



# YEARLY STATUS REPORT - 2020-2021

## Part A

### Data of the Institution

#### 1. Name of the Institution

St Aloysius Evening College

- Name of the Head of the institution **Dr Manohar V. Serrao**
- Designation **Associate Professor and Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **08242449714**
- Mobile no **9448482817**
- Registered e-mail **saecprincipal@gmail.com**
- Alternate e-mail **manoharvserrao@gmail.com**
- Address **P.B. No 720, St. Aloysius College Road**
- City/Town **Mangaluru**
- State/UT **Karnataka**
- Pin Code **575003**

#### 2. Institutional status

- Affiliated /Constituent **Affiliated**
- Type of Institution **Co-education**
- Location **Urban**

- Financial Status **Grants-in aid**
- Name of the Affiliating University **Mangalore University**
- Name of the IQAC Coordinator **Dr Charles V. Furtado**
- Phone No. **08242449714**
- Alternate phone No. **08242449714**
- Mobile **9845102385**
- IQAC e-mail address **iqacsaec@gmail.com**
- Alternate Email address **library.saec@gmail.com**

**3. Website address (Web link of the AQAR (Previous Academic Year))**

<https://saec.co.in/en/wp-content/uploads/2022/05/AQAR-2019-20-1.pdf>

**4. Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

<https://saec.co.in/en/wp-content/uploads/2022/05/Academic-Calendar.pdf>

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 3</b>	<b>B</b>	<b>2.06</b>	<b>2018</b>	<b>26/09/2018</b>	<b>25/09/2023</b>

**6. Date of Establishment of IQAC**

**10/08/2004**

**7. Provide the list of funds by Central / State Government**

**UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>00</b>	<b>00</b>	<b>00</b>	<b>00</b>	<b>00</b>

**8. Whether composition of IQAC as per latest NAAC guidelines**

**Yes**

- Upload latest notification of formation of IQAC

[View File](#)

**9.No. of IQAC meetings held during the year** 3

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

**10.Whether IQAC received funding from any of the funding agency to support its activities during the year?** No

- If yes, mention the amount

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

Online Orientation programme for the first year students  
 Online Bridge Course Faculty Development Programme  
 Voters' awareness for the students  
 Workshop on Life skills and employability  
 Guest Lecture on Presentation Skills

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

Plan of Action	Achievements/Outcomes
Meetings- IQAC Thrice in a year	Conducted

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Council	03/04/2020

**14.Whether institutional data submitted to AISHE**

**Part A****Data of the Institution**

<b>1.Name of the Institution</b>	<b>St Aloysius Evening College</b>
• Name of the Head of the institution	<b>Dr Manohar V. Serrao</b>
• Designation	<b>Associate Professor and Principal</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>08242449714</b>
• Mobile no	<b>9448482817</b>
• Registered e-mail	<b>saecprincipal@gmail.com</b>
• Alternate e-mail	<b>manoharvserrao@gmail.com</b>
• Address	<b>P.B. No 720, St. Aloysius College Road</b>
• City/Town	<b>Mangaluru</b>
• State/UT	<b>Karnataka</b>
• Pin Code	<b>575003</b>
<b>2.Institutional status</b>	
• Affiliated /Constituent	<b>Affiliated</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Urban</b>
• Financial Status	<b>Grants-in aid</b>
• Name of the Affiliating University	<b>Mangalore University</b>
• Name of the IQAC Coordinator	<b>Dr Charles V. Furtado</b>

• Phone No.	08242449714				
• Alternate phone No.	08242449714				
• Mobile	9845102385				
• IQAC e-mail address	iqacsaec@gmail.com				
• Alternate Email address	library.saec@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://saec.co.in/en/wp-content/uploads/2022/05/AQAR-2019-20-1.pdf">https://saec.co.in/en/wp-content/uploads/2022/05/AQAR-2019-20-1.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://saec.co.in/en/wp-content/uploads/2022/05/Academic-Calendar.pdf">https://saec.co.in/en/wp-content/uploads/2022/05/Academic-Calendar.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 3	B	2.06	2018	26/09/2018	25/09/2023
<b>6.Date of Establishment of IQAC</b>			10/08/2004		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
00	00	00	00	00	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>			3		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have			Yes		

been uploaded on the institutional website?	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>	
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
Online Orientation programme for the first year students Online Bridge Course Faculty Development Programme Voters' awareness for the students Workshop on Life skills and employability Guest Lecture on Presentation Skills	
<b>12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>	
Plan of Action	Achievements/Outcomes
Meetings- IQAC Thrice in a year	Conducted
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Governing Council	03/04/2020
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2020	30/11/2020
<b>15. Multidisciplinary / interdisciplinary</b>	
NIL (we dont have anything to add)	

<b>16.Academic bank of credits (ABC):</b>
NIL (we dont have anything to add)
<b>17.Skill development:</b>
NIL (we dont have anything to add)
<b>18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>
NIL (we dont have anything to add)
<b>19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):</b>
NIL (we dont have anything to add)
<b>20.Distance education/online education:</b>
NIL (we dont have anything to add)

### Extended Profile

<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	114
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	304
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	26
File Description	Documents
Data Template	<a href="#">View File</a>

2.3	126
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	12
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	0
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	15
Total number of Classrooms and Seminar halls	
4.2	402158
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	20
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

**SAEC imparts quality education in tune with its vision and mission**



of creating individuals with academic, social and emotional excellence. In the academic year 2020-21 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. 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 curriculum of the Diploma and Certificate courses are designed and updated through the inputs supplied by the external experts drawn from the industry. 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.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="#">NIL</a>

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

The Institution plans and organises the teaching learning and evaluation schedules keeping the curriculum and the academic year in mind. Before the commencement of a new academic year a staff meeting is conducted in which detailed discussion of teaching learning evaluation scheme is made and each department is assigned the task of preparing the teaching-learning 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. 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.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="#">NIL</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>

## 1.2 - Academic Flexibility

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

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

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

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File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

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

## 1.3 - Curriculum Enrichment

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

To achieve 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. 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. 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.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

1

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

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

1

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders** **E. None of the above**  
**Students**  
**Teachers** **Employers** **Alumni**

File Description	Documents
URL for stakeholder feedback report	<a href="#">NIL</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows** **E. Feedback not collected**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="#">NIL</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of students admitted during the year**

118

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

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

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

111

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

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 comprehensive plan is also prepared for tutorial classes such as remedial teaching for slow learners and advanced learners etc. Every teacher provides learning material to the students and assists the students to find sources of information in the library. Orientation programmes are conducted in the beginning of the academic year. The performance of the students in the internal examinations and end semester 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.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
304	11

File Description	Documents
Any additional information	No File Uploaded

## 2.3 - Teaching- Learning Process

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

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. Study skills are honed through timely inputs by resource persons. A schedule for co-curricular activities is made which includes class assignments, class seminars, guest lectures, student research/project work etc. Some of the modes of evaluation used include class tests, subject quiz, seminars, internal assessment examinations, assignments, etc. The performance of the students in the internal examinations and end semester 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.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="#">NIL</a>

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

Teachers of the College are well trained in the use of ICT enabled teaching strategies and techniques. Most of the teaching staff use power point presentations as a part of their classroom pedagogy. All the classrooms have been fitted with LCD projectors. 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. 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 e-resources. 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.

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

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

**2.3.3.1 - Number of mentors**

11



File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	No File Uploaded

## 2.4 - Teacher Profile and Quality

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

11

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

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

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

6

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

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

#### 2.4.3.1 - Total experience of full-time teachers

20

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

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

The evaluation system of the College is in line with that of the university system. 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. 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. Evaluation reforms of the College are made known to the students through the College calendar. 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. An SMS system has been implemented to give information in advance to the students. Class Guides and Mentors followup the progress of the students.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="#">NIL</a>

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

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 credit based 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. 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. The university provides the students with the facilities of photocopying, re totalling, revaluation and rejection of results. An SMS system has been implemented to give information in advance to the students. Class Guides follow up the progress of the students. The Management is provided with information of student results and its suggestions are implemented.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="#">NIL</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Yes Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and student. SAEC is affiliated to the Mangalore University and follows the syllabi prescribed by it through the different BOS constituted whenever the syllabi are revised. The University provides its affiliated colleges the blown up syllabus of all the papers of different subjects prepared by the respective BOS containing course objectives and outcomes. In addition to this each teacher introduces his paper by giving the scope and importance of the paper with its current relevance. A review of the outcome also take place when the teacher revises the chapter/lessons he/she has taught in the classes periodically. Since the College also has a mechanism of taking student feedback on the syllabus annually, this also acts as an evaluation of PSOs and COs.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="#">NIL</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

The level of attainment of PSOs and COs is gauged not only by the students' performance in the exams (both internal and end semester) but also in his overall progress and professional development. In the recent years the university has introduced many major evaluation reforms. The evaluation system has by and large been computerized. Under the credit-based semester system, the EC/CC activities are also evaluated along with other subjects with credits. Continuous evaluation has been adopted. It has two major components: An End-Semester examination with a weightage of 80% marks for Undergraduate Programmes and 70% marks for Postgraduate Programmes and Internal Assessment which accounts for 20% of the marks for Undergraduate Courses and 30% of the marks for Postgraduate Courses. The internal assessment is based on the two internal examinations of one hour duration in each semester with an interval of six weeks each and the assignments given by the students. The performance of students is monitored and remedial actions are taken. The Class Guides follow-up the attendance and academic progress of the students. The academic progress of the students is good and this demonstrates a clear and positive correlation between the class room inputs and the course outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="#">NIL</a>

### 2.6.3 - Pass percentage of Students during the year

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

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="#">NIL</a>

## 2.7 - Student Satisfaction Survey

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

<https://saec.co.in/en/wp-content/uploads/2022/05/Students-Satisfaction-Survey.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

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

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**

**3.1.2.1 - Number of teachers recognized as research guides**

00

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

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

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

00

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	<a href="#">NIL</a>

### 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

NIL (we dont have anything to add)

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

1

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

00

File Description	Documents
URL to the research page on HEI website	<a href="#">NIL</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

#### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

00

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

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

##### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

1

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

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

Keeping in view the importance of catering to the needs of the neighbourhood communities the institution organised relevant programmes. An Online Workshop on 'Yoga Practice for Wellness' was conducted on Tuesday, 6th July 2021 between 06.00 & 07.00 p.m. It was well attended and EC/CC marks were awarded to all the participants. Sri Kushalappa Gowda, well known Yoga Therapist, Avishkar Yoga & Dr Adarsh B. Mynalli, Asst. Prof., Yenepoya Medical College & Hospital, were invited as the Resource Persons in the workshop. The two presentations were useful in creating awareness among the students about the importance of safeguarding one's health. The QA session that followed attracted many questions from the online audience.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

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

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

00

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



**3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

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

00

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

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

00

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

**3.5 - Collaboration**

**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year**

**3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

00

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

00

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The College has a well-defined policy of augmenting infrastructural facilities as a catalyst for ensuring academic excellence. 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 are done through the full-fledged maintenance department of St Aloysius College (Autonomous). The sports facilities and the academic facilities like AV Rooms, auditoria, , open air stages, ALVana micro forest, the world famous St Aloysius Chapel etc., are also shared by the two institutions. 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 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 eco-friendly measure. The College library is equipped with Easy Lib Software and NLIST e-resources. Close Circuit Cameras are installed gives additional support in terms of security. Garbage is lifted by outsourcing.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

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

St Aloysius Evening College has adequate facilities for conducting cultural activities. There are many auditoria, audio-visual rooms, etc., which are equipped with state of the art technologies including Computers, LCD projectors etc. All types of musical instruments and lighting facilities are available. 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. 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 eco-friendly measure. The classrooms, departments, library and office have inverters and UPS systems for uninterrupted power supply and have been upgraded with ICT enabled facilities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

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

00

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

402158

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

St Aloysius Evening College library is automated and has been upgraded with the Easylib library automation software. Easylib provides a single window search on all the materials available in the library holdings. Some of the features of Easylib Application are ability to perform extensive search (OPAC) from internet by staff and students, ability to perform various library related activities like charging, discharging, acquisition, etc. Students find it easy to use the OPAC (Online Public Access Catalogue). There is a built in security and logon mechanism for the software

which renders it very user friendly.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="#">NIL</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

27570

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

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

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

20

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

The College has a well-defined policy of augmenting infrastructural facilities as a catalyst for ensuring academic excellence. 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. 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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

#### 4.3.2 - Number of Computers

20

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in D. 10 - 5MBPS

**the Institution**

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

**4.4 - Maintenance of Campus Infrastructure****4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

44127.00

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

The College has a well-defined policy of augmenting infrastructural facilities as a catalyst for ensuring academic excellence. 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 are done through the full-fledged maintenance department of St Aloysius College (Autonomous). The sports facilities and the academic facilities like AV Rooms, auditoria, , open air stages, ALVana micro forest, the world famous St Aloysius Chapel etc., are also shared by the two institutions. 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 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 eco-friendly measure. The College library is equipped with Easy Lib Software and NLIST e-resources. Close Circuit Cameras are installed gives additional support in terms of security. Garbage is lifted by outsourcing.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

NIL

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

32



File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

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

**E. none of the above**

File Description	Documents
Link to Institutional website	<a href="#">NIL</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

00

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

00

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

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student**

**D. Any 1 of the above**

**grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

00

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	No File Uploaded

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

6

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

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

00

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	No File Uploaded

**5.3 - Student Participation and Activities**

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

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

00

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

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

St Aloysius Evening College (SAEC) has a Students' Council which plays an important role in its curricular, co-curricular and extracurricular activities. The Students' Council is constituted as follows: Director, President, Vice president, Secretary, Joint Secretary, Class Representatives and Secretaries of Associations. It also provides leadership during special occasions like College Day, Sports Day, Talents Day, Intercollegiate Fests, Blood Donation Camps, Alumni Reunion, etc. The president of the student council is a member of the IQAC. Students are also co-opted into various committees which organise programmes like seminars, workshops, extension activities etc. The Students' Council conducts various activities for the students. It also coordinates the different association functions. 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. However, any financial need of the students' council is met from the College account. The Covid-19 pandemic and the resulting lockdown rendered it impossible to conduct on campus activities. Most of the activities were conducted online.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

00

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

### 5.4 - Alumni Engagement

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

NIL ( we dont have anything to add)

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

#### 5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

St Aloysius Evening College Mangaluru, is a Jesuit institution of higher education institution in the service of the students of Mangalore guided by its motto 'Lucet et ardet' which means 'Shine to Enkindle'. Most of the students 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 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. 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. 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.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

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

There is a meaningful decentralisation of the administrative process in the College. There is shared responsibility and participative decision-making. The Principal is assisted by the Vice-Principal, 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 Parent-Teacher meetings and Alumni through the Alumni/ae Association.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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.

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 co-curricular 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. The dates of the two examinations conducted are fixed well in advance and evaluated answer scripts and feedback are given to the students.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

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

The College has a well-defined 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. The academic facilities like AV Rooms, auditoria, seminar/ conference halls, open air stages, museum, AL-Vana micro forest, the world famous St Aloysius Chapel etc., are also shared by the two institutions. 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.

File Description	Documents
Paste link for additional information	<a href="#">NIL (we do not have anything to add)</a>
Link to Organogram of the institution webpage	<a href="#">NIL (we do not have anything to add)</a>
Upload any additional information	No File Uploaded

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance**

**E. None of the above**



## and Accounts Student Admission and Support Examination

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

### 6.3 - Faculty Empowerment Strategies

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

The Institution has evolved many effective welfare schemes for its teaching and non teaching staff. The teachers can avail easy loans during times of need through the Arrupe Staff Welfare Scheme, the Cooperative credit and Housing loan credit society. The managment hsas also instituted many Social Security Measures for theTeaching and Non teaching staff.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

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

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

00

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

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

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

00

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

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

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

3

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

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

The St Aloysius Evening College has a Performance Appraisal System for teaching and non-teaching staff. The staff members annually submit the self-appraisal reports to the Principal. The pro-forma of the self-assessment of the functioning by the teacher/employee is provided by the office of the Joint Director, Collegiate Education in the administrative language Kannada. In the first part, the employee has to furnish details regarding service, pre-dated service, designation, qualification prior to the recruitment and qualification attained thereafter, leave details etc. In the second part of the pro-forma, the employee has to provide the details of the self-assigned effective targets, targets which could not be achieved, achievements etc. Information is also sought on the aspects which are achieved above the desired target level, the problems faced, if any, while achieving the targets including the opinion and suggestions of the employees and solutions in this regard. The third part of the pro-forma seeks information from the representative of the Management regarding the authenticity of the self-information provided by the employee about the various aspects of functioning of the employee, the time frame of the duties assigned, the expected performance level, competence level etc.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

## 6.4 - Financial Management and Resource Mobilization

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

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 co-operative 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

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

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

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

00

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

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

Though SAEC is a grant-in-aid institution many of its recent courses are self-financed. The salaries of aided teaching/administrative staff are paid by the state government while the other staff are paid by the Management. The College has

been recognised under the 2 (f) category of the UGC since 1981 and has been receiving UGC grants under the General Development Scheme (Mention the Categories). However the Management of the College also bears the expenses of the non-grant courses like M.Com. The Mangalore Jesuit Educational Society (MJES) manages both SAEC and St Aloysius College (Autonomous) and hence both the sister institutions share many infrastructural and logistical facilities. Thus the staff and students of the Evening College have access to all the state of the art facilities available to the staff and students of St Aloysius College (Autonomous). This enables the Institution to make an optimal utilisation of the available resources. In addition to this, the resource mobilisation policy of the College is to supplement its finances by offering Diploma and Certificate Courses to the paying public in the evenings.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

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

The IQAC meets twice every semester for updating departmental plans and programmes. All activities in the College are coordinated by the IQAC through the guidelines framed in the beginning of the academic year. Post 3rd reaccreditation, the IQAC discussed the suggestions given by the Peer Team were discussed in the IQAC and many integral changes in the planning and execution of administrative strategies, curricular and extracurricular activities were brought about in the college with the new objectives and renewed vigour. The IQAC committee was revamped according to the new NAAC guidelines. The NIRF and AISHE process was successfully completed and uploaded in time. The IQAC conducts training and development programmes for the staff and students. Under the guidance of the IQAC, the frameworks of all the activities of the college both curricular and extra-curricular are formulated in its meetings by putting into place appropriate quality assurance strategies. To sum up, the IQAC of the College functions as the main fulcrum around which all the quality assurance strategies and processes revolve.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

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

The St Aloysius Evening College offers three programmes of three years duration affiliated to the Mangalore University - B.A., B.Com. & M.Com. The syllabi of all the three programmes is prescribed by the BOS set up by the Mangalore University periodically. The IQAC of the College lays down the guidelines for all the teaching staff to introduce their papers by giving the scope and importance of the paper with its current relevance, course objectives and probable outcomes at the very beginning of the academic year. A review of the outcome also takes place when the teacher revises the chapter/lessons he/she has taught in the classes periodically. Since the IQAC also has a mechanism of taking student feedback on the syllabus annually, this also acts as an evaluation of the PSOs and COs. The IQAC asks all the departments to prepare a teaching-learning/evaluation scheme in accordance with the University calendar. The IQAC conducts an annual review meeting at the end of every academic year. After comprehensive discussion and analysis of the academic year, suggestions for the improvement in the teaching learning evaluation areas are recorded by the IQAC and goals are set to be implemented during the next academic year.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit**

**D. Any 1 of the above**

**recognized by state, national or international agencies (ISO Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="#">NIL</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

St Aloysius Evening College believes strongly in gender equity and has been constantly making proactive efforts to achieve gender balance amongst its students and staff. No discrimination is made at the time of admission on the basis of gender. Staff members are recruited without any gender bias. The post of Joint Secretary of the Students' Council is reserved for a lady candidate. The Women's Forum organises talks/workshops for students and staff. It also looks into gender-related issues, if any, and tries to resolve them. A compulsory course on Gender Equity for all UG programmes prescribed by the Mangalore University is being conducted. Regular feedback is taken from lady students/staff on gender-related issues. Relevant articles are displayed on the notice board to sensitise students on gender-related issues. Staff members attend seminars/workshops on gender sensitisation organised by the University and other Institutions.

Feedback from lady students about the infrastructural facilities and their comfort level emphasises the fact that most of the students are happy with the facilities provided in the College. The College has the Women's Cell, Lady Students Grievance Cell which works towards promoting and maintaining a gender equal campus. These committees in association with other associations conduct gender sensitization programmes.



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

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

**E. None of the above**

File Description	Documents
Geo tagged Photographs	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>

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

St Aloysius Evening College is very conscious and committed to environmental issues with regard to the protection, conservation and sustenance of natural resources. The faculty and the students are sensitised towards environmental issues through continuous orientation programmes. 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 e-waste is transported to the local pollution control office Baikampady, Mangalore, for further processing. Organic waste is managed efficiently through Vermi Technology programme which has been practised for more than a decade by the Department of Zoology (At Aloysius College (Autonomous)). A Vermibin is designed for conversion of organic waste into fertilizers. Organic manure from the Vermibin unit is used in the College garden. Segregation of



plastic waste is being done with an aim of recycling the plastic. Realizing the harm of using plastic bags, the faculty and the students use only eco friendly cloth bags.

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

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** E. None of the above

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

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:** E. None of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**E. None of the above**

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

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

**E. None of the above**

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

**7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e.,**

tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution has always believed in the importance of human values and professional ethics in the building up of a holistic individual and the need to provide an inclusive environment to foster this. All the students who walk the portals of St Aloysius Evening College are enabled to imbibe the universal values like truth, righteous conduct, love, non-violence and peace. They are expected to develop tolerance towards cultural, regional, linguistic and communal differences. This is achieved by exposing our students to different activities which promote such crucial values. Talks by eminent speakers drawn from the society are arranged. Workshops are conducted by inviting teams from leading NGOs and institutions. Essay Writing Competitions are conducted on important socially relevant themes like the Evils of Corruption, Peace Initiatives, etc. The institution conducts regular value education classes for all its students through its robust class guide and mentoring system.

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

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

Students and teachers are drawn from all communities. The College fosters lived values for individual faith and universal brotherhood. The College accommodates various shades of opinions, cultures and faiths. Stakeholders such as parents, guardians, employers and alumni are involved in the College activities. All the students and employees of the college are given adequate exposure to their constitutional obligations, values, rights, duties and responsibilities as citizens. Core human values and professional ethics are reflected in the various functions of the Institution by imbibing the values of unity, co-operation, better understanding, mutual respect and appreciation of diversity among the staff and students of the College, by promoting value education, inculcating a value system among the students, by

creating a sense of fellow-feeling among the students, by arranging motivational talks and by organising regular training programmes for the teaching staff, administrative staff and students. Strategies are in place to ensure that the students and staff are sensitised to perform their constitutional duties as citizens to the best of their abilities.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">NIL</a>
Any other relevant information	<a href="#">NIL</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff**

**4. Annual awareness programmes on Code of Conduct are organized**

**D. Any 1 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>

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

The College has a cosmopolitan and secular outlook. Students and teachers are drawn from all communities. Important festivals of

all religions are commonly celebrated. The College fosters lived values for individual faith and universal brotherhood and accommodates various

shades of opinions, cultures and faiths. Since the College is under the University system, the Mangalore University syllabus is strictly adhered to but wherever possible, current issues are discussed in the class and made relevant to the subjects. The college organises various national and secular festivals like Independence Day, Republic Day, Deepavali, Christmas, etc., and observes different International Days like Women's Day, Yoga Day, Human Rights Day, etc. This not only creates a sense of brotherhood among the students and staff but also inculcates patriotism and secularism. Students get an opportunity to learn more about other religions and their customs and traditions leading to peace and harmony.

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

## 7.2 - Best Practices

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

1. 'Decentralization of Governance and Development of an Effective Support System': 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. The Principal as the Head of the institution plans, executes duties connected with admission, appointments and exercises powers as prescribed by the regulations. The IQAC takes stock of the improvement in the College by monitoring the quality of the activities.

2. 'Social Concern and Commitment': The 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 for the society.

File Description	Documents
Best practices in the Institutional website	<a href="#">NIL</a>
Any other relevant information	<a href="#">NIL</a>

### 7.3 - Institutional Distinctiveness

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

St Aloysius Evening College (SAEC), Mangaluru, is a Jesuit institution which is in the service of the students of Mangalore guided by its motto 'Lucet et ardet' which means 'Shine to Enkindle'. Since its inception in 1966, the priority of the institution has been to empower the youth by forming them into effective and responsive individuals and to foster professionalism through commitment, co-operation, creativity and innovation without distinction of caste or creed. 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 and arranging scribes for the visually impaired. 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 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.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

SAEC imparts quality education in tune with its vision and mission of creating individuals with academic, social and emotional excellence. In the academic year 2020-21 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. 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 curriculum of the Diploma and Certificate courses are designed and updated through the inputs supplied by the external experts drawn from the industry. 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.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="#">NIL</a>

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

The Institution plans and organises the teaching learning and evaluation schedules keeping the curriculum and the academic year in mind. Before the commencement of a new academic year a staff meeting is conducted in which detailed discussion of teaching learning evaluation scheme is made and each department



is assigned the task of preparing the teaching-learning 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. 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.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="#">NIL</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded



**1.2 - Academic Flexibility****1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented****1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

3

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

00

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

00

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

**1.3 - Curriculum Enrichment****1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human**

## Values, Environment and Sustainability into the Curriculum

To achieve 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. 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. 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.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

1

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

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

1

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders  
Students Teachers Employers Alumni**

**E. None of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">NIL</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>E. Feedback not collected</b>
File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="#">NIL</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of students admitted during the year</b>	
118	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>
<b>2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)</b>	
<b>2.1.2.1 - Number of actual students admitted from the reserved categories during the year</b>	
111	
File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>
<b>2.2 - Catering to Student Diversity</b>	
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
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 comprehensive plan is also prepared for tutorial classes such as remedial teaching for slow learners and advanced learners etc. Every teacher provides learning material to the students and assists the students to find sources of information in the library. Orientation programmes are conducted in the beginning of the academic year. The performance of the students in the internal examinations and end semester 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.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
304	11

File Description	Documents
Any additional information	No File Uploaded

### 2.3 - Teaching- Learning Process

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

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. Study skills are honed through timely inputs by

resource persons. A schedule for co-curricular activities is made which includes class assignments, class seminars, guest lectures, student research/project work etc. Some of the modes of evaluation used include class tests, subject quiz, seminars, internal assessment examinations, assignments, etc. The performance of the students in the internal examinations and end semester 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.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="#">NIL</a>

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

Teachers of the College are well trained in the use of ICT enabled teaching strategies and techniques. Most of the teaching staff use power point presentations as a part of their classroom pedagogy. All the classrooms have been fitted with LCD projectors. 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. 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 e-resources. 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.

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

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

#### 2.3.3.1 - Number of mentors

11

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	No File Uploaded

### 2.4 - Teacher Profile and Quality

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

11

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

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

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

6

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

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

#### 2.4.3.1 - Total experience of full-time teachers

20

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 2.5 - Evaluation Process and Reforms

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

The evaluation system of the College is in line with that of the university system. 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. 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. Evaluation reforms of the College are made known to the students through the College calendar. 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. An SMS system has been implemented to give information in advance to the students. Class Guides and Mentors followup the progress of the students.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="#">NIL</a>

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

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 credit based 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. 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. The university provides the students with the facilities of photocopying, re totalling, revaluation and rejection of results. An SMS system has been implemented to give information in advance to the students. Class Guides follow up the progress of the students. The Management is provided with information of student results and its suggestions are implemented.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="#">NIL</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are

stated and displayed on website and communicated to teachers and students.

Yes Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and student. SAEC is affiliated to the Mangalore University and follows the syllabi prescribed by it through the different BOS constituted whenever the syllabi are revised. The University provides its affiliated colleges the blown up syllabus of all the papers of different subjects prepared by the respective BOS containing course objectives and outcomes. In addition to this each teacher introduces his paper by giving the scope and importance of the paper with its current relevance. A review of the outcome also take place when the teacher revises the chapter/lessons he/she has taught in the classes periodically. Since the College also has a mechanism of taking student feedback on the syllabus annually, this also acts as an evaluation of PSOs and COs.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="#">NIL</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

The level of attainment of PSOs and COs is gauged not only by the students' performance in the exams (both internal and end semester) but also in his overall progress and professional development. In the recent years the university has introduced many major evaluation reforms. The evaluation system has by and large been computerized. Under the credit-based semester system, the EC/CC activities are also evaluated along with other subjects with credits. Continuous evaluation has been adopted. It has two major components: An End-Semester examination with a weightage of 80% marks for Undergraduate Programmes and 70% marks for Postgraduate Programmes and Internal Assessment which accounts for 20% of the marks for Undergraduate Courses and 30% of the marks for Postgraduate Courses. The internal assessment is based on the two internal examinations of one hour duration in each semester with an

interval of six weeks each and the assignments given by the students. The performance of students is monitored and remedial actions are taken. The Class Guides follow-up the attendance and academic progress of the students. The academic progress of the students is good and this demonstrates a clear and positive correlation between the class room inputs and the course outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="#">NIL</a>

### 2.6.3 - Pass percentage of Students during the year

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

65

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="#">NIL</a>

### 2.7 - Student Satisfaction Survey

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

<https://saec.co.in/en/wp-content/uploads/2022/05/Students-Satisfaction-Survey.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

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

###### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research

**projects / endowments in the institution during the year (INR in Lakhs)**

00

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

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)****3.1.2.1 - Number of teachers recognized as research guides**

00

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

**3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year****3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

00

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	<a href="#">NIL</a>

**3.2 - Innovation Ecosystem**

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

**NIL (we dont have anything to add)**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Paste link for additional information	<a href="#">NIL</a>

**3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year**

**3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year**

**1**

File Description	Documents
Report of the event	<b>No File Uploaded</b>
Any additional information	<b>No File Uploaded</b>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**3.3 - Research Publications and Awards**

**3.3.1 - Number of Ph.Ds registered per eligible teacher during the year**

**3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year**

**00**

File Description	Documents
URL to the research page on HEI website	<a href="#">NIL</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<b>No File Uploaded</b>
Any additional information	<b>No File Uploaded</b>

**3.3.2 - Number of research papers per teachers in the Journals notified on UGC website**

during the year

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

00

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

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

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

1

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

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

Keeping in view the importance of catering to the needs of the neighbourhood communities the institution organised relevant programmes. An Online Workshop on 'Yoga Practice for Wellness' was conducted on Tuesday, 6th July 2021 between 06.00 & 07.00 p.m. It was well attended and EC/CC marks were awarded to all the participants. Sri Kushalappa Gowda, well known Yoga Therapist, Avishkar Yoga & Dr Adarsh B. Mynalli, Asst. Prof., Yenepoya Medical College & Hospital, were invited as the Resource Persons in the workshop. The two presentations were useful in creating awareness among the students about the importance of safeguarding one's health. The QA session that followed attracted many questions from the online audience.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

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

#### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

00

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

### 3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

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

00

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

### 3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

#### 3.4.4.1 - Total number of Students participating in extension activities conducted in

**collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

00

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

### **3.5 - Collaboration**

**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year**

**3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

00

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

**3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**

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

00



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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The College has a well-defined policy of augmenting infrastructural facilities as a catalyst for ensuring academic excellence. 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 are done through the full-fledged maintenance department of St Aloysius College (Autonomous). The sports facilities and the academic facilities like AV Rooms, auditoria, , open air stages, ALVana micro forest, the world famous St Aloysius Chapel etc., are also shared by the two institutions. 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 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 eco-friendly measure. The College library is equipped with Easy Lib Software and NLIST e-resources. Close Circuit Cameras are installed gives additional support in terms of security. Garbage is lifted by outsourcing.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

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

St Aloysius Evening College has adequate facilities for conducting cultural activities. There are many auditoria, audio-visual rooms, etc., which are equipped with state of the art technologies including Computers, LCD projectors etc. All types of musical instruments and lighting facilities are available. 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. 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 eco-friendly measure. The classrooms, departments, library and office have inverters and UPS systems for uninterrupted power supply and have been upgraded with ICT enabled facilities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

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

00

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

402158

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

St Aloysius Evening College library is automated and has been upgraded with the Easylib library automation software. Easylib provides a single window search on all the materials available in the library holdings. Some of the features of Easylib Application are ability to perform extensive search (OPAC) from internet by staff and students, ability to perform various library related activities like charging, discharging, acquisition, etc. Students find it easy to use the OPAC (Online Public Access Catalogue). There is a built in security and logon mechanism for the software which renders it very user friendly.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="#">NIL</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**D. Any 1 of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

27570

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

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

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

20

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

The College has a well-defined policy of augmenting infrastructural facilities as a catalyst for ensuring academic excellence. 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. 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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

#### 4.3.2 - Number of Computers

20

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution

D. 10 - 5MBPS

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

#### 4.4 - Maintenance of Campus Infrastructure

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

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and

**academic support facilities) excluding salary component during the year (INR in lakhs)**

44127.00

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

The College has a well-defined policy of augmenting infrastructural facilities as a catalyst for ensuring academic excellence. 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 are done through the full-fledged maintenance department of St Aloysius College (Autonomous). The sports facilities and the academic facilities like AV Rooms, auditoria, , open air stages, ALVana micro forest, the world famous St Aloysius Chapel etc., are also shared by the two institutions. 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 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 eco-friendly measure. The College library is equipped with Easy Lib Software and NLIST e-resources. Close Circuit Cameras are installed gives additional support in terms of security. Garbage is lifted by outsourcing.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

<b>STUDENT SUPPORT AND PROGRESSION</b>	
<b>5.1 - Student Support</b>	
<b>5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
<b>5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
NIL	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>
<b>5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year</b>	
<b>5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year</b>	
32	
File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>
<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and</b>	<b>E. none of the above</b>

hygiene) ICT/computing skills	
File Description	Documents
Link to Institutional website	<a href="#">NIL</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
00	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
00	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b>	<b>D. Any 1 of the above</b>



File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

00

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	No File Uploaded

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

6

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

government examinations)

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

00

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	No File Uploaded

**5.3 - Student Participation and Activities**

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

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

00

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

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

St Aloysius Evening College (SAEC) has a Students' Council which plays an important role in its curricular, co-curricular

and extracurricular activities. The Students' Council is constituted as follows: Director, President, Vice president, Secretary, Joint Secretary, Class Representatives and Secretaries of Associations. It also provides leadership during special occasions like College Day, Sports Day, Talents Day, Intercollegiate Fests, Blood Donation Camps, Alumni Reunion, etc. The president of the student council is a member of the IQAC. Students are also co-opted into various committees which organise programmes like seminars, workshops, extension activities etc. The Students' Council conducts various activities for the students. It also coordinates the different association functions. 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. However, any financial need of the students' council is met from the College account. The Covid-19 pandemic and the resulting lockdown rendered it impossible to conduct on campus activities. Most of the activities were conducted online.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

### **5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

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

00

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

#### 5.4 - Alumni Engagement

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

**NIL ( we dont have anything to add)**

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**      **E. <1Lakhs**

File Description	Documents
Upload any additional information	No File Uploaded

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

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

St Aloysius Evening CollegeMangaluru, is a Jesuit institution of higher education institution in the service of the students of Mangalore guided by its motto 'Lucet et ardet' which means 'Shine to Enkindle'. Most of the students 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 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. 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. 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.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

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

There is a meaningful decentralisation of the administrative process in the College. There is shared responsibility and participative decision-making. The Principal is assisted by the Vice-Principal, 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 stakeholders. The students give their suggestions through the Student Council, staff members through the Staff Council, parents through Parent-Teacher meetings and Alumni through the Alumni/ae Association.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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.

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 co-curricular 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. The dates of the two examinations conducted are fixed well in advance and evaluated answer scripts and feedback are given to the students.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

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

The College has a well-defined 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. The academic facilities like AV Rooms, auditoria, seminar/ conference halls, open air stages, museum, AL-Vana micro forest, the world famous St Aloysius Chapel etc., are also shared by the two institutions. 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.

File Description	Documents
Paste link for additional information	<a href="#">NIL (we do not have anything to add)</a>
Link to Organogram of the institution webpage	<a href="#">NIL (we do not have anything to add)</a>
Upload any additional information	No File Uploaded

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

**E. None of the above**

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

### 6.3 - Faculty Empowerment Strategies

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

The Institution has evolved many effective welfare schemes for its teaching and non teaching staff. The teachers can avail easy loans during times of need through the Arrupe Staff Welfare Scheme, the Cooperative credit and Housing loan credit society. The managment hsas also instituted many Social Security Measures for theTeaching and Non teaching staff.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

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

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

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



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

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

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)****6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

3

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

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

The St Aloysius Evening College has a Performance Appraisal System for teaching and non-teaching staff. The staff members annually submit the self-appraisal reports to the Principal. The pro-forma of the self-assessment of the functioning by the teacher/employee is provided by the office of the Joint Director, Collegiate Education in the administrative language Kannada. In the first part, the employee has to furnish details regarding service, pre-dated service, designation, qualification prior to the recruitment and qualification attained thereafter, leave details etc. In the second part of the pro-forma, the employee has to provide the details of the self-assigned effective targets, targets which could not be achieved, achievements etc. Information is also sought on the aspects which are achieved above the desired target level, the problems faced, if any, while achieving the targets including the opinion and suggestions of the employees and solutions in this regard. The third part of the pro-forma seeks information from the representative of the Management regarding the authenticity of the self-information provided by the employee about the various aspects of functioning of the employee, the time frame of the duties assigned, the expected performance level, competence level etc.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

**6.4 - Financial Management and Resource Mobilization**

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

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 co-operative 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

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

**6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)****6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

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File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

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

Though SAEC is a grant-in-aid institution many of its recent courses are self-financed. The salaries of aided teaching/administrative staff are paid by the state government while the other staff are paid by the Management. The College has been recognised under the 2 (f) category of the UGC since 1981 and has been receiving UGC grants under the General Development Scheme (Mention the Categories). However the Management of the College also bears the expenses of the non-grant courses like M.Com. The Mangalore Jesuit Educational Society (MJES) manages both SAEC and St Aloysius College (Autonomous) and hence both the sister institutions share many infrastructural and logistical facilities. Thus the staff and students of the Evening College have access to all the state of the art facilities available to the staff and students of St Aloysius College (Autonomous). This enables the Institution to make an optimal utilisation of the available resources. In addition to this, the resource mobilisation policy of the College is to supplement its finances by offering Diploma and Certificate Courses to the paying public in the evenings.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

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

The IQAC meets twice every semester for updating departmental plans and programmes. All activities in the College are coordinated by the IQAC through the guidelines framed in the beginning of the academic year. Post 3rd reaccreditation, the IQAC discussed the suggestions given by the Peer Team were discussed in the IQAC and many integral changes in the planning and execution of administrative strategies, curricular and extracurricular activities were brought about in the college with the new objectives and renewed vigour. The IQAC committee was revamped according to the new NAAC guidelines. The NIRF and AISHE process was successfully completed and uploaded in time. The IQAC conducts training and development programmes for the staff and students. Under the guidance of the IQAC, the frameworks of all the activities of the college both curricular and extra-curricular are formulated in its meetings by putting

into place appropriate quality assurance strategies. To sum up, the IQAC of the College functions as the main fulcrum around which all the quality assurance strategies and processes revolve.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

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

The St Aloysius Evening College offers three programmes of three years duration affiliated to the Mangalore University - B.A., B.Com. & M.Com. The syllabi of all the three programmes is prescribed by the BOS set up by the Mangalore University periodically. The IQAC of the College lays down the guidelines for all the teaching staff to introduce their papers by giving the scope and importance of the paper with its current relevance, course objectives and probable outcomes at the very beginning of the academic year. A review of the outcome also takes place when the teacher revises the chapter/lessons he/she has taught in the classes periodically. Since the IQAC also has a mechanism of taking student feedback on the syllabus annually, this also acts as an evaluation of the PSOs and COs. The IQAC asks all the departments to prepare a teaching-learning/evaluation scheme in accordance with the University calendar. The IQAC conducts an annual review meeting at the end of every academic year. After comprehensive discussion and analysis of the academic year, suggestions for the improvement in the teaching learning evaluation areas are recorded by the IQAC and goals are set to be implemented during the next academic year.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the**

**D. Any 1 of the above**

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

File Description	Documents
Paste web link of Annual reports of Institution	<a href="#">NIL</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

St Aloysius Evening College believes strongly in gender equity and has been constantly making proactive efforts to achieve gender balance amongst its students and staff. No discrimination is made at the time of admission on the basis of gender. Staff members are recruited without any gender bias. The post of Joint Secretary of the Students' Council is reserved for a lady candidate. The Women's Forum organises talks/workshops for students and staff. It also looks into gender-related issues, if any, and tries to resolve them. A compulsory course on Gender Equity for all UG programmes prescribed by the Mangalore University is being conducted. Regular feedback is taken from lady students/staff on gender-related issues. Relevant articles are displayed on the notice board to sensitise students on gender-related issues. Staff members attend seminars/workshops on gender sensitisation organised by the University and other Institutions.

Feedback from lady students about the infrastructural facilities and their comfort level emphasises the fact that most of the students are happy with the facilities provided in the College. The College has the Women's Cell, Lady Students Grievance Cell which works towards promoting and maintaining a gender equal campus. These committees in association with other associations conduct gender sensitization programmes.

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

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

**E. None of the above**

File Description	Documents
Geo tagged Photographs	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>

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

St Aloysius Evening College is very conscious and committed to environmental issues with regard to the protection, conservation and sustenance of natural resources. The faculty and the students are sensitised towards environmental issues through continuous orientation programmes. 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 e-waste is transported to the local pollution control office Baikampady, Mangalore, for further processing. Organic waste is managed efficiently through Vermi Technology programme which has been practised for more than a decade by the Department of Zoology (At Aloysius College (Autonomous)). A Vermibin is designed for conversion of organic waste into fertilizers. Organic manure from the Vermibin unit is used in the College garden. Segregation of plastic waste is being done with an aim of recycling the plastic. Realizing the harm of using plastic bags, the faculty and the students use only eco friendly cloth bags.

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

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

E. None of the above

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

**7.1.5 - Green campus initiatives include**

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

E. None of the above

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered**



<b>vehicles</b> <b>3. Pedestrian-friendly pathways</b> <b>4. Ban on use of plastic</b> <b>5. Landscaping</b>	
File Description	Documents
Geo tagged photos / videos of the facilities	<b>No File Uploaded</b>
Various policy documents / decisions circulated for implementation	<b>No File Uploaded</b>
Any other relevant documents	<b>No File Uploaded</b>
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b>	<b>E. None of the above</b>
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<b>No File Uploaded</b>
Certification by the auditing agency	<b>No File Uploaded</b>
Certificates of the awards received	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>
<b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software,</b>	<b>E. None of the above</b>

**mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

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

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

The institution has always believed in the importance of human values and professional ethics in the building up of a holistic individual and the need to provide an inclusive environment to foster this. All the students who walk the portals of St Aloysius Evening College are enabled to imbibe the universal values like truth, righteous conduct, love, non-violence and peace. They are expected to develop tolerance towards cultural, regional, linguistic and communal differences. This is achieved by exposing our students to different activities which promote such crucial values. Talks by eminent speakers drawn from the society are arranged. Workshops are conducted by inviting teams from leading NGOs and institutions. Essay Writing Competitions are conducted on important socially relevant themes like the Evils of Corruption, Peace Initiatives, etc. The institution conducts regular value education classes for all its students through its robust class guide and mentoring system.

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

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

Students and teachers are drawn from all communities. The College fosters lived values for individual faith and universal brotherhood. The College accommodates various shades of opinions, cultures and faiths. Stakeholders such as parents, guardians, employers and alumni are involved in the College activities. All the students and employees of the college are given adequate exposure to their constitutional obligations, values, rights, duties and responsibilities as citizens. Core human values and professional ethics are reflected in the various functions of the Institution by imbibing the values of unity, co-operation, better understanding, mutual respect and appreciation of diversity among the staff and students of the College, by promoting value education, inculcating a value system among the students, by creating a sense of fellow-feeling among the students, by arranging motivational talks and by organising regular training programmes for the teaching staff, administrative staff and students. Strategies are in place to ensure that the students and staff are sensitised to perform their constitutional duties as citizens to the best of their abilities.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">NIL</a>
Any other relevant information	<a href="#">NIL</a>

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

**D. Any 1 of the above**

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

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

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

The College has a cosmopolitan and secular outlook. Students and teachers are drawn from all communities. Important festivals of all religions are commonly celebrated. The College fosters lived values for individual faith and universal brotherhood and accommodates various

shades of opinions, cultures and faiths. Since the College is under the University system, the Mangalore University syllabus is strictly adhered to but wherever possible, current issues are discussed in the class and made relevant to the subjects. The college organises various national and secular festivals like Independence Day, Republic Day, Deepavali, Christmas, etc., and observes different International Days like Women's Day, Yoga Day, Human Rights Day, etc. This not only creates a sense of brotherhood among the students and staff but also inculcates patriotism and secularism. Students get an opportunity to learn more about other religions and their customs and traditions leading to peace and harmony.

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

## 7.2 - Best Practices

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

1. 'Decentralization of Governance and Development of an Effective Support System': 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. The Principal as the Head of the institution plans, executes duties connected with admission, appointments and exercises powers as prescribed by the regulations. The IQAC takes stock of the improvement in the College by monitoring the quality of the activities.

2. 'Social Concern and Commitment': The 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 for the society.

File Description	Documents
Best practices in the Institutional website	<a href="#">NIL</a>
Any other relevant information	<a href="#">NIL</a>

### 7.3 - Institutional Distinctiveness

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

St Aloysius Evening College (SAEC), Mangaluru, is a Jesuit institution which is in the service of the students of Mangalore guided by its motto 'Lucet et ardet' which means 'Shine to Enkindle'. Since its inception in 1966, the priority of the institution has been to empower the youth by forming them into effective and responsive individuals and to foster professionalism through commitment, co-operation, creativity and innovation without distinction of caste or creed. 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 and arranging scribes for the visually impaired. 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 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.

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

7.3.2 - Plan of action for the next academic year

S. No Category Description Timeline Responsible Division/Staff  
 1 Meetings IQAC 3 in a year IQAC Teaching Staff 1 in a month  
 Staff Council/IQAC Non teaching 1 in a semester Office Head  
 Clerk Departments 1 in a semester HOD of the concerned dept  
 Magazine Editorial Board 1e in a year Staff Editor 2 Curricular  
 Programmes Internal Assessment Examinations 1e per semester  
 Examination Committee Assignments 1 per semester Staff inCharge  
 Publication of Internal Assessment Marks 1 per semester HOD/  
 College Office Remedial Classes for slow learners/Peer Group  
 Learning Regular classes as per the schedule/Library hours  
 Staff incharge/ Librarian 3 Co-Curricular Programmes Special  
 Lectures 2 in two semesters Staff incharge Certificate  
 Courses/Diploma 1 in a two semesters Co-ordinator, Certificate

Courses Career Orientation Programmes /Students Orientation 1 in a year Staff incharge Faculty Development Programmes 1 in a year Staff incharge 4 a) Students' Activities Yoga Day 13-07-2020 Yoga Association/Staff Incharge Independence Day 15-08-2020 Council Director Teachers Day 05-09-2020 Staff Incharge Foundation Day 12-01-2021 Staff incharge Voters Day 25-01-2021 ELC Club International Women's Day 08-03-2021 Women's forum/Staff incharge Commerce /Al.Com 1 in a year Staff Incharge Humanities Association 1 in a year Staff Incharge Language & Wall Magazine 1 in a year Staff Incharge Yoga Club 1 in a year Staff Incharge Women's Forum 1 in a year Staff Incharge c) Out-reach Programmes Awareness and Social Welfare programmes Planned Staff incharge d)Diploma/Certificate Courses Investment Management 120 hrs Diploma Coordinator e) Counselling Career and Personal Counselling Throughout the year Staff incharge