

NATIONAL EDUCATION SOCIETY (R.), SHIVAMOGGA
ACHARYA TULSI NATIONAL COLLEGE OF COMMERCE, SHIVAMOGGA

“College with Potential for Excellence”

ಆಚಾರ್ಯ ತುಳಸಿ ರಾಷ್ಟ್ರೀಯ ವಾಣಿಜ್ಯ ಕಾಲೇಜು, ಶಿವಮೊಗ್ಗ

**Affiliated to Kuvempu University
Accredited by NAAC with ‘B’ Grade
College With Potential For Excellence**

BALRAJ URS ROAD, SHIVAMOGGA - 577201

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Academic and Administrative Audit (AAA)

**Period of Academic and Administrative Audit
2017-18, 2018-19 and 2019-20**

DATE:10.11.2020

NAME OF THE INSTITUTION	ACHARYA TULSI NATIONAL COLLEGE OF COMMERCE, SHIMOGA
Name of the head of the institution	Prof. Suresha H. M.
Designation of the head of the institution	Principal
Year of the establishment of the institution	1966
Does the college function from own campus?	Yes
College Address	Balarajurs Road
City	Shimoga
State	Karnataka
Phone	08182-279180
Mobile	9480353830
Mail id	Atncc.smg@gmail.com
Website	Atncc.org
Alternate Faculty	Prof. Kazim Shariff
Mobile no.	8050001757
Nature of college	Co education
Name of the affiliating university	Kuvempu University, Shankarghatta
Is the institution recognized under section 2(f) & 12(b) of UGC Act	Yes
Courses offered	UG (B.Com & BBA) PG (M.Com)
Date of Accreditation by NAAC	from:25/05/2016 to: 24/05/2021

INSTITUTIONAL PROFILE

ACADEMIC AUDIT- REPORT Format - Part-I

Audit Team

1	Prof. Hoovaiah Gowda T.S., Registrar, NES, Shivamogga. CHAIRMAN.			
2	Dr. Hiremani Naik R., Dean & HOD, Department of Management Studies, Kuvempu University, Shankaraghatta. SUBJECT EXPERT			
3	Dr. Krishnamurthy M. G. Professor, Dept. of M.B.A. JNNCE, Shivamogga. SUBJECT EXPERT			
4	Prof. Suresha H. M., Principal, Acharya Tulsi National College of Commerce, Shivamogga. MEMBER CO-ORDINATOR			
College Timings 9.00 AM to 5.00 PM				
I Curricular Aspects				
1.1	Courses Offered / Strength			
	Course	2017-18	2018-19	2019-20
	I B.Com .	299	299	315
	II B.Com.	289	294	284
	III B.Com.	297	287	285
	I B.B.A.	68	68	72
	II B.B.A.	56	61	67
	III B.B.A.	54	55	59
	I M.Com.	50	47	39
	II M.Com.	50	44	44
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">Observations</div> <div style="width: 45%;">Remarks/Suggestions</div> </div>				
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;"> <p>Under Strength Observed Strength Observed & found satisfactory</p> </div> <div style="width: 45%;"></div> </div>				

1.2	Add-on/Certificate Courses	<p>Total 8:-</p> <ol style="list-style-type: none"> 1. Tally ERP 9 from 10-01-2018 to 12-02-2018. 2. System, Application & Products in Data Processing - SAP 3. Gallagher - Since 2013 “Parivarthana” a soft skill conducted every year in the month of November. 4. TCS Employability Skill Training Programme - 17.02.2019 to 12.01.2019 5. Edubridge Employability Skill Training Programme of 100 Hrs - 13.01.2020 to 26.03.2020 6. Soft Skill training program for final year students arranged by the management. 7. Beautician Certificate Course for girl students - 04.02.2019 to 08.05.2019 8. Tailoring Training Course for women in Muddinakoppa village under NSS special camp - 01.01.2018 to 31.03.2018 	
1.3	Annual Curricular Plan	Yes - Enclosed	
1.4	Attendance	Yes, Maintained	
1.5	Coverage of Syllabus	100 % of prescribed syllabus is covered.	

II Teachers Evaluation

2.1	Additional Professional Qualifications:	Phd 4	NET 1	SLET 1	M.Phil 6
2.2	Paper Presented	International 6	National 15	State 28	Local 0
2.3	Seminars/Workshops/Conferences Attended	8	33	12	38
2.4	Resource Person	0	0	0	3
2.5	Teachers Participation in Board of Appointment	3			
2.6	Faculty Development Programs Organised	2			
2.7	Membership of Kuvempu University Academic Bodies	BOS 2	BOEA 4	BOE 10	
2.8	Books Published	6 books			

III. Teaching & Learning

3.1	<p>Teaching Diary and Teaching Notes</p> <p>No of Teaching staff including contract/Guest/PTL:</p> <p>No of Teachers submitted:</p> <p>No of Teachers Not submitted with details:</p>	<p>Maintained</p> <p>Permanent : 09</p> <p>Guest Faculty : 25</p> <p>Total : 34</p> <p>34</p> <p>0</p>	
3.2	Conduct of Classes	As per the University guidelines & prescribed time table based on allotted work load, by using traditional method & ICT Tools.	
3.3	Use of supplementary teaching tools and application of ICT	Computers, LCD Projectors, Scanner, Internet, Smart Class rooms.	
3.4	Student Centric Activities	Sports, NCC, NSS, Youth Red Cross, Cultural, Women Empowerment Cell, Campus Recruitment, Assignments, Socio economic conducted by students, Visit to factory, District court & company etc.,	

3.5	Student seminars	Conducted	
3.6	Remedial Coaching	Bridge Courses, Crash Courses, Tutorial Classes for slow learners.	
3.7	Student Assignment	Yes - Given	
3.8	Student Feedback (Analysis done or not)	Done	

IV. Evaluation & Results

4.1	Conduct of Internal Examinations	Unit Test, Internal Assessment Test, Preparatory and Final Examination.	
4.2	Maintenance of Marks Register/File	Maintained	
4.3	Result of University Examinations (Last Exam)	Yes	

Analysis of University Results (Percentage of passed students)

Course	2017-18	2018-19	2019-20 (NOV 19)
I B.Com .	90.97	90.94	88.89
II B.Com.	91.70	92.86	93.66
III B.Com.	93.27	94.08	88.07
I B.B.A.	58.21	72.06	71.62
II B.B.A.	66.07	63.93	73.13
III B.B.A.	79.63	80	77.97
M.Com. Previous	100	100	100
M.Com. Final	100	98	100

V. Learning Resources

5.1	Library	Digital Library Library Automation	Total books : 40718 Magazines : 23 Printed Journals : 10 e books : 3130000 e journals : 6000 + CD & DVD : 108
5.2	E-Class Rooms	Yes (5)	
5.3	Computer & Internet	100 computers 100 MBPS	

VI. Physical Activities		Sports, NCC, NSS, Youth Red Cross, Cultural.	
VII. Basic Facilities			
7.1	Sanitization	Yes	Done Everyday
7.2	Drinking Water Facilities	Yes	5 Water Purifier Plants installed
7.3	Waste Disposal & recycling Plant	Yes	Sanitary pad burning machine installed in Ladies waiting room
7.4	Cafeteria	Yes	Separate for Staff & Students
7.5	Vehicle Parking Facility	Yes	Staff & Students
7.6	CC Camera	Yes	16
7.7	Office automation	Yes	Internet, wifi, Digital payment for studens, paperless office

VIII Parents MEET	Yes	Once in a year
IX Alumni Association	Yes, Registered	Batch of 1981-82 alumnis donated Aqua drinking water purifier plant at cost of Rs.125000
X Community Service	Yes	NCC, NSS, Youth Red Cross, Adopted villages, Tax consultancy services, Conducting of socio economic services, blood grouping & donation camp, eye donation camp, cleaning of Historical monuments at Umblebyle village & Bedara Hosahalli village. The 07 permanent teachers of the college were worked as incident commander to combat COVID -19 in different localities of Shivamogga taluk.

AUDIT QUESTIONS- Part-II

The auditors will generally be guided by the questions given in each section in carrying out the academic audit of Departments. These questions guide the formulation of the Self- Evaluation Document (SED).

DEFINING INSTITUTIONAL LEARNING OUTCOMES

Based decisions on facts

Do you seek external input in the formulation of the learning outcomes?
Yes
If yes, how do you do it? For example, do you use surveys or focus group interviews with employers and alumni?
Input collected from Stake Holders by conducting surveys and organizing parents meet, IQAC meet, Governing Council meet are considered and implemented where ever necessary.
Are data from such surveys analyzed so that you can establish a <i>priori</i> case? Explain
The inputs & suggestions received from the above said interactions were considered in teaching, learning process. Through interactions it is found that the students will have less employability skills. The institution in consortium with the companies CSR scheme has arranged for employability skill training programme to the students perceiving final year B.com/B.B.A.
What have you learnt from former students and employers?
The curriculum framed by University meets the demands of the employers and job market. However while interaction we came to know that there is a gap between theoretical skills and on the job skills. The University authority prescribes syllabus for all UG courses. It is communicated to BOS of different disciplines. The college organize various programs to improve communication capabilities, train the expected job skills, current affairs awareness and more practical exposure for the students.
How do you ensure that there is convergence or agreement on the essential elements of the curriculum?
Once in 3 years the University frame the curriculum by incorporating recent developments and requirements of Industries and Commerce.

DESIGN TEACHING AND LEARNING PROCESSES

Design teaching and learning strategy

How are your courses managed?
<p>The college activities starts as per the University guidelines and as per calendar of events. The subjects were allotted to the teaching faculty by departmental heads in consultation with the Principal and the time table of the semester will be framed by the time table committee. The discipline committee look after the matters of discipline maintenance in the college campus. The students grievances will be redressed by a separate committee. The Internal Assessment tests and final examinations were managed by the IA test committee of the college.</p>
Is there an appropriate and up-to-date teaching and learning strategy in the Department?
<p>Yes, monthly plan for completion of syllabus will be framed and the departmental heads will look after the completion of syllabus as per plan. The skill development activities will be assigned to each student. Frequent tests will be conducted to evaluate the performance of the students.</p>
How are teaching and learning organized for students?
<p>Classes are conducted as per planned time table, class room discussion, assignment for students, seminars, Internal Test and final examination are conducted.</p>
What pedagogical approaches are used?
<p>Based on the syllabus framed by the University, lesson plan is prepared for pedagogical approaches. Along with traditional talk and chalk method, the modern methods like OHP, Wifi, LCd, PPT & ICT tools were used.</p>
What strategies are used to stimulate student participation in the classroom and enhance student learning?
<p>Group discussions, classroom interactions, student counseling, seminars, business quiz, subject wise quiz and separate guidance and conduct of tutorial classes for slow learners.</p>
What resources are used in teaching and learning?

Prescribed text books, revision of previous years question papers, reference materials and ICT sources.
How is the quality of teaching maintained and enhanced? How do you ensure that strategies such as effective staff development, peer review, induction and mentoring are used?
College has well experienced teaching faculty. By conducting unit wise test, mock test, internal assessment test and also annual examination results. Feedback from students, stake holders and parents.
How effectively do lecturers draw upon their research, scholarship or professional activity to inform their teaching?
Teachers participate in faculty development programmes, seminars, workshops, conferences regularly and use their experiences knowledge to the betterment of students. Our college having consultancy services in Income Tax, Office Accounts & Audit.
Is there any academic support including handbooks and other written documents that is given to students?
Yes, we provide study materials, book bank scheme books, extra books for genius students, SC/ST scheme books, question banks, previous year question paper files, etc.,

DEVELOPING AND USING STUDENT ASSESSMENT

Define quality of assessment in terms of learning outcomes

Have you defined key quality indicators of student performance based on the ILOs? State them.
Yes, Institutional Learning Outcomes (ILOs) performance based on regular ranks, high percentage of distinctions, first classes, employments of good number of students in the job market.
How do you ensure that the assessment processes overall and particular assessment instruments used enable students to demonstrate achievement of ILOs?
Students perform very well in the job interviews and secure jobs. The test committee conducts internal examinations. The question paper for internal examination were set by the college staff and it will be kept confidential.
How is assessment moderated?

<p>Assessment are moderated on the basis of students performance and annual results. The retests are conducted for the students who has secured less than 50% marks. The average of scores of the 2 tests were considered for final internal marks.</p>
<p>How do you ensure full confidence in the security and integrity of assessment procedures?</p>
<p>Assessment procedures are done by observation, transparency, honesty, integrity and kept confidentially.</p>
<p>Does the assessment have an adequate formative function in developing student abilities?</p>
<p>Yes, improvement provisions and retest for poor performers.</p>
<p>How effectively is learning facilitated by formative and summative feedback and supervisory arrangements?</p>
<p>Feedbacks are considered seriously and implemented whenever necessary. Regular department meetings are conducted and discussed matters for improvement. Separate students registers are maintained for test and retests. Summative feedback is reviewed and analyzed by the management and appropriate instructions and guidance are communicated to the teachers to make teaching learning process effective.</p>
<p>How do you monitor student progress and use the information?</p>
<p>Each class room divided into two mentor groups each group will be in-charge of a teacher. Mentors will guide, motivate, supervise, identify average students and solve the grievances of student personally. If any serious grievances from students, the teachers are informed to the Principal for taking necessary steps. This mentor group is very useful to communicate academic aspects to the students in time.</p>

IMPLEMENTING QUALITY EDUCATION

Design quality assurance mechanisms

How are you organised to carry out your teaching and learning effectively?
Updating teaching materials and resources. Preparing lesson plan, conduct of regular unit tests, mock test and internal assessment test.
How do you assure stakeholders that content is delivered as intended and that teaching and learning processes are implemented consistently?
Students are well prepared to face final examinations and perform well. The student performance and grievances if any were communicated to their parents through college sms alerts. The college conducts frequently the parents meet to take suggestions from them for further improvements.
How do you ensure that assessments are performed as planned and their results used effectively?
It is being done annually and discussed regularly during the department meetings and meetings of IQAC and Governing Council.

Validity of the Certificate

DATE :

From	To
10.11.2020	09.11.2023

Signature of the Academic Advisors


1. Prof. Hanumanth Gowda T. S.,
Chairman


2. Dr. H. Ganani Nath R.,
Subject Expert


3. Prof. Dr. Krishnamurthy M. G.,
Subject Expert


4. Prof. Suresha H. M.,
Member Co-ordinator

Place : Shivamogga,
Date : 10.11.2020


IQAC COORDINATOR
Acharya Tulsi National College of Commerce
Shivamogga-577 201, Karnataka


PRINCIPAL
Acharya Tulsi National College of Commerce
Shivamogga-577 201, Karnataka

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