



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		ST ALOYSIUS EVENING COLLEGE
Name of the head of the Institution		Dr Manohar Vincent Serrao
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		0824-2449714
Mobile no.		9448482817
Registered Email		saecprincipal@gmail.com
Alternate Email		manoharvserrao@gmail.com
Address		P.B. No 720, St. Aloysius College Road
City/Town		Mangaluru
State/UT		Karnataka
Pincode		575003
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr Charles V. Furtado
Phone no/Alternate Phone no.	08242449705
Mobile no.	9845102385
Registered Email	charlesvfurtado@yahoo.com
Alternate Email	library.saec@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.saec.co.in">http://www.saec.co.in</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://www.saec.co.in">http://www.saec.co.in</a>

### 5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
3	B	2.06	2018	26-Sep-2018	25-Sep-2023

<b>6. Date of Establishment of IQAC</b>	10-Aug-2004
---	-------------

### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
<b>No Data Entered/Not Applicable!!!</b>		
<a href="#">View File</a>		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Minor Research Programme	MRP	UGC	2018 730	64000
<a href="#">View File</a>				

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

Yes

Upload latest notification of formation of IQAC

[View File](#)

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

4

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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

No

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

No Data Entered/Not Applicable!!!

[View File](#)

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

Plan of Action	Achievements/Outcomes
No Data Entered/Not Applicable!!!	
<a href="#">View File</a>	

**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
Governing Council	01-Jun-2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	28-Aug-2018
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	17-Dec-2018
17. Does the Institution have Management Information System ?	No

### Part B

#### CRITERION I – CURRICULAR ASPECTS

##### 1.1 – Curriculum Planning and Implementation

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

SAEC imparts quality education in tune with its vision and mission of creating individuals with academic, social and emotional excellence. In the academic year 2018-19 the College has been offering 2 Undergraduate (Bachelors) Programmes in Arts, Commerce and 1 Post Graduate Programme, 1 Diploma in Investment Management and 6 Certificate Courses. These enhance the skill component for the application of the core academic subjects as value-added skills. To achieve its stated ideology, the curriculum has been integrated with regular inputs in Value Education, Human Rights, Indian Constitution, Gender Studies, Environmental Sciences and Social Sensitivity activities. The curriculum is updated every three years through the Board of Studies set up by the University of Mangalore for the UG and PG courses. The curricula of the Diploma and Certificate courses are designed and updated through the inputs supplied by the external experts drawn from the industry. The staff council and department level meetings are conducted regularly to evolve appropriate action plans for the effective implementation of the curriculum in the College. Heads of the departments prepare a departmental plan of action for each semester. The College prepares an academic calendar according to the guidelines of the Mangalore University. Teachers maintain a work diary. The University constitutes the BOS for each subject introduced at the UG level which prescribes the objectives of the subjects to be taught, number of weekly hours, model question papers, reference books and question paper pattern. It also organises workshops when new syllabi are introduced and reviews them periodically through the BOS. Senior teachers of the faculty associate themselves with the subject associations in preparing question banks. Many staff members are members and office bearers of Subject Associations, BOE, and BOS of the University. These bodies regularly conduct workshops, seminars, meetings, etc. in which discussions take place about curriculum design/ syllabus revision. Teachers attend seminars and workshops to update their knowledge. Experts drawn from the Industry and the University are consulted from time to time to strengthen the effective delivery of the prescribed curriculum. The College conducts regular faculty Development Programmes for

teachers. The SAEC has entered into an MoU with many reputed organisations in and around Mangalore. The practitioners from these organisations visit the College on a regular basis and share their expertise with the students of both the regular courses and the add on/Diploma/Certificate courses. Students visit industries as a part of their learning process The College takes an annual feedback from the students wherein the questionnaire incorporates questions regarding the curriculum also. Feedback from faculty is received through departmental, staff and IQAC meetings. The College obtains feedback and suggestions from the alumni/nae during the discussions held in the annual alumni meets. Feedback from the parents is obtained during the parent-teacher meetings held annually and in the informal meetings held with individual teachers during the working hours of the College.

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

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
IPR and GST	DIM	04/08/2018	60	Employability	yes

### 1.2 – Academic Flexibility

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

Programme/Course	Programme Specialization	Dates of Introduction
<b>No Data Entered/Not Applicable !!!</b>		
<a href="#">View File</a>		

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MCom	HR, Taxation	01/08/2018

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

	Certificate	Diploma Course
Number of Students	83	80

### 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
<b>No Data Entered/Not Applicable !!!</b>		
<a href="#">View File</a>		

#### 1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
<b>No Data Entered/Not Applicable !!!</b>		
<a href="#">View File</a>		

### 1.4 – Feedback System

#### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
----------	-----

Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

**Feedback Obtained**

SAEC imparts quality education in tune with its vision and mission of creating individuals with academic, social and emotional excellence. Since SAEC is affiliated to the Mangalore University, the University sets up the Board of Studies for different courses/subjects, usually once in 3 years and prescribes the syllabi. The College has prepared a feedback questionnaire which is administered to the students every year. The questionnaire incorporates questions regarding the curriculum also. Feedback from faculty is received through departmental, staff and IQAC meetings. The College obtains feedback and suggestions from the alumni/nae during the discussions held in the annual alumni meets. Feedback from the parents is obtained during the parentteacher meetings held annually and in the informal meetings held with individual teachers during the working hours of the College. This feedback is discussed in the staff council to be informed to the respective BOS through the subject associations. St Aloysius Evening College has developed a mechanism wherein a feedback is collected from all the students class wise on all the teachers who deal with the different subjects. The questions of the questionnaire prepared for collecting the feedback are objective and rational in nature and discourages emotional and personal reactions. The questionnaire is constructed in four broad sections. The first assesses the teacher's teaching ability and tries to find out the teacher's skill in creating and sustaining interest in the subject. It also measures the teacher's knowledge in the subject, his/her ability to relate the prescribed topics with contemporary contexts and the innovative teaching techniques adopted by the teacher. The second section focusses on classroom management. Some of the areas assessed here are the teacher's command over language, voice audibility, and ability to communicate effectively with the students and maintain discipline in the classroom. The third section assesses the soft skills of the teacher. It tries to find out whether he/she has good listening skills, concern towards the students, patience and integrity. The last section measures the teacher's capacity to guide and build a healthy rapport with the students. The questionnaire ends with an enumeration of the teacher's strengths and weaknesses. The filled in questionnaire is analysed by the Principal, Vice Principal and Deans. Individualised reports are prepared, shown to the teachers concerned in confidence. The teachers are encouraged to improve in the areas where they are lacking.

**CRITERION II – TEACHING- LEARNING AND EVALUATION**

**2.1 – Student Enrolment and Profile**

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

**2.2 – Catering to Student Diversity**

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	318	84	8	3	Nil

### 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
11	11	3	15	15	3
No file uploaded.					
No file uploaded.					

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

The College has a mentoring system comprising of class guides for every class who are responsible for the overall development of the students assigned to them. Providing syllabus copies, regular announcements on the notice board and SMS messages have created a healthy ambience of teaching learning for the students. The academic calendar is strictly adhered to. This helps the students to plan their studies effectively. In addition to this, students' study habits and study skills are honed through timely inputs by resource persons and class guides. The College organizes annual parent teacher meetings where parents are familiarized with important aspects regarding academics and examinations. As a motivational strategy, teachers have set up awards for students who excel in different subjects. The students are exposed to soft skills training and value education to boost their self-esteem and self confidence. In order to cater proactively to the special needs of the students admitted to the College who hail from heterogeneous backgrounds, many from BPL families who work during the day, it is imperative that the teachers adopt innovative methods of pedagogy in their classrooms. A teaching learning evaluation scheme is prepared in accordance with the University calendar. Every department/teacher also prepares the methodology of teaching which includes: Work load distribution, plan of action for curricular and cocurricular activities, hours of work and methodology. A comprehensive plan is also prepared for tutorial classes such as remedial teaching for slow learners and advanced learners etc. A schedule for cocurricular activities is made which includes class assignments, class seminars, guest lectures, student research/project work etc. Every teacher provides learning material to the students and assists the students to find sources of information in the library. The students are encouraged to use internet and other resources for their class assignments and seminars. Some of the modes of evaluation used include class tests, subject quiz, seminars, internal assessment examinations, assignments, etc. The dates of the two examinations conducted to decide the internal assessment marks of the students are fixed well in advance and evaluated answer scripts and feedback are given to the students. Orientation programmes are conducted in the beginning of the academic year wherein information is provided about the curriculum, examinations, discipline, extracurricular and cocurricular activities, library, sports and games etc. The College calendar distributed during the orientation programme contains detailed information about the College rules, regulations, examination schedules, modes of evaluation, attendance etc., required by the students. The performance of the students in the internal examinations and endsemester examinations is the basis upon which the teachers plan the remedial classes which are offered specifically for the slow learners and the advanced learners. The slow learners are given extra coaching in the areas they find difficult through regular assignments and unitised tests which are evaluated and analysed with suggestions for improvement. The advanced learners are identified and encouraged to excel further by taking a proactive part in peer group learning, given tips to enhance presentation skills and are guided to use internet resources to improve the quality of answers.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
402	11	1 : 37

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
Nill	Nill	Nill	Nill	Nill

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

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

The evaluation system of the College is in line with that of the university system. In the recent years the university has introduced many major evaluation reforms. The evaluation system has by and large been computerized. Under the creditbased semester system, the EC/CC activities are also evaluated along with other subjects with credits. The list of candidates, question paper indent, IA marks and attendance of the students are submitted online. Coding and decoding system has been introduced. Results are announced online. 40page single booklets are issued to the candidates and no additional sheets are issued. Hall tickets, tabulation and marks cards have been computerized. In keeping with the reforms initiated at the university level, many reforms have been introduced at the College level also. Question papers are submitted online to the College office. The Internal Assessment marks are submitted online to the university. The time table of the internal examinations is announced at least one month before the examinations. Personal briefing by the principal at the time of admission and regular announcements by the class guides also help the students to become familiar with the rules, regulations and reforms. Evaluation reforms of the College are made known to the students through the College calendar. The members of the teaching and administrative staff are given orientation to acquaint them with the new evaluation reforms such as maintaining uniformity in the question paper pattern, sending them to the College office online, entering the marks, calculation of IA marks and so on. The Internal Assessment marks are displayed in the College notice board for the perusal of the students and their signature is obtained in the IA marks list that is to be sent to the University. Invigilation work related to the examination is distributed equitably among the faculty members. Continuous evaluation has been introduced. While 20 weightage is given for the Undergraduate Courses, the weightage for the PG course is 30. Two internal tests are conducted with a time gap of about 6 weeks. Attendance, class participation, library work, assignments, etc., are



important components of the continuous assessment. Cocurricular and Extracurricular activities are also assessed for one credit each in the first four semesters of Undergraduate Programme. The university provides the students with the facilities of photocopying, retotalling, revaluation and rejection of results. The Examination Malpractice Enquiry Committee appointed by the university looks into malpractice cases and recommends action against any malpractices in the endsemester examinations. The Examination Squad appointed by the University supervises student discipline in the examinations.

Examination rules are brought to the notice of the students through notice boards, hall tickets, and the information in the answer booklets. The College office provides information on the student's progress including attendance. An SMS system has been implemented to give information in advance to the students. Class Guides and Mentors followup the progress of the students. The Management is provided with information of student results and its suggestions are implemented.

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

The Institution plans and organises the teachinglearning and evaluation schedules keeping the curriculum and the academic year in mind. The working days are fixed as per University norms. The academic calendar is prepared as per the guidelines of the university by a committee set up by the Principal and contains detailed information for the benefit of students, teachers and parents. The contents include the College crest and Motto with a description, helpful phone numbers, space for entering the personal details of the students, information about St Aloysius Gonzaga, the patron of the College, the aims and objectives of the College, the names of the Teachers (Departmentwise) and their phone numbers, a list of Associations and their Presidents (staff), a list of class guides, deans, schedule of programmes and holidays, general regulations, fee regulations, rules for attendance and leave, College examination schedule, library rules, rules regarding issue of certificates, heads and members of various College committees, calendar with information about working days, holidays and examination dates. Before the commencement of a new academic year a staff meeting is conducted in which detailed discussion of teachinglearning evaluation scheme is made and each department is assigned the task of preparing the teachinglearning evaluation plan based on which the continuous internal evaluation could be envisaged. The evaluation scheme prepared by the College is consistent with the University norms and regulations. The evaluation scheme is discussed in the staff meeting and at the departmental meetings. The Plan of evaluation includes class tests, oral tests, open book tests, subject quizzes, Internal Assessment Tests, assignments, special tests for advanced and slow learners etc. The evaluation plan also includes the date, time and month of examinations, answer scripts to be returned to the students after the evaluation, submission of the marks to the office, display of internal assessment marks on the notice board etc. The teaching, learning and evaluation plan is recorded in the work dairy maintained by the individual faculty member of the respective departments. The plan of teaching, learning and evaluation is submitted to IQAC which monitors its implementation. At the end of each academic year IQAC makes an academic audit. The evaluation schedules of both internal and end semester examinations are informed to the students in the beginning of the year through the College calendar. Timely reminders are given from time to time through notices, announcements and SMS messages. The academic calendar is strictly adhered to. All details about the internal examinations, assignments, student seminars and end semester examinations, extracurricular cocurricular activities, the last working day, revision holidays, etc., are made known to the students at the beginning of the semester itself so that it helps them to plan their studies accordingly. The College also follows a definite schedule for all cocurricular and extracurricular activities. The work

dairies maintained by each teacher are documents which clearly show the teaching plans, tasks accomplished and schedules adhered to. The work dairies are regularly monitored.

## 2.6 – Student Performance and Learning Outcomes

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

<http://www.saec.co.in>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

## 2.7 – Student Satisfaction Survey

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

<http://www.saec.co.in>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Intellectual Property Rights	Commerce	18/08/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

### 3.3 – Research Publications and Awards

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

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
0	Nil

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

Type	Department	Number of Publication	Average Impact Factor (if any)
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

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

Department	Number of Publication
<b>No Data Entered/Not Applicable !!!</b>	
No file uploaded.	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
<b>No Data Entered/Not Applicable !!!</b>						
<a href="#">View File</a>						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
<b>No Data Entered/Not Applicable !!!</b>						
<a href="#">View File</a>						

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

Number of Faculty	International	National	State	Local
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

## 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
<b>No Data Entered/Not Applicable !!!</b>			

[View File](#)

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
120000	128265

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Existing
No file uploaded.	

#### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Easylib	Partially	4.3.3	2011

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
<a href="#">View File</a>			

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
<a href="#">View File</a>			

#### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	19	25	19	0	1	6	9	10	0
Added	0	0	0	0	0	0	0	0	0
Total	19	25	19	0	1	6	9	10	0

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

10 MBPS/ GBPS
---------------

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities

1083000	1340825	120000	128265
---------	---------	--------	--------

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

The College has a welldefined policy of augmenting infrastructural facilities as a catalyst for ensuring academic excellence. The policy is chalked out by the principal and vice principal in consultation with the Administrator, who is the representative of the management, by taking feedback from the staff and students. The Management in consultation with all the stake holders constantly enhances and upgrades the infrastructural facilities from time to time to meet the needs of the College in the teaching learning process. The policy also directs the maximum utilization of resources to deliver better value for money. Since the MJES manages both St Aloysius College (Autonomous) and SAEC, an arrangement has been made to jointly share the responsibilities of maintenance of the campus. Most of the routine maintenance work which includes electrical, plumbing, painting, gardening, waste management, etc., are done through the fullfledged maintenance department of St Aloysius College (Autonomous). The College also makes use of the services of the Technical Training Institute (TTI) and skilled alumni whenever the need arises. The daily campus cleanliness of the class rooms and campus is taken care of by the SAEC support staff. The sports facilities like playgrounds, basketball courts, gymnasium, shuttle badminton courts, swimming pool etc., and the academic facilities like AV Rooms, auditoria, seminar/ conference halls, open air stages, museum, ALVana micro forest, the world famous St Aloysius Chapel etc., are also shared by the two institutions. A branch of Central Bank of India functions in the College campus for the benefit of staff and students. Central Bank of India Brach with ATM and Locker facility. The policy of the College is to provide IT services to all the students and the staff to meet their academic requirements. Computers with internet facility have been installed for both UG and PG students and staff. Genuine software have been used in the computers. Being an Evening College, SAEC has made effective arrangements for uninterrupted power supply by installing a 100 KW generator of its own. LED tube lights are installed as a power saving and ecofriendly measure. The classrooms, departments, library and office have inverters and UPS systems for uninterrupted power supply and have been upgraded with ICT enabled facilities. The College library is equipped with Easy Lib Software and NLIST eresources. The College has established a working website which is updated periodically. Close Circuit Cameras are installed at the entrance of campus and in the vehicle parking area gives additional support in terms of security. Garbage is lifted by outsourcing.

<http://www.saec.co.in>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
<b>No Data Entered/Not Applicable !!!</b>			

[View File](#)

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
------	--------------------	--	--	--	---------------------------

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

[View File](#)

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	15

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed

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

[View File](#)

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	8	B.Com	Commerce	SAEC	M.Com
2019	6	B.Com	Commerce	SAEC	M.Com

[View File](#)

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

Items	Number of students selected/ qualifying
-------	---

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

[View File](#)

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

Activity	Level	Number of Participants
----------	-------	------------------------

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

[View File](#)

## 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
<b>No Data Entered/Not Applicable !!!</b>						
<a href="#">View File</a>						

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

St Aloysius Evening College (SAEC) has a Students' Council which plays an important role in its curricular, cocurricular and extracurricular activities. The Students' Council is constituted as follows: Director, President, Vice president, Secretary, Joint Secretary, Class Representatives and Secretaries of Associations. The Students' Council is very active throughout the academic year and organises various programmes independently and jointly with other associations, alumni and NGOs. It also provides leadership during special occasions like College Day, Sports Day, Talents Day, Intercollegiate Fests, Blood Donation Camps, Alumni Reunion, etc. The students get representation in the Students' Council of the College and at a wider level, of the University. The president of the student council is a member of the IQAC. Students are also coopted into various committees which organise programmes like seminars, workshops, extension activities etc. Students are part of the editorial committee of 'Sandhya Deepa' the College annual magazine. The Students' Council conducts various activities for the students. It also coordinates the different association functions. The associations conduct various programmes to develop student competencies in cocurricular and extracurricular areas. The associations plan their activities of the year and invite experts from the industry, trade and commerce and the academic field. The Students' Council conducts various activities for the students. It also coordinates the different association functions. It conducts the Council Day, the Musical Evening, Sports Day, College Day etc. The Students' Council Director, who also functions as the Student Welfare Officer takes decisions related students activities/ welfare in consultation with the Principal. The office bearers to the student welfare council are elected in the beginning of the academic year and their term ends at the end of the academic year. There is no separate fund for council. However, any financial need of the students' council is met from the College account.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

300

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

1

#### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

##### 6.1 – Institutional Vision and Leadership

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



words)

There is a meaningful decentralisation of the administrative process in the College. There is shared responsibility and participative decisionmaking. The Principal is assisted by the VicePrincipal, Deans and the Heads of the Department. There are regular staff meetings. The organizational structure of St Aloysius Evening College involves leadership at several levels. This decentralised system has been highly effective in taking decisions and implementing them. The broad policies of the College are set by the Governing Body and executive decisions on academic matters are taken by the Principal and the IQAC. The decisions taken at the department level are communicated to the Administrator in the annual review/evaluation meetings. The Institution takes the suggestions and the feedback given by all the stake holders. The students give their suggestions through the Student Council, staff members through the Staff Council, parents through ParentTeacher meetings and Alumni through the Alumni/ae Association. Organising Enthusia an Intercollegiate PG Commerce Fest: A Case Study to show Decentralisation and Participative Management in the Institution. As part of the college activities of St Aloysius Evening College, Mangaluru, it was decided to host an Intercollegiate Fest 'Enthusia'. The idea and suggestion for the fest came from the students' council which resolved to have the fest as one of the activities the year. This request was considered by the principal who brought it to the staff council/IQAC where it was unanimously decided to go ahead with the programme. The rationale to organise an intercollegiate fest was to provide a forum to the students and staff to work as a team and bring out their innate talents and also hone their organisational and leadership skills. The responsibility of organising the programme was assigned to the faculty of commerce and the students' council. Meetings held at the faculty and students' council levels decided to constitute the organising committee which would take the lead in the planning and execution of the fest. It was decided to meet the wellwishers, alumni and sponsors to raise funds for the fest. The Organising Committee held many informal meetings to finalise the events, prepare the brochure, the invitation, arrange the judges and other logistics. It was decided to hold the fest on Saturday, 16th February, 2019. Mr. Alroy Monis, Manager and Member of faculty, Karnataka Bank staff training college was the Chief Guest of the inaugural. The events organised included Ice Breakers, Mock Press, Poster Painting, MadAds, Jam and Movie Making. More than 140 students participated in the Intercollegiate Fest. Dr Donald Lobo, Dean, Faculty of Commerce, Dr Ravi Shetty, Coordinator M.Com, and the Core Committee incharge played a crucial role in organising the event. Prizes were given away by Mr Prasad Raj Kanchan, Managing Kanchana Hundai, distinguished alumnus of the College who was the Chief Guest in the Valedictory function. AMIT College Beeri won the Overall Winners Trophy while the Runners Up Trophy was bagged by St Agnes College, Mangaluru.

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

Partial

## 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	To achieve its stated ideology, the curriculum has been integrated with regular inputs in Value Education, Human Rights, Indian Constitution, Gender Studies, Environmental Sciences and Social Sensitivity activities. The curriculum is updated every three years

through the Board of Studies set up by the University of Mangalore for the UG and PG courses. The curricula of the Diploma and Certificate courses are designed and updated through the inputs supplied by the external experts drawn from the industry. The staff council and department level meetings are conducted regularly to evolve appropriate action plans for the effective implementation of the curriculum in the College. Heads of the departments prepare a departmental plan of action for each semester. The University constitutes the BOS for each subject introduced at the UG level which prescribes the objectives of the subjects to be taught, number of weekly hours, model question papers, reference books and question paper pattern. It also organises workshops when new The College takes an annual feedback from the students wherein the questionnaire incorporates questions regarding the curriculum also.

Teaching and Learning

A teachinglearning evaluation scheme is prepared in accordance with the University calendar. Every department/teacher also prepares the methodology of teaching which includes: Work load distribution, plan of action for curricular and cocurricular activities, hours of work and methodology. A comprehensive plan is also prepared for tutorial classes such as remedial teaching for slow learners and advanced learners etc. A schedule for cocurricular activities is made which includes class assignments, class seminars, guest lectures, student research/project work etc. Every teacher provides learning material to the students and assists the students to find sources of information in the library. The students are encouraged to use internet and other Esources for their class assignments and seminars. Some of the modes of evaluation used include class tests, subject quiz, seminars, internal assessment examinations, assignments, etc. The dates of the two examinations conducted to decide the internal assessment marks of the students are fixed well in advance and evaluated answer scripts and feedback are given to the students.

Examination and Evaluation

The evaluation system of the College

is in line with that of the university system. In the recent years the university has introduced many major evaluation reforms. The evaluation system has by and large been computerized. Under the creditbased semester system, the EC/CC activities are also evaluated along with other subjects with credits. The list of candidates, question paper indent, IA marks and attendance of the students are submitted online.

Library, ICT and Physical Infrastructure / Instrumentation

St Aloysius Evening College (SAEC) is a 51 year old institution which caters to the youngsters of Mangaluru and its vicinity especially those who work during the day for their livelihood. Being a sister institution of the 137 year old St Aloysius College (Autonomous), SAEC is endowed with excellent physical infrastructural facilities, which include adequate classrooms, seminar halls, auditoriums, libraries and staff rooms to support academic activity in the campus. The College has made systematic efforts in upgrading its infrastructure facilities to keep pace with the rapid growth in the number of courses and number of students studying in the College. The College has received funds from the UGC, which has helped the College Management to add excellent infrastructural facilities. All the classrooms and seminar rooms are spacious, wellventilated, wellfurnished and ICT enabled to facilitate effective teachinglearning. There are 23 class rooms, and 3 auditoria, 2 seminar halls, 2 audiovisual rooms and 2 conference halls. Telephones, intercom and laptops are provided for the office, library and departments. Drinking water facility, students' cooperative store, separate wash rooms for boys and girls, generators and inverters are available. The College premises are used for counselling and career guidance as well. The other facilities available for curricular/cocurricular/ extracurricular activities are include computer lab, free internet facility, blackboards, notice boards, xerox, first aid etc. There is an Elearning (Internet Browsing) Centre.

E-governance area	Details
<p data-bbox="288 143 695 170">Planning and Development</p>	<p data-bbox="826 143 1485 1951">           The College ensures that the Vision and Mission of the Institution is communicated to all the stake holders. It is conveyed to the students during the admission process through the prospectus, calendar, orientation programmes, Foundation Day and Patron's Feast Day celebrations. All the activities of the College are oriented towards the realisation of the mission with added incentives to toppers, cash awards and suitable financial incentives for needy students etc. The Management provides regular opportunities to the staff to participate in orientation courses, conferences, seminars and training programmes. The Principal is the executive head of the Institution and plays a very crucial role in its governance and management. The Principal promotes the academic achievement of the students and generates among the faculty, a sense of efficiency, professional interest and commitment towards students' development. He also supervises the academic programmes of the College and keeps the Management informed of the matters related to administration. Through participative decision making, he calls for the views of other administrative and academic staff to promote participative decisionmaking. Other important duties discharged by the Principal include admission, planning and executing academic programmes, allotment supervision of work to the teaching and nonteaching staff, maintaining discipline, administering scholarships, drawing up the academic calendar, curriculum etc., in consultation with the staff, monitoring the linkage/liaison with UGC, University, State Government and parents of the students, ensuring smooth conduct of internal and endsemester examinations, representing the College in various fora and facilitating cocurricular activities, extension services and outreach programmes.         </p>
<p data-bbox="373 1973 612 2000">Administration</p>	<p data-bbox="842 1973 1477 2105">           The College has a welldefined policy of augmenting infrastructural facilities as a catalyst for ensuring academic excellence. The policy is         </p>

chalked out by the principal and vice principal in consultation with the Administrator, who is the representative of the management, by taking feedback from the staff and students. The Management in consultation with all the stake holders constantly enhances and upgrades the infrastructural facilities from time to time to meet the needs of the College in the teaching learning process. The policy also directs the maximum utilization of resources to deliver better value for money. Since the MJES manages both St Aloysius College (Autonomous) and SAEC, an arrangement has been made to jointly share the responsibilities of maintenance of the campus. Most of the routine maintenance work which includes electrical, plumbing, painting, gardening, waste management, etc., are done through the fullfledged maintenance department of St Aloysius College (Autonomous). The College also makes use of the services of the Technical Training Institute (TTI) and skilled alumni whenever the need arises. The daily campus cleanliness of the class rooms and campus is taken care of by the SAEC support staff. The sports facilities like playgrounds, basketball courts, gymnasium, shuttle badminton courts, swimming pool etc., and the academic facilities like AV Rooms, auditoria, seminar/ conference halls, open air stages, museum, ALVana micro forest, the world famous St Aloysius Chapel etc., are also shared by the two institutions. A branch of Central Bank of India functions in the College campus for the benefit of staff and students. Central Bank of India Branch with ATM and Locker facility. The policy of the College is to provide IT services to all the students and the staff to meet their academic requirements. Computers with internet facility have been installed for both UG and PG students and staff. Genuine software have been used in the computers.

Student Admission and Support

The day today administration of the college and the correspondence with the stakeholders has been made ICT based. The university admission, examination and the publication of the results has been made online. The college makes use

of SMS services to communicate the students and faculty. Students fee collection process has been done cashless. The Institution promotes conservation of natural resources by implementing different strategies with reference to utilisation and conservation of greenery, water and energy. Three principles of management influence waste management and conservation of resources in the campus. They are to reduce, reuse and recycle. Provision is made for the disposal of e waste. The College has a specific e waste collection centre from where the ewaste is transported to the local pollution control office Baikampady, Mangalore, for further processing. . The Courses offered by the College are well published. The College follows an open and transparent admission process. The College makes conscious efforts in making the information known about the Courses during the time of admission through its website, banners, local FM radio channels etc. Posters are displayed in several Colleges within and outside the district. In addition to displaying information about the admission process in the College Notice Board, staff members visit neighbouring PU colleges and give talks regarding the prospects available in SAEC, especially for working students. Information is also uploaded in wellknown social media sites like face book. Letters are written to heads of institutions about the courses and facilities offered. The College prospectus provides detailed information of the existing courses, combinations, fee structure, eligibility criteria, etc. Transparency is ensured by following an open system with enough information inputs at each stage of the admission process. The data related to the admission process is computerized. The staff members are regularly updated about the details of admissions. The course structure and syllabus is made available in every department. The College calendar provided by the College contains information about the regulations and the course requirements. Students are given information through orientation, the Class Guide/Mentoring system and in each class by their respective

teachers. Transparency is ensured by educating the students with adequate knowledge about the course content, rules regulations and examination system. The College website is updated regularly.

Examination

A teaching/learning evaluation scheme is prepared in accordance with the University calendar. Every department/teacher also prepares the methodology of teaching which includes: Work load distribution, plan of action for curricular and cocurricular activities, hours of work and methodology. A comprehensive plan is also prepared for tutorial classes such as remedial teaching for slow learners and advanced learners etc. A schedule for cocurricular activities is made which includes class assignments, class seminars, guest lectures, student research/project work etc. Every teacher provides learning material to the students and assists the students to find sources of information in the library. The students are encouraged to use internet and other resources for their class assignments and seminars. Some of the modes of evaluation used include class tests, subject quiz, seminars, internal assessment examinations, assignments, etc. The dates of the two examinations conducted to decide the internal assessment marks of the students are fixed well in advance and evaluated answer scripts and feedback are given to the students.

Finance and Accounts

All the statutory audits are conducted in the College periodically according to official requirements. A firm of Chartered Accountants conducts statutory audits of the different schemes offered in the College. The Management audit is conducted by the Advisor to the Provincial. The Departmental audit from the Government of Karnataka is conducted specifically for the government fees collected. The cooperative audit of SACTCC Society, AEH Society, SAC Co Operative Stores and MJES is done annually by the department. Internal auditing is conducted once in 6 months by the designated Chartered Accountant. External auditing is done by Chartered Accountants at the end of every Financial Year.

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
<b>No Data Entered/Not Applicable !!!</b>						
<a href="#">View File</a>						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Null	Null	Null	Null

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Cooperative credit and Housing loan credit society	Arrupe Staff Welfare Scheme	Fee Concession, Scholarship, Evening Snacks

### 6.4 – Financial Management and Resource Mobilization

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

All the statutory audits are conducted in the College periodically according to official requirements. A firm of Chartered Accountants conducts statutory audits of the different schemes offered in the College. The Management audit is conducted by the Advisor to the Provincial. The Departmental audit from the Government of Karnataka is conducted specifically for the government fees collected. The cooperative audit of SACTCC Society, AEH Society, SAC Co Operative Stores and MJES is done annually by the department. Internal auditing is conducted once in 6 months by the designated Chartered Accountant. External



auditing is done by Chartered Accountants at the end of every Financial Year.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
<b>No Data Entered/Not Applicable !!!</b>		
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

0
---

## 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
<b>Academic</b>	<b>No</b>	<b>Nill</b>	<b>Yes</b>	<b>MJES</b>
<b>Administrative</b>	<b>No</b>	<b>Nill</b>	<b>Yes</b>	<b>MJES</b>

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

<p>Members of the PTA where actively involved in the following 1. Sports Day activities 2. College Day Programme and cultural activities 3. NAAC Re Accreditation Process</p>
---

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

<p>1. Arrupe Staff Welfare Scheme 2. Cooperative credit and Housing loan credit society 3. Social Security Measures have been extended to Teaching and Non teaching staff</p>
---

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

<p>1. The functioning of the IQAC has been made as per the guidelines laid down for quality enhancement 2. The registration process of the Alumni Association has been initiated 3. Industry experts have been consulted in the curriculum design especially for the Diploma and Certificate Courses</p>
--

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Health and Hygiene	14/08/2018	14/08/2018	50	Nil

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

Percentage of power requirement of the University met by the renewable energy sources
0

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	Nil
Provision for lift	Yes	Nil
Ramp/Rails	Yes	Nil
Braille Software/facilities	No	Nil
Rest Rooms	Yes	Nil
Scribes for examination	Yes	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	13/07/2018	1	Yoga Demonstration	Relevance of Yoga	40
2019	1	1	24/02/2019	1	Swachh Bharath	Cleanliness	25
No file uploaded.							

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

Title	Date of publication	Follow up(max 100 words)
The Mangalore JESUIT Educational Society	01/06/2019	This Book contains rules and regulations which are meant for the smooth functions of the institution and to safeguard the legitimate rights of the employees, the students, the management and all the stakeholders. However the spirit behind these rules and regulations is to

build and promote a human society rooted in peace, justice and reconciliation.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Blood Donation	06/02/2019	06/02/2019	55
No file uploaded.			

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

The College is blessed with a lot of green cover in the form of natural and cultivated plants and trees, green hedges, flower gardens etc. which are wellmaintained by gardeners. Some of the main green areas are 'Alvana', a micro forest in the main campus spread over 1.5 acres with a history of over 100 years. It is maintained with all its natural flora and fauna including 30 endangered species of Western Ghats and is hence called mini Western Ghats. The greenery of the main campus is maintained with more than 500 flowering and shade trees. Tissue culture saplings obtained through tissue culture, from the laboratory of Applied Biology (St Aloysius College (Autonomous), have grown into fullfledged trees. All the 8 Cocurricular and Extracurricular associations, sometimes jointly with others, conduct at least one ecofriendly activity per year. A compulsory Environmental Science paper is offered to the UG students in one of the semesters. This helps the students to be more aware about environmental issues. Staff and students are encouraged to attend seminars and workshops conducted on environmental issues.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1 'Decentralization of Governance and Development of an Effective Support System' 1. Title: 'Decentralization of governance and Development of an Effective Support System' 2. Objectives: The main objectives and intended outcomes of the system are: • Effective implementation of the Vision and Mission of the College. • Enhancement of efficiency and pace of administration. • Building a better rapport among the Management, faculty and the other stake holders. • Facilitating the overall growth of the staff and students. • Providing prompt and effective solutions to the grievances of students and the staff. • Promoting collective leadership and democratic approach in decision making and its implementation • Creating men and women for others. 3. Context: St Aloysius Evening College (SAEC), Mangaluru, is a 51 year old institution of higher education guided by its motto 'Lucet et ardet' which means 'Shine to Enkindle'. It has the distinction of being the first evening college in the undivided Dakshina Kannada district of Karnataka. It has been providing quality education to the youngsters of Mangalore and its vicinity especially focusing on those who work during the day. Having a large section of students drawn from the bottom of the pyramid entails its own challenges and needs a College which is willing to transform and equip itself with special skills and facilities. Decentralisation of administration affords the College with a student friendly system which is simultaneously accessible and inclusive. To make this a reality there was a need to create a system which closely monitors the various aspects of governance in the College by introducing collective leadership. 4. The Practice: Since the present higher education system is in a transitional phase with many new concepts trying to replace the old traditional models, SAEC has been trying out many novel experiments. One of such attempts to fine tune the administrative setup and make it more effective is the decentralisation of administration in the College. The main objective of this exercise is to

benefit all the stakeholders of the College, especially the students by making the teaching-learning process more participatory and democratic. The administrative structure of the College to perform its regular activities is given below:

**Administrator:** • The Administrator is appointed by the management and acts as a liaison between the Management and the College. He is a member of the government council and a representative of the Management in the IQAC and oversees all major policy matters.

**Principal:** • The Principal exercises all administrative and academic powers in consultation with Administrator and the Staff Council. The Principal as the Head of the institution plans, executes duties, and supervises other duties connected with admission, appointments, infrastructure, finance, and exercises powers as prescribed by the regulations.

**Vice Principal and Deans:** • There is a Vice Principal and two Deans. They are responsible for the maintenance of discipline and academic matters of the students and the staff in the respective faculties.

**Heads of the Department and Staff Council:** • The Heads of the Department assist the Principal in the administrative and academic matters of the departments. They are also responsible in matters regarding the syllabi, workload, remedial education, cocurricular activities etc. • The Principal, Vice Principal, Deans, Heads of Departments, members of the teaching staff and the librarian form the Staff Council of the College. All the major curricular, cocurricular, extracurricular and other important decisions are taken in the Staff Council

**Support System:** • For the smooth administrative and academic functioning of the institution, several support systems function with specific designations, powers and responsibilities

**Internal Quality Assurance Cell:** • The IQAC takes stock of the quality improvement in the College by monitoring the quality of the academic and extension activities like faculty development, review of departmental activities, remedial education, outreach, Minor Research Projects, academic/green/financial audits, schedule of activities etc.

**Class Guide and Mentoring System:** • Staff members are assigned as Class Guides for each class to interact with the students about the overall discipline and academic performance. • A Mentoring System is in place where every faculty is a Mentor, assigned to a class to whom he or she is a friend, philosopher and guide.

**Student Welfare Officer/Director, Students' Council:** • The Student Welfare Officer/Director, Students' Council looks into the welfare issues related to students like financial assistance in the form of scholarships, fee concessions, education loan, evening snacks, counselling facilities, antiragging, information about career opportunities, placement, training programmes, etc.

**Students' Council:** • The Students' Council members come together and discuss issues, innovative ideas related to the growth and welfare of the student community and the institution. They are also the partners in organizing various student and campus activities like College Day, Council Day, Sports Day, Fests etc.

**St Aloysius Business Institute (SABI):** • Functioning under a director, SABI conducts evening Diploma/Certificate courses which are well accepted in the industry circles.

**Best Practice 2: 'Social Concern and Commitment'**

1. Title of the Practice: 'Sensitizing Staff and Students through Outreach Programmes - One Rupee Revolution'
2. Objectives of the Practice: • To foster social responsibility among staff and students. • To sensitize the staff and the students on social responsibilities contributing to their holistic development. • To instil empathetic values in all stakeholders of the College and motivate them to outreach • To enable and empower young working students who cannot afford higher education.
3. Context: The Evening College offers a very important service to the city of Mangaluru and its neighbouring areas by becoming a haven to hundreds of men and women of this city and neighbourhood, who work during the day and would otherwise be denied the opportunity of collegiate education. Some of them are even the sole breadwinners of their families and others are first generation learners. Even though they are faced with many challenges, a majority of them have shown the enthusiasm and drive to learn while they earn. A good part of education at SAEC, the broadening of

horizons, inculcation of values, training in relating to and dealing with others, empathizing with and accompanying others who are challenged in various ways, happens mainly through outreach activities. The focus of all aspects of education at SAEC has been not only to create an ambience conducive to empowerment but also to inculcate in the students the attitude of giving and helping others. In the present day society, a section of our students brought up in nuclear families are unaware of social problems and issues. They are not aware of sufferings of the deprived sections. The other, larger section of our students, who work during the day are too busy earning their livelihood and in some cases supporting their families providing the only source of income and don't find the time nor the inclination to outreach. Hence to give them a firsthand experience in working with the underprivileged and train them to empathize with and grow through mutual give and take, the College has introduced a novel initiative for outreach the 'One Rupee Revolution (ORR)', through which the College encourages and sensitizes the youth to be aware of social issues and concern of the society and stimulate them to extend their voluntary services. 4. Practice: In keeping with the Jesuit principles of special option for the poor, the IQAC of SAEC initiated the 'One Rupee Revolution (ORR), an innovative outreach programme, during the golden jubilee celebrations of the College in the academic year 201516. Under the guidance of the IQAC, the framework for ORR was formulated in its meeting held on 12th June 2016 by putting into place appropriate quality assurance strategies. It was decided that all the stakeholders of the Institution, the management, students, staff, parents, alumni and friends of the College would be included in the outreach programme. They would donate Re 1 every day, throughout the year and the proceeds would be used for the outreach activities of the College. What makes the outreach special is that the ORR is aimed at generating funds without burdening anyone. Another important offshoot of the ORR is the 'Evening Snacks' programme initiated by the College keeping in mind a vast percentage of its students who work during the day and come directly to the College in the evenings for their studies. While students who belong to the very low income groups are provided the snacks free of cost, others, are provided snacks at subsidised rates. The College also periodically uses the ORR funds to provide snacks free of cost to the entire student body the most deserving students. This programme not only enables our youth to experience life at the grass root level but also develops societal concern. It also gives an opportunity for the inmates of the ashrams and homes to interact with our students. The success of the ORR has encouraged the College to make it an important annual activity.

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

<http://www.saec.co.in>

### 7.3 – Institutional Distinctiveness

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

St Aloysius Evening College (SAEC), Mangaluru, is a Jesuit institution of higher education which is on the verge of completing its 52nd year in the service of the students of Mangalore guided by its motto 'Lucet et ardet' which means 'Shine to Enkindle'. Most of the students studying in SAEC earn during the day and learn in the evenings. Since its inception in 1966, SAEC has been a beacon of light to the hundreds of men and women who would otherwise be denied the opportunity of collegiate education. In keeping with the traditions of the Society of Jesus which runs the College and the vision and mission of the College which is to empower the youth to shape a better future for mankind by forming them into effective and responsive individuals and to foster professionalism through commitment, cooperation, creativity and innovation

without distinction of caste or creed, but decidedly with a slant in favour of the marginalized by providing opportunities, the SAEC admits all those who apply without any discrimination based on caste, creed, language or economic status. Women students are also admitted on par with their male counterparts. Whenever differently abled students apply they are given all the support and extra facilities they need including shifting the classrooms to make them more accessible, arranging scribes for the visually impaired and even making the necessary arrangements for transport for those with multiple disabilities. Appreciating the zeal and industry of the students and realizing that poverty is a major stumbling block to the dreams of higher education of a vast percentage of students, appropriate strategies have been put in place to help such students. The College offers various management scholarships/fee concessions to enable students from the lower income groups to pay their fees and continue their education. In fact the Management has gone out of its way to help students hailing from the lower income groups by giving fee concessions and in many cases fee waivers. In addition to this, the College has helped many students to procure the government scholarship for Minorities, Arrupe scholarships, OBC scholarships and SC/ST scholarships. The Udaya Holla Scholarship is a new initiative instituted by the Management as part of the Golden Jubilee Year exclusively to help meritorious students who are in dire poverty and cannot continue their studies due to lack of funds. The College conducts remedial classes for the academically weaker students. Students who fail in the internal exams and slow learners who require additional classes are called to attend remedial classes regularly and are monitored by subject teachers through extra classes, tests/assignments /group discussions. Serving the cause of social justice, ensuring equity and increasing access to higher education are some of the ways by which the College contributes to National Development. All the activities of the College are oriented towards the realisation of the mission with added incentives to toppers, cash awards and suitable financial incentives for needy students etc.

Provide the weblink of the institution

<http://www.saec.co.in>

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

St Aloysius Evening College (SAEC), Mangaluru, is a Jesuit institution of higher education in the service of the students of Mangalore guided by its motto 'Lucet et ardet' which means 'Shine to Enkindle'. Most of the students studying in SAEC earn during the day and learn in the evenings. In keeping with the traditions of the Society of Jesus which runs the College and the vision and mission of the College which is to empower the youth to shape a better future for mankind by forming them into effective and responsive individuals and to foster professionalism through commitment, cooperation, creativity and innovation without distinction of caste or creed, but decidedly with a slant in favour of the marginalized by providing opportunities, the SAEC admits all those who apply without any discrimination based on caste, creed, language or economic status. Women students are also admitted on par with their male counterparts. Whenever differently abled students apply they are given all the support and extra facilities they need including shifting the classrooms to make them more accessible, arranging scribes for the visually impaired and even making the necessary arrangements for transport for those with multiple disabilities. The College offers various management scholarships/fee concessions to enable students from the lower income groups to pay their fees and continue their education. In fact the Management has gone out of its way to help students hailing from the lower income groups by giving fee concessions and in many cases fee waivers. In addition to this, the College has helped many students to procure the government scholarship for Minorities, Arrupe scholarships, OBC scholarships and SC/ST scholarships. The College conducts remedial classes for the academically weaker

students. Serving the cause of social justice, ensuring equity and increasing access to higher education are some of the ways by which the College contributes to National Development. All the activities of the College are oriented towards the realisation of the mission with added incentives to toppers, cash awards and suitable financial incentives for needy students etc. In keeping with the traditions of the Society of Jesus which runs this Institution and in keeping with the spirit and the needs of the times in which we live, the College aims at the integral formation of its students helping them to become men and women for and with others: Through striving after excellence in learning, creative and practical thinking and cooperative leadership, with a stress on both academic excellence and human excellence Inspired by genuine religious and moral values with a practical awareness of the prevailing social conditions with commitment to the cause of justice. In this direction in order to serve the bottom of the pyramid population in future the college intends to start few more PG programmes, Soft Skill training programmes, certificate and add on programmes for the skill enhancement of the student community.