etc., are well practiced and played by the students. University Blues are felicitated with mementos/ cash awards.
- College has trained yoga teacher and teaches yoga to student.
- College has well equipped gymnasium for students and staff.

The details of the various play grounds and courts are as follows

SL NO.

NAME OF THE SPORTS PLAY GROUNDS

NO.OF PLAYGROUNDS AND COURTS

01.

NES Ground

01

02.

ATNCC Ground with 200 meters Track

01

03.

Foot Ball Play Ground

01

04.

Basket Ball Court (M/W)

01

05.

Throw Ball Court (M/W)

01

06.

Kho Kho Court (M/W)

01

07.

Kabbadi Court (M/W)

02

08.

Hand Ball Court (M/W)

01

09.

Volley Ball Court (M/W)

02

10.

Cricket Practice Court (M/W)

03

11.

Yoga Kendra (M/W) – Chandana Hall

01

Cultural Activities:

The Institution has a well-maintained auditorium with spacious seating arrangement which is equipped with high quality audio – visual facility and power backup provision for the conduct of Cultural activities.

- For encouraging students towards cultural activities, the institute organizes many competitions like dance, song (group and solo), writing, debate, rangoli, flower decoration, Mehendi, Cook without Fire, poster making, painting etc. Best out of waste, beautician Course, Bridal Makeup, Every year at the time of Youth Festival and social gatherings the winners are awarded with certificates & prizes. The college conducts inter-class, intra-college and inter-collegiate IT and

- Management events to help students acquire various curricular, co-curricular and extracurricular related skills and judge them on par with their peers. The institution organizes traditional day for the students and faculties every year and encouraged to wear dresses of different traditions, Prizes are awarded to outstanding performance through evolution by External Judges.
- Students are very much encouraged to participate in the cultural events held in the college like Management fests, Fresher's Day, Annual Sports Day, Annual Day, Farewell etc., to exhibit cultural talents. For large gathering the college has an auditorium with seating capacity of 400 .
- Students are sent to other colleges for intercollegiate competitions like Management fest, Quiz, debate, dances, skits, mimicries and other cultural events.
- Winners are awarded with mementos / cash awards.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

21

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

21

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

Lakhs)

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

252579

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

4.2 - Library as a Learning Resource

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

Name of the ILMS software: eLib

Nature of automation (fully or partially): Fully

Version: 16.2

Year of automation: 2005

The library functions as the soul of college. It is a rich source of knowledge for both students and teachers. Library is fully automated with elib 'Software' developed by AarGees Business Solutions. It is user-friendly and multi-user accessibility. The library management software consists of modules such as book management, Barcode facility, book accession, membership, book circulation, OPAC, catalogue and administration. Facilities like database backup restore facility for college library are made available. The advisory committee of library holds regular meeting to discuss and decide policy matters, administration and modernization of library, purchase of books, annual budget and general discipline in the library. The faculty members of the Committee also play an important role in coordinating the Library Orientation for the new entrants. This enables the Librarian and the Library staff to meet student batches and introduce them to the easy means of accessing the books on the shelves as well as available online recourses.

The Library is housed in an independent building of the College & a

separate library for Post Graduation (M.Com) with 250 seating capacity for reading purpose. Library is fully automated with all its subsystems like LAN connectivity and Wi-Fi. Library Management Software system is incorporated with latest technologies that enables Library to serve its users more efficiently. The IT infrastructure for library includes, A server, 10 desk top computers, Scanners, printers, barcode printer, LAN dedicated internet connectivity / Wi-Fi, fire brigade, notice board etc. The libraries have a collection of 41329 books with 17,600 titles on various subjects, 10 National Journals,04 International Journals, 23 Periodicals and 23 News papers, 149 CD/DVD, Project Reports 500 The library is having the membership of INFLIBNET consortia. The N-list provides access to 6,000+ e-Journals and 31, 35, 000+ e-Books. The library has an independent website having its own URL https://www.atncclibrary.org/. which was inaugurated at the time of pandemic, where students and faculties Through Library website, E-Content developed by our faculty aims in providing the knowledge and skill for teachers to cater to present day learners and their learning styles. The library offers various services to its users like automated circulation system, internet browsing, library orientations, book bank facility, newspaper clipping and selective dissemination of information, SC / ST Book Bank Facility, Inter Library Loan (ILL), Photocopy Facility, Extra book facilities to meritorious students, New arrivals Display, Reference Service, Orientation Programme, etc. In order to harness the collective intelligence and wisdom of faculty members and make it available to them and the institutional repository has been set up using DSpace Digital Library Software. This institutional repository consists of the research papers, articles, conference papers, presentations of faculty members & Students, question papers, syllabus, annual magazine and Project reports and more. Digital library APP has been developed for effective use and easy access for library facilities and services at finger tips by using smartphones.

ATNCC LIBRARY RESPONSE DURING PANDEMIC:

During the spring 2020 semester, the COVID-19 pandemic significantly affected academic of the college and only one option left is to help the students and complete curriculum through online mode of education.. Although the Libraries' physical buildings were closed, faculty and staff worked to ensure as many of the Libraries' services as possible would be accessible virtually. Libraries' faculty and staff also transitioned to working from home, continuing day-to-day duties and completing various projects including syllabus.

During this time, it was a priority that faculty, staff and students stay informed as library services were made available virtually. A webpage was created to serve as a central location for all information as it was made available and provided a foundation for all communications. With face-to-face and on-site communication methods no longer an option, the focus shifted to utilizing social media as the primary medium for delivering information and connecting students, faculty and staff created online learning guides for faculty and staff to provide additional support to those experiencing online learning for the first time. Librarian continued consultations through the Ask-a-Librarian service, which provides one-on-one assistance from a librarian through chat, email or virtual consultations. Library instruction continued through a virtual format upon request from faculty.

(No Restriction of words)

Best Practices of library

1. Digital Library App
2. User Orientation (Information Literacy Programme)
3. Extended Library Opening Hours
4. Maintenance of Service Areas
5. Access to e-Resources
6. Observation of other library practices by institutional visits
7. User Feedback Practice through Suggestion Box.

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

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

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

1.01

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

180

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

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

The institution has adopted clear policies and defined strategies for adequate technology, deployment and maintenance. The staff and students have access to technology and information retrieval on current and relevant issues. The institution deploys and employs ICTs for a range of activities.

At the beginning of the academic year need-assessment for replacement / up gradation / addition of the existing infrastructure is carried out based on the suggestions from Governing Council members, Heads of the departments and system administrator after reviewing course requirements, computer-student ratio, budget constraints, working condition of the existing equipment and also student's grievances. Optimal deployment of infrastructure is ensured through conduct of workshops/awareness programs/training programs for faculty on the use of new technology.

The institute has always been reviewing the changing needs and accordingly the internet bandwidth is upgraded from time to time. Institute has internet connection of 90 Mbps speed. Internet connectivity is available throughout the campus.

The college website is monitored and updated from time to time by the website committee of the college. All the computers in the college are interconnected through a dedicated LAN. Each system is provided internet connection, in addition to this the college has dedicated intranet portal for sharing of files amongst the staff and students.

We are equipped with all the necessary ICT infrastructure to felicitate the Teaching-Learning activity for our stakeholders.

- To ensure that effective classroom delivery, information sharing, and knowledge assimilation, 21 classrooms equipped with plug and play LCD projectors in 2019 we had around 110 systems with the required software.
- The systems are updated as per the need both in terms of software and hardware in order to cater the needs of the students to successfully complete their practical session as per the university curriculum.
- There are 110 computers including Laptops equipped with 4GB/8GB RAM with i3/i5 processor, 500GB/ 1 Terabyte HDD with network facility available across the college.
- There are 6 scanners, 9 printers, 2 Photocopiers and storage devices with internet facility & UPS in the college.
- The institution is equipped with a free Wi-Fi facility for staff and students with a speed of 90 Mbps and a download capacity of 1GB for students and staff per day to gain additional information related to the curriculum.

- **All the departments are given ICT facilities for them to use in classes for content delivery in form of PowerPoint presentations, documents, and audio-video. Students are given access to the digital content of the department like lesson plans, question banks, assignments, notes etc. for repetitive use.**
- **The software and hardware are updated from time to time. All the systems are armed with Licensed quick Heal, K7 Anti virus for Windows to tackle Malware/ Virus problems. The antivirus is renewed once in a year.**
- **The computers of the college are connected with printers and scanners wherever required.**

Date of up gradation:

Wi-Fi server up gradation

Renewal of Microsoft License

Window-10 License Nature of up gradation

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

110

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	**No File Uploaded**

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

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

4.4 - Maintenance of Campus Infrastructure

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

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

21.10

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

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

The institution has adequate infrastructure for effective institutional functioning. Regular maintenance and periodic replacement of infrastructure is equally essential. Therefore, the institution has allocated sufficient resources for regular upkeep of the infrastructure and has created effective mechanism for maintenance and utilization of the physical, academic and support facilities to promote optimum usage of the same. The college has a dedicated maintenance department responsible for overseeing the maintenance of buildings, class rooms, computer labs, hostels, cafeterias, sports facilities, utilities, lawns and other infrastructure etc.

Our institution comes under the NES umbrella. The maintenance of common facilities like Civil, Water, Electricity, Plumbing, and Computers is taken care of by a central unit employed by NES and

also the college. The maintenance and preservation of the infrastructure facilities are carried out with the support of the heads of the particular infrastructure department of NES. The College Administrative Officer regularly monitors and supervises the overall infrastructure and ensures its upkeep, repair, and maintenance within the college. The civil maintenance is headed by a chief engineer. He is in charge of water and sewage, building, carpentry and gardening. Each division is headed by a supervisor and employs respective skill workers. There is a systematic procedure for the purchase as well as maintenance of these infrastructural facilities. A proposal is submitted by the HOD to the office. It is evaluated by the college office and quotations are invited. The quotations are then submitted to the principal for verification. The verified quotation is forwarded to the Chief Executive and Chief of Finance for approval. The equipment is then purchased and entered into the stock register for maintenance. At the end of every financial year stock verification is done by the college office. The same process is done for repair, writing off, or repurchase every year.

ICT Maintenance:

ATNCC has an independent IT Department for maintaining the IT resources. Annual maintenance contracts with the suppliers of ICT based instrumentation, hardware, and software are in place to take care of the maintenance. The persons in charge of computer labs (AMC contracted to Cyber Infotech), library, laboratories, etc. look after the maintenance as well. Tie-ups with service providers also ensure infrastructural updates. The computers, Wi-Fi facilities in classrooms, LAN connectivity is maintained and upgraded regularly by a team of experts from the IT department.

Electrical and electronic maintenance:

NES has an engineering section that looks after the maintenance of electrical installations, water coolers, air conditioners, and generators. The electrical and electronic equipment is looked after by a team of electrical maintenance staff. Annual maintenance contracts for computers, and other gadgets are in place. Periodic instructions, reviews, checks, observations by the stakeholders, and continuous monitoring helps in the maintenance of the entire infrastructure.

Academic Support facilities:

Library:

The Library committee takes care of the safety and other maintenance issues related to the library. A yearly book audit is conducted across all faculties and departments to check the maintenance of books. The central library regularly monitors the condition of the library stock, collection, issue, and maintenance of the books like covering, binding etc. Apart from Central Library, we also have libraries at department levels, that permits students to refer.

Sports: The Sports department maintains the sports grounds, gymnasiums, and indoor games equipment. Maintenance of Physical Facilities: A team of skilled personnel carries out maintenance works related to civil, plumbing, sanitation, water supply, power backup, electric supply, as well as repair of instruments and machines. The maintenance cell undertakes repair work at institutions, support services, hostels, sports, and other central facilities as well as of the campus. Trained personnel take care of housekeeping. The maintenance cell also undertakes maintenance of roads, lights, gardens, lawns, pavements, and other public places within the campus.

In addition to work-related to landscaping and beautification of the campus. Day-to-day maintenance of classrooms, corridors, stairs, ramps and washrooms are ensured by the support staff. Water purifiers are installed in every floor and maintained with care. The equipment like generators, water motors, pumps are inspected on a weekly basis. Care is taken that they are installed in the outer vicinity of the college so as to ensure that they are out of the reach of the students. The Institution provides four-wheelers and two-wheeler parking facilities for the staff and students. Four wheeler parking facility is available in Campus with a parking capacity of 100 two wheelers. Round the clock security of the college aids in keeping the college infrastructure secure.

1. The maintenance of equipments for water pumping plants, sewage, etc. are undertaken as per their preventive maintenance schedules, guidelines provided by the NES office.

2. The institution has a dedicated cell to look after the repair,

maintenance and upkeep of labs. Major laboratory equipments are under Annual Maintenance Contract (AMC) for their regular preventive and corrective maintenance. Campus Surveillance Cameras, CCTVs, other security equipments are maintained through IT department by the equipment providers. Teaching aids such as LCD Projectors, Laptops, Desktops, Printers, Wi-Fi etc. are maintained by IT department.

1. Library committee ensures proper maintenance of library building, books and other paraphernalia. The committee meets regularly and recommends to the principal about needs and requirements of the library. Student representatives are also a part of the committee to provide the input

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

588

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

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

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

123

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**B. 3 of the above**

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

170

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

170

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

44

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

6

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

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

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

2

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

9

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at univer sity/state/national/international level (During the year) (Data Template)	View File

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

National cadet corps was established in our college under the motto, Unity and Discipline. It aims to develop character, Commandership, discipline, leadership, secular outlook, and spirit of adventure and the ideas of selfless service among the youth of the country. And also creates a human resource of organized, trained, and motivated youth to provide leadership in all walks of life and always available for the service of the Nation. The cadet attends a regular training parade. NSS also conducts programmes such as planting trees, adoption of villages etc, in annual special camps usually held in villages for 7 days. Besides imparting excellent commerce and management education to the students, the college also encourages extra-curricular activities and sports for their all round development. To create, maintainand to enhance quality in all spheres is the monitoring body of the institutions. It functions under the chairmanship of principal and comprises senior faculty members, representatives from the local community and a student representative. Its aim is to develop and maintaina system to promote academic administrative excellence. It defines the short term and Long term objectives of the institution. It creates a benchmark for quality enhancement measures. It devises a work plan to achieve objectives. It monitors co-ordinates the execution.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

participated during the year (organized by the institution/other institutions)

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

5

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

Response: A registered Alumni Association is actively working and contributing significantly to the development of the institution through financial and/or other support services. Alumni Association of ATNCC registered on 23rd October 2020 with registration number DRSH/SOR/166/2020-2021 aims to connect with old students by encouraging social gatherings to share views, ideas and their personal and professional experience.

Monetary contribution:

The association identifies the students who have achieved excellence in their academic and extracurricular activates, and awarding the students for their best performance in practice. Association as also felicitated with cash rewards for 9 rank holders, 3 from B.Com, 4 from BBA, and 1 from M.com, for 2020 batch.

Non monetary contribution:

K.S.Eshwarrapa honourable rural development and panchayathraj development minister of Karnataka, and K.E. kanthesh honorable zilla panchayath member shivamogga has donated a water purifier to provide pure drinking water facility in the college whose approximate value

is rs 130000, which is benefiting more than 1200 students, lecturers and others in the college.

Some prominent alumni are:-

Politics: Honorable K.S.Eshwarrapa rural development and panchayathraj development minister of Karnataka,

Honorable D S Arun MLC of Karnataka.

Honorable Araga Jnanendra Home minister of Karnataka.

Academician: N.sharath secretary, chartered accountants association shivamogga chapter.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs) — D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	[View File](#)

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Response:

In accordance with the policy of decentralization adopted by the management of institution, both teaching and non-teaching members are adequately represented in the governing body of the college through Principal as Ex-officio member of Governing Council Of Acharya Tulsi National college of Commerce.

The Governing Council, Principal, IQAC and the faculty play an

important role in the designing and implementation of its quality policies in teaching, learning, research and extension activities. The formal and informal arrangement in the institution to coordinate the academic and administrative planning and implementation reflects the efforts of the college in achieving its vision..

The principal follows an open door communication system and allows the staff members to offer with their constructive suggestions and grievances that are resolved through discussions. The policy statements and action plans are formulated only after careful consideration by the Principal.

Vision and mission of the institute are well in accordance with the objectives of higher education. They are reflected through the following programmes and activities:

COLLEGE EMBLEM

Acharya Tulsi national College of Commerce, a temple of learning, kindles the candle of knowledge for the students to make them proficient, efficient and relevant to trade, business, industry and commerce in the modern world

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

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

Response:

In accordance with the policy of decentralization adopted by the Management, both teaching and non- teaching members are adequately represented in the governing body of the college and their opinions

are sought in making and implementing of different policies. Apart from the governing body meetings, subcommittee, like IQAC, Academic Committee, Examination Committee, Students Support & Progression committee, Hostel Committee, Grievance Handling Committee, Anti ragging cell, Internal Examination Committee, Staff Club, Hobby club and Co-curricular activities committees etc. meet on a regular basis and help to formulate and implement the strategic plans of the institution. The responsibilities are defined and communicated through face to face meetings with non- teaching staff members of the college as well as by notifications.

Case study: NAAC Steering Committee

In the academic year 2018-19, a separate NAAC Steering Committee was formed by the Principal with the suggestions of IQAC for preparation of AQAR and 4th Cycle Self Study Report (SSR) to NAAC, Bangalore.

The NAAC steering committee was formed which includes, Prof. H.M.Suresha , The Principal

IQAC Co-ordinator and other senior faculty members. NAAC steering committee conducts regular

meetings for the improvement and implementation of the policies in association IQAC in order to carry out following tasks:

1. Filing IIQA with NAAC for IV Cycle Accreditation

1. Preparation & Filing of Self Study Report (SSR) with NAAC

1. Uploading all information at Institute website as per NAAC Guidelines

1. Compiling & gathering all data, information required for NAAC SSR, DVV, SSS and other templates as required by NAAC

1. **To act as facilitator for Peer Team Visit of NAAC**

Effective teaching, learning and evaluation become crucial and the present research is therefore under taken on a smaller scale to determine the exact status and functioning of IQAC and its outcome. Steering committee initiate to conducts faculty development programmers', workshops, seminars and also to conducts students seminars, workshops etc. to encourage faculty members to participates in Refresher course, Orientation course and Short term courses. Effective teaching achieves its success only if it is well planned. For the proper planning of teaching, each teacher is asked to prepare the lesson plans and flowcharts for their respective subjects and is also provided with an academic diary containing timetable, workload, actual teaching units, syllabus, daily teaching plan and academic and administrative committee responsibilities.

It is the prime responsibility of IQAC and NAAC steering committee to initiate, plan and supervise various activities that are necessary to increase the quality of the education imparted in an institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Response:

Acharya Tulsi National College of Commerce is an educational institution committed to providing excellent higher education. There is a perspective plan prepared by the college. The perspective plan was prepared for a period of ten years commencing from the academic year 2008-09 till 2018-19 by taking into consideration quality indicators of the seven criterions determined by NAAC. The IQAC plays a vital role to maintain and enhance the quality of the institution and suggests quality measures.

The perspective plan is framed with the participation of faculty

members with suggestions from various

staff members, committees and departments. These suggestions are helpful for considering the changes in the educational environment and to the requirements of the stakeholders. The draft of the perspective plan is proposed to the Governing Council of the college. The Governing Council considers the suggestions and proposes requisite additions or changes after which the perspective plan is approved. The college aims to fulfill the objectives stated in the perspective plan for the improved functioning of the college.

There is silver jubilee building chandana hall. The building which comprises of two storey's and two seminar halls utilized for various academic and cultural events. The building houses well-equipped classrooms that are utilized by M.Com and BBA programmes. It provides space for cubicles and offices of staff members. It has also been enhanced with audio-visual amenities for facilitating seminars and other academic activities and events. It also consists of computer labs for students. The infrastructure of the college has been enhanced with the Auditorium utilized by various programmes to host seminars, workshops and other events. It has audio-visual facilities that render it a valuable advantage for conducting events.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Response:

The three tiers of governance for the institutions are as follows:

- At the college level, there is the Principal who is the Ex-Officio Secretary of Governing Council, IQAC co-ordinator, heads of departments, office administration and staff members. The college is affiliated to Kuvempu University, Shankarghatta.

- The college is governed by the Governing Council of NES. It is led by the chairman and members of the Board of Management.
- National education society [NES] is governed by the Board of Management which comprises of the President, Vice-Presidents, Secretary, joint secretary, treasurer and Members of the Board of Management Directors.

Administrative Set-up:

- The administrative setup of the college consists of the Principal, Vice-principal, head of departments, office superintendent, clerks, attendants and peons.
- Office staff consists of Administrative Section and Accounts Section

- The library staff includes the Librarian, assistant librarian and other staff.
- The Department of Physical Education and Sports comprises of a Director of Physical Education and Sports.
- There is a placement cell, NCC, NSS and Red Cross units in the college.
- Grievance redressal mechanism of the college consist of Grievance redressal committee, Disciplinary committee, Anti-Sexual Harassment Committee, Student Council, Anti-ragging Cell/Committee.

Service rules:

The college adheres to Karnataka Civil Service rules-1966. The appointment and service conditions of employees (not covered by Govt. Salary Grants) working in the institutions run by the National Education Society shall be governed by these rules. The service/s of aided employees are governed as per the Karnataka Civil Service Rules and NES service rules.

Procedures for recruitment:

Recruitment of empolyees for Unaided posts by the management and employees at permanent posts (Aided posts) by the Government of Karnataka.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	**Nil**
Upload any additional information	**No File Uploaded**

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

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

6.3 - Faculty Empowerment Strategies

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

The College has taken various effective measures for the professional development and welfare of the teaching and non-teaching staff. Faculty members are encouraged to pursue Ph.D. SLET, NET and other qualifying examinations, the management encourages all cadres of non-teaching staff to improve their computer knowledge, qualifications for promotions. Some of the welfare measures include:-

Leave Benefits

- **15 CL, 10 EL, 2RH & 30 SPL facilities per year to the teaching staff.**
- **15 days of Casual leave, 2RH, 30 EL & 20 days commuted leave**

facility per year for Non teaching staff.

- Faculty is encouraged to participate and present papers in Seminars, Conference, Orientation Programmes, Refresher Course, Faculty Development Programs, and Workshops by providing OOD facility and financial support.
- Female teachers can avail Maternity Leave.
- Paternity Leave is given to male teachers on request

Retirement Benefits (As per the University Rules)

- NPS (National Pension Scheme for employees who joined services after 01.01.2004)

Encashment of Earned Leave.

- Provident fund(Teaching and Nonteaching Management Staff – 50% Contributions from Management)
- Pension, Family Pension, Service Gratutty and Communication of Pernsion and all other Government welfare schemes and measures are given to the staff.

Medical Benefits

- ESI Facility(for management employees, Part time & full time teaching and Non-teaching Staff with income less than Rs25000/-)
- The college organises health camps & health awareness programees free health check-up for students and the staff can also participate and instill awareness about important health issues such as Cancer,Drug abuse, cardiac wellness, women health, HIV-AIDS, and mental wellbeing.
- The college organized Covid-19 vaccination drive for Staff.

Faculty Development Programmes

- Permission is readily granted to participate in Refresher Courses/ Orientation Programmes/ Short-Term Courses to the teaching staff for professional development.
- Complete support is provided to the faculty for pursuing higher studies.

- Seminars, conferences, training programmes and FDPs are organised by ATNC College at national and international level for both teaching and non-teaching staff enrichment purposes and for nurturing a competitive and thriving academic environment.
- Permission to faculty to deliver guest lectures at other institutes
- Incentives for publications in national and international journals.

Support Facilities

- Canteen facility
- Staff Cafeteria
- Grievance Redressal cell.
- Parking facilities for both teaching and non-teaching staff.
- Clean drinking water facilities.

- First Aid Facility
- Internal Complaints Committee for Prevention of Sexual Harassment of Women at Work Place
- Free tea provided to teachers & Non-teaching staff.
- Indoor Gymnasium facilities for all.

ICT Facilities

- The College is fully Wi-Fi enabled.
- Computer labs for both students and faculty.
- Audio-Visual Lab.
- Laptop/Desktop facilities provided to staff.
- Provision of Digital boards in some classrooms and remaining class rooms are equipped with LCD for facilitating the faculty to use latest technology for delivering the lectures effectively.
- Internet
- A dedicated reading room equipped with Wi-Fi enabled computers and printer facilities is available in the library to access e-resources.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

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

10

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

9

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

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

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

219

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

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

Performance appraisal system of the staff includes the following mechanisms:

- **Student feedback**
- **Faculty Self-Appraisal**
- **Peer feedback**
- **Parents and alumni feedback**
- **Exit analysis**

Student feedback is taken once in a year for an academic year to review the performance of staff and necessary appraisal is done. Peer feedback includes feedback by Head of the Departments, Principal and Management representatives. Feedback from parents at Parent-Teacher Meet, from alumni at Alumni Meet, is collected to review the performance of faculty. Exit analysis report by the outgoing students help to review the performance of staff and also institutional performance.

The Self-Appraisal Report (SAR) of all teaching staff is taken on

annual basis using structured questionnaire. Based on the performance and feedback, the principal takes personal interest in guiding the teachers. Senior faculty members of the department groom the new recruits to help them to enhance their teaching and evaluation performance. The management and the principal collect regular feedbacks from faculty and students. There will be review meetings on the feedbacks obtained and necessary reforms are made. The management also holds meeting with the faculty members and listen to the grievances as well take inputs and suggestions for the progress and development of institution. The feedbacks obtained from various sources are consolidated and a review is made. Planning strategies and measures are being taken on the basis of the same to improve performance and address the problems.

The appraisal reports are analyzed and discussed with individual staff members. Major decisions taken based on these appraisals include:

- The faculty strengths are appreciated and corrective measures are suggested for shortcomings by the Principal.
- Increase in the number of submissions of proposals for research and organizing conference/seminars/workshops for funding.
- Enhancement of IT infrastructure.
- Selection of teachers for deputation and heads of various committees.

The major decisions are utilized for the strategic planning of the institution in the areas of enhancement of faculty, efforts to enhance pedagogic innovations, adopt best practices.

Performance Appraisal System non-teaching staff

The Self-Appraisal Report (SAR) of Nonteaching staff is taken on annual basis using structured

questionnaire. Based on the performance and the feedback, the principal takes personal interest in guiding the non-teaching Staff. The Manager and the senior members of the non-teaching Staff groom the new recruits to help them to enhance their performance. The non-

teaching Staff members have assigned to work in different capacities. The appraisal reports are analyzed and the working ability of individuals is assessed.

The staff members are appraised on the following parameters.

- **Work Efficiency: How efficient is the staff member**
- **Time Management: How efficiently they manage time and complete the given task.**
- **Knowledge and skills in work area**
- **Work load Management**
- **Punctuality/ Accuracy at Work**
- **Communication Skills**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

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

Financial audits regularly Response:

The institute has an assistant accounts/audit officer who takes care of the continuous internal audit of the institution. Apart from internal audit, the institute has mechanism for external audit. A certified auditor along with his team members visits the institute regularly. A chartered accountant and his team are engaged to perform external audit. In the external audit if any audit objections are found / raised the auditor notifies the objections to the office in-charge and the principal. If the replies given by the principal or the office are acceptable, he drops the objections. Otherwise, he will give suggestions to implement the rules and suggests suitable action against the responsible ones who have violated the rules.

The college has a three-tier financial audit system.

Internal Audit- It is conducted twice a year by the audit department of the parent institution, National Education Society, Shivamogga.

External Audit- In the second stage, the audit is carried out by C.A, S. K Nagharaja Singh

Government Audit- It is conducted by the Karnataka State Audit and Accounts Department. The Government conducts audit every year.

Audit conducted by the college during the last five years;

Year

Internal Audit (From – To)

External Audit (From – To)

2016-17

1-04-2016 to 31-03-2017

1-04-2016 to 31-03-2017

2017-18

1-04-2017 to 31-03-2018

1-04-2017 to 31-03-2018

2018-19

1-04-2018 to 31-03-2019

1-04-2018 to 31-03-2019

2019-20

1-04-2019 to 31-03-2020

1-04-2019 to 31-03-2020

2020-21

1-04-2020 to 31-03-2021

1-04-2020 to 31-03-2021

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

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

107.88

File Description	Documents
Annual statements of accounts	[View File](#)
Any additional information	[View File](#)
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	[View File](#)

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

The college is permanently affiliated to Kuvempu University, Shankarghatta and follows the rules and regulations laid down by the Government of Karnataka. The college receives the funds from UGC, Government of Karnataka and from other funding agencies for academic and infrastructural development. Apart from this, the college mobilizes funds through alumni contribution/donation, individuals, and self- financed courses and from other sources.

The financial sources of the college are:

The budgetary resources of the college include plan and non-plan grants received from UGC. Funds received from National Education

Society for unaided staff salary and further expenses.

Salary grant is received from the Government of Karnataka.

- University Grants Commission seed money for conducting FIP, Workshops, Seminars, nonrecurring and recurring grants.
- Examination grant is received from Kuvempu University, Shankaragatta.
- Scholarship Grants for SC, ST, and OBC students received from the Government of Karnataka. Private Scholarship Grants received from agencies and individuals.
- Grants from Kuvempu University for NSS activities and NSS Annual Camp. Admission, tuition and other fees are collected by the college from students.
- Hostel fee received from girls hostels.
- Fines, common dues, a fee charged for issue of certificates etc. Alumni contribution for the college development.

Optimum utilization of financial resources:

The following system is adopted by the college for the optimal utilization of resources;

The college invites requirements from all departments and accordingly prepares the budgetary plan. Purchase Committee or Governing Council on GCC works on the details of the budgetary plan.

Purchase Committee or Governing Council on GCC sanctions the budget by considering financial resources and needs of the departments and presents it to the Principal

The utilization of the sanctioned budget is monitored by Governing Council on GCC.

The audit department of the parent institution monitors entire business of financial permissions and its appropriate utilization.

The funds thus generated through above mentioned sources are utilized in a very effective manner for overall development of the institution and students community.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5 - Internal Quality Assurance System

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

Response:

IQAC of the institution conducts meetings at the beginning of every academic year and chalk out the plans of action for the academic year and also ensure that the plan of action is implemented properly. IQAC contributes and plays a vital role in the enhancement of quality in every academic and other activities of the institution.

Developing the Research Culture:

With support from the management, the IQAC has conducted faculty development programmes on teaching methodology organized workshops on Tally ERP, questionnaires-designing, report-writing and has conducted programmes for staff members and non-teaching staff.

In the last year, two staff members are awarded with PhD and one staff members have registered for PhD and one staff members cleared SLET exam. Research papers by faculty members are published in national and international journals. The IQAC has organised many seminars, workshops and other innovative activities.

With support from Management of NES, the college aims to come up with separate infrastructure. It attempts to bring grants from different agencies for research activities and to conduct self-financed courses. It supports research aspirants in bringing out quality research work.

The college provides laptop with Wi-Fi facility, free internet access to aspirants in the college. A well-equipped library with reputed National and International Journals up to ___ in number, e-

Journal-N-list, e-Books-N-list, Digital Data Base N-List, INFLIBINET, N-List, are made available for students and staff.

2. Modern Teaching Pedagogy/Techniques

One way to improve quality of education is to use efficient technology to support teaching and learning process. IQAC tries to keep pace with the ICT enabled teaching learning process. Over the years, IQAC set up 15 ICT enabled smart classrooms, 100 computers in computer lab, 02 browsing centres, and many printers to facilitate the teaching-learning process. The college provided laptops to maximum number of staff members to access internet and use the DLP systems in teaching.

E-journals, INFLIBNET, e-Library, e-books database and 90 MBPS+ 20 MBPS FFTH internet connections with campus and Wi-Fi facility are available for students and staff.

To improve the administration of the institution and enhance the service delivery, the college uses softwares like e-attendance, AarGees and Microsoft Campus Licensing etc. To enhance learning experience and language skills, the college has language lab facility for students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Response:

1. Structured Feedback and methodology of operation

2. Feedback is a vital part of the teaching-learning process. The analysis of the effectiveness of teaching learning is made through the stakeholder's feedback mechanism. The collection and analysis of feedback from different stakeholder assist the institution to understand the need of society and what other stakeholders expect from the college.

IQAC collects feedback from students in a specially designed format on semester basis. Feedback is collected on curricular aspects, teaching-learning methods, faculty programs and institutional programs. Each department analyzes the feedback, discusses it in the departmental meetings and submits a consolidated report to IQAC.

IQAC has taken necessary steps to improve overall performance of the college on the basis of feedback given by the students. The IQAC consisting of the principal, the heads of the department and senior faculties plan, monitors and reviews teaching-learning and other activities of the institution. Feedbacks from students on individual teachers is submitted to the governing council of the college and it is considered at the time of continuation, confirmation of staff members and for their increments.

Suggestion\ Complaint boxes are placed at important places to get the feedback of the students. These suggestions are considered while framing policies related to the institution. The staff meeting is held at the beginning of the semester to discuss the plan for the semester. A work diary of every member, signed by the HODs is submitted to the principal.

Every year IQAC has arranged parents-teachers meeting for getting the feedback and suggestions from the parents. The suggestions given by the parents are reviewed by the concerned authorities and necessary measures and actions are taken.

3. Lesson Plan, Flow Chart and Teacher's Diary:-

4. Effective teaching achieves its success only if it is well planned. For the proper planning of teaching, each teacher is asked to prepare the lesson plans and flowcharts for their respective subjects and is also provided with an academic diary containing timetable, workload, actual teaching units, syllabus, daily teaching plan and academic and administrative committee responsibilities.

The lesson plan and flow chart prepared by teachers consists of contents of the syllabus, flow of information, objectives of the lessons and teaching pedagogy used by the teachers such as PowerPoint presentation, group discussion etc. This systematic process has helped teachers to complete the given syllabus in time.

Every teacher has to maintain an individual work diary to record the day to day teaching-learning activities regularly. The teaching diary gives an overall summary of the topics covered by a teacher in each class, subject per semester. The individual teacher diary is verified and signed by the HoD of the concerned departments and is then submitted to the Principal for final approval.

The Principal monitors the overall work performance of the teachers through the verification of lesson plan, flowchart and the diary.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://atncc.org/NAAC/others/ACADEMIC_AUDIT_FORMAT_2017-18,%202018-19%20and%202019-20.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

A society free from gender based discrimination and equal opportunities for both men and women is termed Gender equity. Discrimination based on gender in various spheres of political, educational, economic and social circles curtail women's growth and development. We need greater participation of women in leadership roles, decision making roles and higher positions.

Education 2030 agenda has recognised that Gender equity requires an approach that ensure that girls and boys, women and man not only gain access to and complete education cycle but are empowered equally in and through education.

Gender equity, initiative works with vision – "A world where all girls and boys are empowered through quality education to realise their full potential and contribute to a transforming societies where green environment becomes a reality".

Gender equity requires equal enjoyment by the students of the institution opportunities resources and reward.

To ensure Gender equity in the institution, the institution has taken several important measures such as:

Women empowerment cell Spandana is established in the institution which conducts programs related to the empowerment of girls students throughout the academic year. Programs like "health awareness programme". Special talk by qualified resource person on issue related to women.

Safety and security of girls student is a primary concern and CC cameras are installed in the campus.

Security allow students with ID card and uniform into the college campus. As a result students feel secure in the campus.

Separate restroom for girls with attached washrooms is provided.

Women empowerment cell conducts various programs related to gender sensitization every academic year.

Programs and special talks are conducted to sow leadership qualities enthusiasm to participate in a college activities.

Students grievances and redressal cell is always active to deal with issues but so far no such serious incidents have occurred.

POSH and women empowerment cell create awareness messages which are displayed on college corridor walls.

Awareness program on LGBT community is done through special lecture program by qualified resource persons.

Sanitary pads vending and burning machine is installed in a ladies restroom and students are educated to use the same.

Suggestion complaint box is installed and students are encouraged to bring any issues to the notice of the principal without hesitation.

A separate reading room is provided for such students within the library reading room.

Women achievers in a society are invited for special talks and share their experiences with girl students.

Support and motivation for married girl students for pursuing higher education is given by the senior staff.

Secured separate hostel for girls.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above

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

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

Management of degradable and non-degradable waste is one of the important agenda's before Central and State Governments in India. In our nation small percentage of waste is processed and treated. Segregation of waste at the source is being enforced so as to channelize the waste for useful purpose through recovery, reuse and recycle. Waste management in India got the desired momentum through 'Swachh Bharat' initiative by Government of India. ATNCC has systems and practices for managing both degradable and non-degradable waste. The institute has taken various initiatives for disposal of different types of waste and ensure environment in and around the campus is environment friendly.

Solid waste management: solid waste in the campus is divided into biodegradable and non biodegradable waste and separate containers are used to collect the same. Green color containers are used to collect waste that can be degraded such as plant leaves, used papers that are organic in nature. Green waste are collected regularly and used for compost making in the compost unit existing in JNNCE campus belonging to our National Education Society. There, it is treated with required chemicals and decomposed and converted into compost manure.

The institution takes all measures and precautions to ensure the campus is free of plastic materials and other harmful wastes. The institution follows the policy of Reduce, Reuse and Re-cycle. Separate dustbins are provided in the campus for dry wastage and wet wastage. The institution further takes precautions to maintain tranquility in the campus. Honking is strictly prohibited in the campus. Institute does not generate any hazardous waste. Garbage collection from the Institute areas, hostels and office buildings is arranged by the Institute. These are lifted from the garbage dumps daily by the Shimoga Nagarapalika.

Blue colored containers or used to collect non biodegradable waste such as rubber, plastic materials, etc.

Non biodegradable waste such as e-waste are returned back to the supplier for proper disposal.

Liquid waste passed through the drainage and reach "Raja Kaluvey" constructed by the municipality.

Green waste baskets and blue waste baskets are placed in suitable places and students are informed to use them properly. Green colored containers are used to dump trash that can be degraded on its own such as plant or animal sources that are of organic nature. Other biodegradable wastes are food and paper wastes. Green wastes are used for composting, recycling, a resource for heat, electricity, and/or fuel.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	View File

7.1.5 - Green campus initiatives include

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

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways

A. Any 4 or All of the above

4. Ban on use of Plastic
5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**E. None of the above**

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**B. Any 3 of the above**

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

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

At ATNCC students hail from diverse cultural, linguistic and socio-economic backgrounds and thus offer an all inclusive and favorable learning environment to the student supported by the institutional staff. The college believes in the concept of unity in diversity and offers an all inclusive environment that integrates the students.

The institution celebrates many festivals and awareness days to bring the students together; A large number of students participate in Sahyadri utsav, an annual cultural festival conducted and organized by the University in their campus in which students from all the colleges under Kuvempu University join together participate in various cultural competition and celebrate like a festive occasion.

The institution gives great importance to regional festivals like Holi, Kannada rajyotsava, which creates oneness in the minds of students of all religion and sections of society.

National festivals like The Independence day, The Republic day, Gandhi jayanthi and many more are celebrated with great enthusiasm and involvement. On Independence day and Republic day students decorate the college campus, distribute sweets, sing patriotic songs and feel proud to be Indians.

Traditional day popularly known as ethnic day is celebrated with great grandeur at the end of every academic year. Students are encouraged to dress in different cultural and traditional dresses. The celebration is carried on from the morning till the afternoon. The best group representing a tradition through their dress is awarded with prize.

Students from different classes and sections are selected and combined to form teams to represent and participate in commerce and management festivals organised by other educational institutions.

Hindi Diwas is celebrated in the college to bring the awareness of our national language.

Staff and students celebrate communal festivals like "Ganesh Chaturthi", Christmas, Ramzan and many more and exchange wishes.

International women's day (March 8) is celebrated every year by inviting and felicitating women achievers in and around Shimoga.

World environment day (June 5) is celebrated by planting saplings to bring awareness about environment protection.

International yoga day is celebrated every year on 25th June.

Colors day is celebrated on the last Saturday of every month to bring unity and awareness among the students by dedicating the day to some important social cause.

The whole student community welcomes new year with joy and hope.

Through NSS activities, and special camps in rural areas students get connected with rural life and develop service attitude and empathy towards economically weaker sections of the society.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	View File

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

At ATNCC we take proactive steps towards inculcating values amongst the students and staff, by

providing opportunities to participate and celebrate commemorative and national days of importance. This helps in strengthening the spirit of nationalism and inculcates the values in terms of honoring and paying respect to the legendary personalities of India. The

ideals taught by them like truth and non-violence, equality, equity, and inclusiveness are thus instilled in the young minds that help in strengthening the roots of democracy. Indian constitution is compulsorily studied by each and every under graduate student. As a result student has a good knowledge about Indian Constitution, values, rights, duties etc.

The institution conducts regular activities to sensitize students and employees of the institution towards the constitutional obligations: values, rights, duties and responsibilities of citizens. An individual cannot be expected to attain his best self without the awareness about the constitutional provisions which provide rights and also obligations. Therefore, to create awareness about the constitutional obligations events of the following nature are conducted. Guest lectures on Human Rights – The constitution of India guarantees certain basic human rights like Rights to life, Liberty, Equality and Freedom. An emphasis is laid through the guest lectures on Human Rights on the above aspects. Students are appraised with the fact that Right to live with human dignity with adequate nutrition, clothing, shelter, education, free movement, freedom of speech are all necessary under right to life. Programs on Professional Ethics and Values – Inculcation of values and ethical practices among the students and employees is aimed at through such programs. It is the professional duty of every individual employed in profession to be truthful and loyal to the profession as well as clients is imbibed on the young and impressionable minds of the students through these programs.

Special programs for students, employees and community through NSS, NCC and YRC – The programs like Blood donation camp, health checkup, visits and traffic awareness programs etc., are conducted to create awareness about being a responsible citizen. Right to health and medical care is a fundamental right during service and after retirement right to health of a worker is integral to right to life.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**No File Uploaded**
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code

A. All of the above

of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

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

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

National Youth Day, 12th January

National Youth Day is celebrated to commemorate the birthday of Swamy Vivekananda. At ATNCC, National Youth day is celebrated with great enthusiasm on January 12th. Guest speakers are invited to create awareness amongst the students who are the present youth about the importance of them in the creation of a strong Nation.

Republic day, 26th January

Republic day is celebrated with great pride and enthusiasm. ATNCC celebrates the day with staff and students in the campus. Staff and students sing together the National Anthem. The chief guest in his speech address and motivate the young students of the institution. Students sing patriotic songs and NSS volunteers decorate the campus every year in a unique manner. NCC Cadet with their march-fast welcome the chief guest of the day for flag hoisting. Sweets and breakfast is distributed to the participants. After the function in the campus the staff and students of all the institution under National Education Society join together to celebrate the day.

International Women's Day, 8th March

The institution along with 'Spandana' women empowerment cell celebrates International Women's Day

in a unique manner. They invite and felicitate women achievers in and around Shimoga. The women achievers like Agriculturists, Entrepreneurs, Doctors, Lawyers, Social workers and Housewives share their life experience with our girls students and motivate them positively for their future. Mothers of students are invited and various competitions and activities are conducted for them.

International YOGA Day, 21st June

International YOGA Day is celebrated on 21st of June to promote the awareness and importance of Yoga in life. Inter college yoga competitions is also conducted and prizes were distributed. Prof. H. Padmanabha Adiga, Head of the department of Sanskrit conducted Yoga classes for students until his retirement.

Independence Day, 15th August

Independence Day is also celebrated in the campus with the same pride and enthusiasm ATNCC celebrates the day with staff and students in the campus. Staff and students sing together the National Anthem. The chief guest in his speech address and motivate the young students of the institution. Students sing patriotic songs and NSS volunteers decorate the campus every year in a unique manner. NCC Cadet with their march-fast welcome the chief guest of the day for flag hoisting. Sweets and breakfast is distributed to the participants. After the function in the campus the staff and students of all the institution under National Education Society join together to celebrate the day.

Teachers Day, Sepetember 5th

Teachers Day is celebrated with great enthusiasm and pride. Dr. S Radhakrishna's photo is decorated with flowers and prayers are

offered. Retired teachers of the institution along with their family are invited, felicitated and made to share their memorable professional experiences. The students on their part wish all the teachers and get their blessings. They also organize various activities exclusively for their beloved teachers. There will be a grand feast on the day.

Gandhi Jayanthi, 2nd October

Gandhi Jayanthi is celebrated on the 2nd of october along with the birthday of Lal Bahadur Shastry the 2nd Prime Minister of India with the students enthusiastically participate in the programme organized by the college. Well-known personalities are invited for the programme as chief-guest. The Principal, Vice-Principal, teaching and non teaching staff and the students participate in the event.

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

7.2 - Best Practices

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

7.2.1 BEST PRACTICE NO 1:-

Title of the practice:-'SPANADANA' Women Empowerment Cell.

Women empowerment is the process of empowering women. It may be defined in several views including; raising the status of women through education, awareness, literacy and training; it is also promoting women's sense of self worth, ability to choose, right to influence social change for themselves and others.

- **As the strength of girl students in the institution gradually began to rise from 5% (at present it is approximately 65% o 70%), we thought that empowering women is the fundamental right of women and began with programs conducted by and for**

the betterment of girl students. As a result 'SPANDANA WOMEN EMPOWERMENT' cell took her birth in the year 2007.

Vision:-

- Empowering women through academic excellence.
- To provide them with their independent role in the society.

Mission:-

- The cell shall strive to create a better society by empowering girl student.
- To create awareness of the woman's rights.
- To achieve social equality as a prerequisite for women empowerment.
- To promote more cultural space for women to foster a distinctive identity of their own.
- To sensitize women towards our rich cultural inheritance.
- To strive for the elimination of all forms of exploitation, discrimination and violence against women.

Goal:-

- To empower women through education and strengthen them with social values and ethical sphere of life.
- Identification of strong leadership qualities in their capacity.
- To promote a culture of respect and equality for women.
- The provision of opportunities and programmes for women to be financially, psychologically and emotionally empowered so as to promote their growth as individuals in their own right.
- To make them aware of the guidelines of the Supreme Court and to ensure that sexual harassment is treated as an unacceptable social behavior within the institution and the society.
- To conduct seminars, workshops to impart knowledge of opportunities and tools available.
- To inculcate entrepreneurial attitude among young girls so that they will be "Job creators" rather than "Job Seekers".
- To strive for the elimination of all forms of exploitation, discrimination and violence against women by providing them with guidance for better opportunities to participate in curricular and co-curricular activities organized by the institution.

Structure:-

The cell is headed by a President, Secretary and Treasurer from the ladies staff. Girl students are its members. The Principal and senior faculty assist and guide the activities of the cell.

The Context:-

The institution has more than 60% girl students. Majority of them hail from rural background. Inequality and women harassment is a social stigma; the cell has taken keen interest to protect the rights of girl student by organizing distinctive value added programmes.

"If you educate a boy you educate an individual, if you educate a girl, you educate a whole family". In this context the cell has designed several women empowerment programmes to educate the girl student.

- To increase awareness among girl students and lady staff about their rights.
- Listening to the grievances of girl students and guiding them through counseling.
- Creating opportunities for girl students to participate actively in curricular and co-curricular activities.
- Offering health and safety guidance.
- Providing financial assistance to poor girls.
- To increase awareness among girl students about self employment.

The Practice:-

The institution has organized and conducted various programmes under this cell with true spirit and dedication. The college under the banner of this cell has organized several programmes which are listed below.

-
  -

No. of participants

23.7.16

Inauguration of cell, Dr.Swathi Kishore and Mrs. Savitha Madhav.

11.8.16

Special lecture on 'Be useful Be greatful' Mr .Vasanth Kumar, chartered accountant

1.

21.1.17

One day workshop on Cake and Pastry by Ms.Keerthi Kumari, Student of Atncc.

1.

8.3.17

Celebration of international women's day, guests are Mrs.Dummalli Shivamma and Dr. Sri Shyla M Badami

1.

7.4.2017

various competitions for girl students of our college like mehendi, rangoli, cook without fire.

1.

5.8.17

Formal Inauguration by Dr.Preethi Pai

1.

8.2.18

Free tailoring Programme, Donated 2 sewing machines to women of Muddinakoppa

8.3.18

International women's day, Marathon was organized and Deputy Mayor Vijayalakshmi C Patil was invited as guest

1.

24.6.2019

By women for Women workshop, SWEDHA women workshop

1.

27.7.2019

Inauguration program by Dr. Shubha Maravanthe

8.3.2019

Worlds Womens day, guests are Smt.Vishwas Chartered Accountant and Dr. Vidya J Raghudatta

8.3 2019

voting awareness Program

10.3.2020

Student as a teacher, saree kuchu training class

12.1.2021

National Youth Day Celebration, in association with NSS and Red cross, Swamy Vivekananda Jayanthi

8.9.2021

Bagina Distributing function, Collaboration with NSS, guests are Dr.Aishwarya Arvind, Surekha Muralidhar

As for as the constraints are concerned, it is found that due to

semester system and academic pressure, the organizers find it difficult to give practical exposure to the girls on field survey , to collect data .Added to this a large no of girls commute from surrounding villages, this will discourage to conduct programmes after college hours.

Evidence of Success:-

Video clippings, photos, media reports and annual reports in college magazines are the documentary evidence maintained by the cell.

The institution has identified major changes in the attitude of girl students on various parameters. Overcome of shyness, more participation in class wise seminars and extra –curricular activities, Positive attitude, free interaction with teachers and other students.

In the recent campus selection by the Infosys and South Indian Bank, number of girls participated and selected was more than the number of boys.

Problems encountered and Resources required:-

Though the organizers and girl participants are keen to invite professional and expert trainees and speakers from outside, the cell is unable to host programmes due to lack of financial resources.

Notes:-

After the establishment of this cell since the past few years we have seen many positive changes in the behavioral pattern of girl student. Hence we strongly recommend the introduction of this practice in every co-education and girl's college.

Best Practice No: 2

Title of the Practice:- " College Co-operative Society".

Goal:-

The following are the important goals of the college Co-operative Society.

- Strengthening economic interest, cultivating the habit of

savings and mutual co-operation among the members.

- To facilitate, co-ordinate and to promote purchase and supply of stationery goods at reasonable prices.
- To inculcate the principle of co-operation amongst students and to make use of its benefits.
- Establishment of cafeteria to provide hygienic food at concessional rate.
- To undertake purchase, sale and supply of foods grains, cloth and medicine to government and quasi-government hostels at reasonable prices.
- Supply of the necessary stationary and other articles to the college on demand.

The Context:-

The institution right from its inception is an exclusive commerce and management, student centric college. In order to inculcate the knowledge of co-operative movement among the student community the institution started the Co-operative Society in the year 1976. In order to bridge the gap between theory and practice, students are encouraged to participate more in the co-operative society activity by becoming members of the society.

The Practice:-

The Society was established with the main objective of facilitating and coordinating the purchase and supply of stationery goods and other articles at reasonable prices during college hours to the students and college office.

All the students of the college are the members of the society. The executive body of the society consists of eleven directors of whom nine are elected from student community. Representation is given to two girl students and one SC/ST student. The Principal of the college is its President and a teacher is the honorary Secretary to look after its day to day affairs.

The books of accounts is systematically maintained and audited annually by the department of Co-operative Society. These audited accounts are presented before the members in the annual general body meeting. Detailed discussion will be held during meeting. The entire proceeding gives an overall knowledge to the students about conducting meetings, society by laws, quorum, minutes, budget allocation etc.

As for as the constraints are concerned, the societies are regulated and monitored by the registrar of Co-operatives and the recent changes in Co-operative Act has resulted in a lot of difficult in fulfilling the dept regulations. Further, there is no chief executive officer (CEO) for the society to run it on full time basis.

Evidence of Success:-

The continuous support and participation by the students and teachers for the past 40years tells the success story of the college society. The objective set by the society in the beginning is achieved through student participation. Students, who served as Directors in our society, have become Directors, office bearers and employees of various Co-operative Societies in and around Shivamogga.

The students are benefited financially as they get their uniform cloth, stationery, skill development records, test papers etc from the College Society at a very reasonable price.

Problems encountered and resources required:-

The administration of Co-operative Society has encountered the following difficulties.

- As a teacher works as the honorary secretary, it is not possible to open the society continuously during college hours as he has to engage classes.
- Financial constraints of the society will not support to hire a full time CEO.
- Fulfillment of the departmental provisions is a major difficulty to run the society smoothly and efficiently.

Notes:-

Our experience has shown that the establishment of the college society has brought a lot of benefits to the student community. Hence we recommend the introduction of this practice in all educational institutions.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

Our institution was awarded with best NSS unit award at the university level for the year 2019-20. Inspired by this recognition we thought of giving importance and thrust to NSS activities during the year 2020 -21. And we conducted a series of programmes at the College campus and at the NSS special camp. At the seven day special camp we conducted programmes related to the overall development of student Personality, Conducted programmes that would enhance leadership qualities among students and also overall development of their personality. Everyday Students would prepare programme list, invite guests, organise and conduct programmes on their own, social Survey on Domestic animals, driving licence holders, Aadhar card holders, literates in the village,etc. We are proud to say that our sincere attempts and efforts did not go waste. We applied for the state award we submitted all the documents, photos, invitations and supporting documents related to the various programmes organised by the NSS during the year 2020-21.Our institution was recognised at the state level and we were awarded with Best NSS Unit at the state level for the year 2020-21. Following is the list of various activities and programmes which fetched us the state award.

In NSS 2020 to 2021:

- 15th August 2020 74th Independence Day
- 20th August 2020 Sadhbhavana day.
- 2nd September 2020 Gandhi jayanti.
- 5th November 2020 Dr.Radhakrishna birthday and teachers day.
- 30th November 2020 national quiz competition.
- 28 October 2020 Awareness Week
- 4th November 2020 COVID-19 examination and testing.
- 17th November 2020 to 20th November 2020 COVID-19 testing in collaboration with district health and family welfare department.
- 20th November 2020 Abhi H N Gowda NSS volunteer awarded with best NSS volunteer award. participated in Republic day parade at Chennai.
- 9th December 2020 to 11th December 2020 workshop on COVID-19 the tragic story.
- 18th December 2020 awareness programme on drug abuse
- 6th January 2021 debate on covid 2019
- 12th January 2021 swami vivekananda's birthday and blood donation camp.

- 26th January 2021 72nd Republic day
- 4th February 2021 Annapurna Kamath M K second B.Com participated in Republic day parade at Delhi.
- 10th February 2021 a special lecture programme by the Regional youth officer Sri. Uppin.
- 20th July 2021 in collaboration with District Health Centre and college NSS anti drug abuse day.
- 12th August 2021 aids prevention day
- 15th August 21 75th Independence Day.

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

7.3.2 - Plan of action for the next academic year

PLAN OF ACTION FOR 2021-22

1. Preparation of Institutional calendar for the academic year 2021-22 as per the guidelines of Kuvempu University.
2. Admission to I B.Com./B.B.A./M.Com. as per the regulations of Govt. of Karnataka (NEP) and insist the admission committee to supervise and discharge the entire work of admission.
3. Approaching the University to sanction additional 10% seats for B.Com. course to make up the over crowd.
4. Orientation program for I B.Com./B.B.A./M.Com students in the third week of November 2021.
5. Construction of well equipped auditorium in the II floor of TSM block from the financial assistance of MP & Dist. Ministers grants.
6. Conduct of Bridge course for non commerce students after completing orientation program.
7. Inauguration of all co-curricular activities and clubs in the first week of December 2021.
8. To conduct Internal Assessment examination after eight weeks of commencement of each semester and shall follow the transparent evaluation system.
9. To celebrate all State and National festivals in the college campus.
10. To arrange Guest Lecture program to students on different topics of current issues.
11. To conduct online student satisfaction survey, feedback from students, alumni, parents & employers.
12. To conduct parents meeting to obtain their feedback.

13. To organize State/National level seminar.
14. To extend ICT facility in all the class rooms (installation of 10 LCD projectors & purchase of 15 laptops for teachers & students from UGC account).
15. To conduct faculty development program for the teachers of commerce & management teachers of Kuvempu University in respect of NEP.
16. To continue certificate course "Parivarthana" to improve employability skills of out going students in association with Gallagher, TCS & Edubridge under MOU.
17. To conduct communication English & SAP certificate course.
18. To conduct University level Intercollegiate level sports of any one event in the college.
19. To arrange for college level NSS special camp.
20. To arrange for alternate source of energy (solar) in the college campus.
21. To encourage students to opt for Adon course (Swayam & Moocs).
22. To organize remedial classes for slow learners.