

M.S Ramaiah College of Arts, Science and Commerce

AQAR 2014-15 (1st July 2014 – 30th June 2015)

Part – A

1. Details of the Institution

1.1 Name of the Institution: M.S Ramaiah College of Arts, Science and Commerce.

1.2 Address Line 1: M S Ramaiah College of Arts, Science and Commerce

Address Line 2: M S R IT Post, M S Ramaiah Nagar

City/Town: Bangalore

State: Karnataka

Pin Code: 560054.

Institution e-mail address: principal.msrmcasc@gmail.com

principal@msrmcasc.edu.in

Contact Nos.: 080-23600966, 080-65329515

Name of the Head of the Institution: Dr. A .Nagarathna

Tel. No. with STD Code: 080-65329515

Mobile: 9980066012.

Name of the IQAC Co-ordinator: Prof. T.E. Kanakavalli

Mobile: 9480524160.

IQAC e-mail address: iqac.msrmcasc@gmail.com

iqac@msrmcasc.edu.in

1.3 NAAC Track ID: **KACOGN11445**

1.4 NAAC Executive Committee No. &Date: EC (SC)/05/RAR/085; 03-03-2015

1.5 Website address: www.msrmcasc.edu.in

Web-link of the AQAR: <http://www.msrmcasc.edu.in/AQAR>

1.6 Accreditation Details

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	75.25%	16-09-2004	
2	2 nd Cycle	A	3.11/ 4	30-09-2009	29-09-2014
3	3 rd Cycle	A	3.06/ 4	03-03-2015	02-03-2020

1.7 Date of Establishment of IQAC: 1/10/2005

1.8 AQAR for the year: 2014-2015

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC.

AQAR 2013-14 submitted as email on 9.7.2014 (By e mail to naac.aqar@gmail.com)

The college received the re-accreditation certificate from NAAC on 03-03-2015

1.10 Institutional Status

Affiliated College: Yes (permanently affiliated by Bangalore University)

Regulatory Agency approved Institution: Yes (AICTE)

Type of Institution: Co-Education and Urban

Financial Status: Totally Self-financing

1.11 Type of Faculty/Programme: Arts , Science, Commerce & Management

1.12 Name of the Affiliating University: Bangalore University

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc
Autonomy by State/Central Govt. / University

University with Potential for Excellence, UGC-CPE, DST Star Scheme, UGC-CE, UGC-Special Assistance Programme, DST-FIST, UGC-Innovative PG programmes, UGC-COP Programmes

None of the above

2.IQAC Composition and Activities

2.1 No. of Teachers: 15

2.2 No. of Administrative/Technical staff: 02

2.3 No. of students: 26

2.4 No. of Management representatives: 4

2.5 No. of Alumni: 2

2.6 No. of any other stakeholder and
Community representatives: 2

2.7 No. of Employers/ Industrialists: 1

2.8 No. of other External Experts: 2
2.9 Total No. of members: 28 excluding the student members.

2.10 No. of IQAC meetings held: 10

2.11 No. of meetings with various stakeholders :

Faculty: 12

Non-Teaching Staff: 02

Students: 03

Alumni: 02

Others: 02

2.12 Has IQAC received any funding from UGC during the year?

No

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total No: 8

International: Nil

National: Nil

State: 01

Institution Level: 07

(ii) Themes:

State level:

- Science Internship Camp of one week duration in January 2015 for 11th standard students across the state was conducted in association with all Science departments of the college under the sponsorship of the management of the college.

College level:

- Open lecture series “Science Consortia”
- Computers for Business –MIS by Jetking Hardware solutions
- Study in UK by SI-UK Educational council
- Two day workshop on “Android App Development” in association with IIT Delhi.
- Work shop on “Preparing, Characterising CRYSTALS” to celebrate International Year of Crystallography 2014

- Guest lecture on “Soft Skills – English Career”
- “Importance of Platform and our potential and introduction of i3”

2.14 Significant Activities and contributions made by IQAC:

IQAC has prepared all the departments and the institution to go for third cycle of reaccreditation in the year 2014-15 and the college secured ‘A’ grade from NAAC

IQAC has inculcated research culture in the institution among the staff and students and the result of which the college has Research journals in three disciplines

1. Humanities – MSR Journal of Social Science and Literature with ISSN no. 2394-5249
2. Sciences – M S R Journal of Science with ISSN no. 2394-1200
3. Management – M S R Journal of Management with ISSN no. 2321-7383

IQAC initiated Academic Audit and Green Audit as per the NAAC Revised guidelines 2012 and ensured its sustainability over the years.

IQAC has been a guiding light for all MSRCASC endeavours and consistent efforts to have rich and varied experience in teaching, learning, research, student progression and sensitization towards issues like Environment, Women safety, Gender, health at MSRCASC.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year

Plan of Action	Achievements
Institutionalizing the process of academic audit.	A better knowledge about the performance of students in academic field and staff appraisal.
Initiated campus digitization.	College activities, documents, admission process, enrolment of students to university, absentee statement, mass sms to faculty, salary disbursal, common mail id, academic audit are all a digitised frame work.
Work shop on “Preparing, Characterising CRYSTALS” to celebrate International Year of crystallography 2014	Creating Awareness on applications of crystals
Initiated green audit	Greener campus.
Recommended more research activities.	Many research paper publications in reputed peer

	reviewed journals from students and faculty members. Research Journals in three disciplines namely Humanities, Sciences and Management were published with ISSN numbers.
Initiated add on course to be conducted by all the departments.	All the departments conducted the add course.
Meticulous preparation of budget by all the departments.	All activities have fallen in line with the budget prepared.
Preparation of whole institution to face third cycle re-accreditation process.	The institution has secured 'A' grade from NAAC in the year 2014-15

*Please refer to Academic Calendar of the year as Annexure**1**.

2.16 Whether the AQAR was placed in statutory body:

Yes; Management Committee

Provide the details of the action taken:

The AQAR was presented before the Management Committee meeting of the college in June 2015. The Committee members went through the details soon after the meeting. The committee congratulated the college for its accomplishment in securing A grade in the third cycle of accreditation by NAAC in 2015. At the same time, the aspects that required reinforcement were identified and the concerned sections of the college were given time deadlines to record improvement and get back to report to the management. The aspects for which funds were a constraint were identified.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PG	6	1	6	1
UG	7	-	7	3
PG Diploma				
Advanced Diploma				
Diploma				1
Certificate				
Others				
Total	13	1	13	5

Interdisciplinary	2			
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	13
Trimester	NA
Annual	NA

Feedback from stakeholders*Alumni /Parents /Employers/Students (On all aspects)

Mode of feedback: Manual

Feedback from students has been taken.

*Please refer to Annexure 2

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Yes, As per Bangalore University CBCS system has been introduced for this academic year for UG & PG.

Credit Based Semester Scheme

- The relative importance to the subjects of study are quantify in terms of credits.
- The subject of study includes foundation, core and skill development courses.
- The declaration of result is based on the Aggregate Percentage of marks obtained as well as on Aggregate or Cumulative Grade Point Average (CGPA) earned.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

The institution has introduced PG Department of Organic Chemistry.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
71	52	12	7	-

2.2 No. of permanent faculty with Ph.D.: 18

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
12	0	0	0	0	0	0		12	

2.3 No. of Faculty Positions Recruited (R) and Vacant(V) during the year

2.4 No. of Guest and Visiting faculty and Temporary faculty: 3

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level	College
Attended Seminars/ Workshops	4	24	33	0
Presented papers	8	17	16	0
Resource Persons	1	1	0	0

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Technical training in instrumentation from senior PG students to their Junior PG and PG Pharmacy students as a bridge course. .
- Power point presentation on specified syllabus
- Class seminars related to subject.
- Use of ICT and Educational technology
- Use of television along with internet connection
- Industry visits
- Group discussions
- Activity Based Learning like, listening Comprehension, Describing Appearances, & Conversations.

2.7 Total No. of actual teaching days during this academic year: 180 days

2.8 Examination/ Evaluation Reforms initiated by the Institution

Open book examination for IA Test and MCQS introduced by Bangalore university

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop : 04

2.10 Average percentage of attendance of students: 78%

2.11 Course/Programme wise distribution of pass percentage :

UG courses

2014-2017 Batch students	I sem	2013-2016 Batch Students	III sem	2012-15 Batch Students	V sem
B.Sc BT	74.3	B.Sc BT	68.4	B.Sc BT	73.6
B.Sc Gen	74.4	B.Sc Gen	73	B.Sc Gen	85
B.Sc EMCs	87.2	B.Sc EMCs	87	B.Sc EMCs	32
BCA	50	BCA	65	BCA	84
BCOM	45	BCOM	45	BCOM	58.3
BBM	36	BBM	31.25	BBM	58
BA	15	BA	17	BA	-

PG courses

2013-15 Batch Students	IV SEM%	2014-16 Batch Students	II SEM %
M.Sc BT	84	M.Sc BT	63.3
M.Sc GEN	100	M.Sc GEN	82
M.Sc MB	96	M.Sc MB	97
M.Sc BC	82	M.Sc BC	25
MBA	75	MBA	96

UNIVERSITY RANKS AND CENTUMS SECURED IN UNIVERSITY EXAMS

University 2nd rank and 4th rank in BCA, University 4th rank in BSc and seven centum scoring in this year.

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

IQAC plays a vital role in the quality assessment of MSRCASC, emphasizing teaching-learning-evaluation process. IQAC organizes seminars to provide a platform for healthy interaction between different stakeholders. It also collects feedback from students, which is subsequently analyzed to improve the teaching-learning process.

The Academic Audit is held twice a year that is at the of end odd and even semesters. The auditor verifies the division of lesson plans, innovations in teaching and learning process, results with respect to that of internal assessment and Bangalore university examinations and suggestions given are implemented.

IQAC encourages faculty to attend FDP, conferences to enhance their knowledge and skill sets. Collection and analysis of data on student learning outcomes is done through student feedback on the performance of teachers. This is done by the dedicated IQAC wing of the institution. The feedback is used by the faculty for improving the quality of teaching. The grades of performance as assessed by the students are communicated to the faculty through the principal.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programme	Number of faculty benefitted
Refresher courses	0
UGC – Faculty Improvement Programme	1
HRD programme	2
Orientation programme	12
Faculty exchange programme	3
Staff training conducted by the university	-
Staff training conducted by other institutions	15
Summer / Winter schools, Workshops, etc.	13
Others	12

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	22	0	0	0
Technical Staff	3	0	0	0
Support staff	34	0	0	0

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Internal Quality Assurance Cell regularly meets the department heads and the research committee members to discuss different plans to promote research climate and motivate the faculty and the students for research and academic advancement.
- It inspires the faculty to pursue MPhil /PhD in their field of interest.
- Successful in encouraging all the departments to conduct add on course.
- To motivate the faculty and students to inculcate the research culture, organizes seminars, workshops, conferences, guest lecturers from various industries and research Institutes, etc., on recent advances in research, opportunities in technological inventions and strategies.
- The students are informed about the various fellowships available for higher studies and they are encouraged to apply for the same.
- With the objective of production of new knowledge and enhancement of quality in the emerging area of commercial, industrial, pharmaceutical and agricultural aspects in relation to societal well being, students are motivated to carry out projects and research activities.
- Motivating the students and staff to publish research articles in peer reviewed National and International Journals.
- Plans for industrial/ study tours, field trips, visit to research laboratories by the students and enhance their urge for research and a good practical exposure.

3.2 Details regarding major projects

Nil

3.3 Details regarding minor projects

	Ongoing	Ongoing	Sanctioned
Number	2	3	2
Outlay	Rs. 10,000	Rs.6,000	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	09	10	2
Non-Peer Review Journals	0	1	0
e-Journals	0	0	0
Conference proceedings	4	7	5

3.5 Details on Impact factor of publications:

Range: 1.25 - 2.2 Averages: 1.72 h-index: 4 Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned Rs
Major projects	-	-	-
Minor Projects	2014	KSCST	12,000
Interdisciplinary Projects	-	-	-
Industry sponsored	-	-	-
Projects sponsored by the University/ College	2014	MSRCASC	32,000
Students research projects (other than compulsory by the University)	2014	MSRCASC-	12 projects
Total			12,000

3.7 No. of books published i) Journals with ISSN No. 03

ii) Without ISBN No.: 03

3.8 No. of college Departments receiving funds from SAP, CAS, FIST etc: NONE

3.9 For colleges CPE, DBT, Autonomy etc; Nil

3.10 Revenue generated through consultancy: Nil

3.11 No. of conferences organized by the Institution

Level	International	National	State	College
Number	-	-	01	07
Sponsoring agencies	-	-	MSRCASC	MSRCASC

3.12 No. of faculty served as experts, chairpersons or resource persons : 4

3.13 No. of collaborations: 4

3.14 No. of linkages created during this year: Nil

3.15 Total budget for research for current year:

From funding agency: Rs.12,000

From Management of University/College: Rs.1,28,281

Total: Rs: 1, 40,281

3.16 No. of patents received this year: Nil

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
3	-	-	-	3	-	-

3.18 No. of faculty from the Institution who are Ph.D.Guides: 2
and students registered under them : Nil

3.19 No. of Ph.D. awarded by faculty from the Institution: Nil

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones): 02

3.21 No. of students Participated in NSS events: College: 80

3.22 No. of students participated in NCC events:

University level: 40 cadets

National level: 4 cadets

3.23 No. of Awards won in NSS: None

3.24 No. of Awards won in NCC: 06

3.25 No. of Extension activities organized

College forum: 1

NSS: 5

NCC: 5

Any other 3

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Organised rock charity show and Rs 6000 was collected and donated to Mathrushree Mano Vikasa Kendra. Students planted 40 flower saplings in the orphanage premises.
- Street play on women empowerment.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	8780 sq m	540 Sq m	Management	8780
Class rooms	30	-	Management	30
Laboratories	11	-	Management	11
Seminar Halls	3	-	Management	3
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	122	6	Management	128
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs 49,27,591	Rs 151252	Management	50,78,843
Others	-	-	-	7,000

New five floor building is under construction

4.2 Computerization of administration and library

Libraries in Main Block & MBA Block have been computerized by using a good Library Management Software-LIBSOFT-9.8.0.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	26786	8518362	329	184340	27115	8702702
Reference Books	2042	-	111	-	2153	-
e-Books	8500 British Council library& 11851784 DELNET					
Journals	82	837280	78	167456	82	10,04,736
e-Journals	6192 EBSCO,2628 J-GATE,20235 DELNET & 14000 British Library					
Digital Database	03	1497265	03	299453	3	1796716
CD & Video	585	-----	50	-----	635	-----
Others(specify) Bound vol. Jrnls.	Member of British council library, Annual subscription Fee Rs.1100/-					
Total	29,498	1,08,52,906	571	6,51,249	29,988	1,15,04,154

4.4 Technology up gradation (overall)

	Total Comput ers	Computer Labs	Internet	Browsing Centres	Computer Centres	Offi ce	Department s	Other s
Existing in May 2015	164+ 6 laptops	4	All comput ers	01	01	8	9	4
Added	08	0	All	01	01	0	0	0

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)

8 new computer systems with internet and LAN connection have been added during 2014 to the Library

4.6 Amount spent on maintenance in lakhs :

i) ICT

Rs. 3, 02,758/-

ii) Campus Infrastructure and facilities	Rs. 5,89,369/-
iii) Equipments	Rs. 1,59,913/-
iv) others	Rs. 3,45,402/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

One of the key aspects of IQAC with respect to that of its mission is to provide and enhance awareness about student support service. Each and every stage that the students step into is tracked and supported by the institution through the efficient IQAC members. The following are the few student support services that have been ensured by the IQAC to be provided to the students.

- Students have been given a choice to select their interested area of service to the society at the admission level itself, like NCC, NSS, YRC etc., Where every year the concerned units conducts camps in which students take part actively and which moulds students with overall development.
- Prospectus – that gives the first hand information about the institution, course details, facilities available at the institution, co-curricular and extra- curricular activities that can be availed, lab facilities, faculty profile, library facility, placement facility etc. In addition to it the student diary which gives details about the calendar of events is also made available the students during the orientation program.
- Scholarships/financial aid to the students – The IQAC ensures that the college caters to the academic needs of the students belonging to economically weaker sections of the society, meritorious students, students those excel in sports. The college provides financial assistance to these students, which is received from the State Govt., other agencies and the Management of the college. Nearly 50-70% students of the college get benefit from these scholarships.

- There is special consideration for students belonging to differently-abled category or physically challenged students during the admission process. IQAC ensures their requirements and needs are given a special care and attention.
- Overseas students: The IQAC ensures that the institution extends its services to overseas students as per the university guidelines and security clearance. Facilities like health centres, hostel accommodation, canteen facilities etc are provided.
- Students to participate in various competitions/National and International/Organizing coaching classes for competitive exams: The coaching for Soft skills, Resume preparation, scientific writing, Group Discussion, Interview skills, short term computer courses like jetking certification, certifications on various entrepreneurial programs, imparted to needy students.
- IQAC ensures that the students and the staff members are provided with medical assistance. Our College follows a systematic process of procuring the medical history of the students during the admission process via proctorial forms. Institution has a very special concern for the health and hygiene of the college students, staff and other members.
- Initiation of Mentor-Mentee scheme- Proctors being allocated with 25 students to keep track of the student progression, to keep the parents informed about their wards progression and to counsel the students if required.
- Initiation of Academic audit: An efficient way of recording the data of university marks and tracking the academic progress
- Grievances Redressal, Women cell, anti-ragging cell, counselling cell were few of the support services initiated by the IQAC.

5.2 Efforts made by the institution for tracking the progression

Proctors keep track of the students' progression by preparing Part B & C of academic audit. The final year students are guided for further studies and are tracked through mails and phone calls once they complete their course. The students share their opinions during alumni meet also. Present students' progression is tracked by doing academic audit every semester. Alumni database is maintained by the department, through which students' progression is recorded.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1676	140	-	-

(b) No. of students outside the state: 382

(c) No. of international students: 17

No	%	Men	Women	No	%
1105	66%			577	34%

Last Year						This Year					
General	SC	ST	OBC	Physicall y Challeng ed	Total	Genera l	SC	ST	O B C	Physicall y Challeng ed	Total
1582	114	41	-	4	1737	1511	117	48	-	-	1676

Demand ratio 1: 1.2 Dropout %: 4 to 8%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Assistance given to students to take up MAT/CAT for admission to PG course Library, apart from the regular books required in the curriculum also maintains books for the competitive exams like CAT, PG CET and KMAT. Many students have taken up and will be taking NET exams.

No. of students beneficiaries: 45

5.5 No. of students qualified in these examinations

CAT: 10-50, State PSC: 02

5.6 Details of student counselling and career guidance

- Career counselling session was conducted for final B.com students on 6th & 7th August 2014.

- In the even semester around 28 students have utilized counselling and around 100 students data (BBM) obtained regarding personality, anxiety and stress levels. Analysis was done and discussed same with students generally; interested students came for personal 1-1 sessions to know more about themselves.
- As there are many adolescent and early adults in the college, they come up with problems such as peer pressure, exam anxiety, comprehension problem, addiction to substances such as nicotine, alcohol and other social networking sites addiction such as whats app, face book, twitter and video games, relationship issues and many more.

No. of students benefitted: 82

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
20	250	148	30

5.8 Details of gender sensitization programmes.

Self defence awareness programme, Women entrepreneur, Street play on women empowerment were organised.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

Sports: State/ University level: 04

National level: 02

International level: 01

Institution level: 35

No. of students participated in **cultural** events:

Institution level: 65

Academic competitions: 85

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: International 2

State/ University level: 01

Institution level: 45

Academics: 12

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	167	12,70,500
Financial support from government	42	2,15,000
Financial support from other sources	16	4,50,000
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Commerce premier league was conducted from 18th- 20th March 2015

Student's newsletters of six departments

Campaign on non-painted Ganesha Idol for the Ganesha Chaturthi Festival

Waston Club activities are initiated by the students on the theme Global warming on 18th February 2015

Creating awareness on wild life conservation and Cancer awareness

5.12 No. of social initiatives undertaken by the students: 01

5.13 Major grievances of students (if any) redressed: canteen services were enhanced

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Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision “To prepare men and women for the service of the country”

Mission “M S Ramaiah college of Arts, Science & Commerce shall deliver global quality education by nurturing a conducive learning environment for a better tomorrow through continuous improvement and customization”

6.2 Does the Institution has a management Information System

Yes, the Institution has a management information system. The College ensures a system of participative management whereby information flow and decision making processes are systematised and channelled through all key constituents of the College.

The Heads of departments ensure the smooth functioning of the activities of the department in collaboration with other members of the department. For the smooth and effective functioning of the College, interactions with stakeholders comprising of faculty, parents, alumni and the students, are organised.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

The college is affiliated to Bangalore University. Hence the curriculum is decided by the university. However, the college conducts value added courses and certificate courses to supplement the knowledge that would be gained by the students through the university prescribed curriculum.

An assessment of the effectiveness of the current curriculum is done through feedback obtained from faculty, students, alumni, subject experts, employers and members.

6.3.2 Teaching and Learning

Time, space, financial and human resources are well planned. The inputs from various constituent departments or units of the college are taken by the principal and IQAC before the

beginning of the semester. These inputs are analysed, consolidated and approved wherever needed to the maximum possible extent. Such decisions are normally about the following in connection with teaching and learning. Faculty members are motivated to design contemporary, skill based and value-added courses. Training sessions for the faculty are conducted to enhance their teaching skills.

- The college prepares the semester calendar in advance. It is made available to faculty and the students
- Lesson plan writing and teaching diary maintaining, adhering to the time schedule
- Planning and informing the students the schedule of the semester about the departments activities
- LCD projectors, OHPs, computer system with Internet facility and other gadgets are provided whenever required by the faculty
- Entry level tests, Bridge classes and remedial classes
- Add on courses
- Conducting class tests, internal exams and other evaluation methods and discussing the results with the students
- Industry visits
- Assignments and student seminars including presentations
- Academic competitions Academic audit pro-forma is filled by the faculty and it is audited by IQAC and auditor
- Feed back on the teaching is taken from the students, it is analysed and informed to the concerned faculty
- Learning is made student centric by methods like presentations, and by making the students to use required software that is available in the college.
- By having interactions with the parents through meeting, requesting them to come on appointed days, through email, and phone calls.

6.3.3 Examination and Evaluation

Strategy followed is about the plan and implementation of the following.

College Exams

- Conducting class tests, internal exams and other evaluation methods and discussing the results with the students, parents.
- Providing answer sheets / blue books for the tests, exams.
- Consolidating the marks of the students.
- Assignments and student seminars including presentations.
- Academic audit proforma is filled by the faculty and it is audited by IQAC and the academic auditor.

The Final University Exams are conducted by the University and the evaluation is done at the university.

6.3.4 Research and Development

- The Research committee is formed for every year. It has IQAC core committee members and a few more faculties. The committee collects the research proposals from various departments. The principal and the research committee forwards such proposals that are feasible with respect to financial help (partly) by the college. The budget that is reserved for research is allocated after such forwarded ones. The concerned faculty must submit reports about the progress of the work to the research committee on the pre determined etc. The submission of the final report of the research work along with the accounts for the funds is compulsory on or before the date that is previously specified.
- In addition, the college encourages, announces about the research projects funded by other funding agencies, and forwards such proposals. These proposals are directly submitted to the principal for necessary forwarding.
- The rules and regulations of the college clearly specifies about facilities that can be availed in connection with research work (as pursuing PhD)
- There has been more than 40 research papers published/ presented during this academic year by the faculty in various journals and conferences.
- Postgraduate students' research has been encouraged by the introduction of dissertation/project work. Some departments encourage undergraduate research in various ways –by way of projects, seminar papers and assignments.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The steps followed by (1) the librarian with respect to library, (2) IQAC with respect to ICT, (3) Principal (with HODs) with respect to infrastructure and instrumentation are as follows:

- Yearly budget proposals under various of the above heads is collected from each department and units before the academic year starts. Such a step is taken at the end of the previous academic year itself. Based on the urgency, necessity, existing available status, the budget proposed by the department is analysed and according to the analysis, it is sanctioned.
- It is the responsibility of the HOD/ head of the unit to proceed and purchase/ getting serviced etc within the academic year based on the need and according to the norms of the college.

6.3.6 Human Resource Management

Heads of the department and units of the college plan together about the use of faculty of one department in other department. Time schedule for such sharing is accordingly planned.

- The overall human resource management is as per the hierarchy that is specified by the rules of the college
- In addition to human resource sharing, sometimes the infra structure facility is also shared by such faculties. In these cases information is reached to everybody by displaying the shared structures availability in common notice boards and calendars meant for this purpose which are kept in the college office.
- The college recognizes exemplary services of the faculty / staff and provides appreciation certificates.
- The college issues memo to such faculty /staff who have not followed the rules and regulations of the college. The concerned staff must give explanation in writing. Steps are taken as a follow up by the higher ups.
- Whether the classes are conducted promptly, regularly, punctually is monitored by the circulation of room wise time table of the days of the week and noting the reality.
- The annual self appraisal by the staff, students feedback, appraisal by HOD / section head is taken and recorded.
- At the end of each academic year the Management Committee reviews the existing

positions and identifies personnel for various teaching and non-teaching positions.

The management makes appointments through prescribed procedures.

- Recreation programmes are also organised for teaching, non-teaching and Supportive staff.

6.3.7 Faculty and Staff recruitment

The strategy adopted is based on:

Justifying the need of the recruitment, then giving newspaper advertisement, giving preference to SC, ST candidates and the recruitment is done after conducting interview by the selection panel.

The selection panel consists of the Principal, Head of the concerned department, a senior member of the faculty and an external subject expert. Candidates deemed suitable to meet the institutions requirements are appointed on probation for two years. They are given a permanent position by the Management after assessment of their performance.

6.3.8 Industry Interaction / Collaboration

The strategy followed is

1. Find out areas or sectors of the curriculum where such interactions are beneficial for the students and the college. The HOD should get permission from the college for approaching industry or institution.
2. The HOD to write to the Industry or the collaborating institution, discuss with them about the feasibility, the time frame, the cost if any to be paid etc
3. Put up a proposal to the college by stating the need, the process, the time schedule, the benefit, the cost involved.
4. Upon approval by the college (by the Principal / Chief Executive/ Chief of Finance/ Directors of the college/ all of them, depending on the case) the concerned papers are signed by both the college authorities as well as the external agency.
5. The actual process is implemented/ executed within the time frame that is already decided.

6.3.9 Admission of Students

- The College website and prospectus contain information about the institution and the programmes offered. The prospectus that highlights the details of various programmes of the College is prepared every year prior to the commencement of admissions. The prospectus also gives details of eligibility norms for admission.

- All information relating to admission processes is made known to the public by way of a Help Desk that is set up during admissions.
- The filled in application forms are collected from the candidates desiring to take admission
- The applications are arranged mark wise and category wise.
- The list of selected students is prepared by solely considering their marks in the qualifying exam and by considering the category (SC/ST/OBC etc).
- The list is displayed on the notice board and last date to pay fees is specified in the list along with the fees to be paid for admission
- In all the courses admission is done by the students after paying the fees in the colleges bank, namely Vijaya Bank, MSRIT branch or Axis Bank and getting admission letters from the college office.
- Preference is given to physically disabled students during admission
- If a second or third list is required, such lists are also prepared based on marks, category and the same procedure for admission is adopted similar to first list.

6.4 Welfare schemes for

Teaching	Health related, faculty development related schemes exist. Welfare fund from the salary of staff at the rate of Rs 50 per staff is collected. From this loan facility is available to staff. Contributory Provident Fund for faculty Maternity leave
Non teaching	Health related Welfare fund from the salary of staff at the rate of Rs 50 per Non teaching staff is collected. From this loan facility is available to staff Financial aid to educate the children of supportive staff Admissions, scholarships and fee, concessions for children of administrative and supportive staff
Students	Health related facility is available, counseling, placement

6.5 Total corpus fund generated

The reserve fund available with the college is Rs.13,14,58,459/-

6.6 Whether annual financial audit has been done

6.11 Activities and support from the Alumni Association

- Alumni Day is organised on the second Saturday of March every year.
- Alumni are active members of IQAC
- Alumni guide the present students in further study prospects information and in placement.
- Alumni also guide the present students in getting jobs.
- Alumni have presented research papers in the conferences conducted by the college

6.12 Activities and support from the Parent – Teacher Association

Feedback is provided by the parents on all aspects of the college. However there are activities organised by the college wherein parents are encouraged to attend. In the beginning of the academic year it is mandatory that parents of I years' students attend an Orientation on all academic programmes and student support services offered on campus. Departments organise a one-on-one dialogue with parents whose children need further support and counseling services to enhance performance.

6.13 Development programmes for support staff

Programmes have been organised for the supporting staff who did not know to read or write. They can now operate their own bank accounts and fill in their casual leave forms. Computer literacy programmes are organised for those who know to read English. Training programs meant for them like Modular Skill development programmes have been enabled. Programmes to imbibe team work concepts are organised for them. Educating programmes to make them aware of the solid waste segregation process have been done.

6.14 Initiatives taken by the institution to make the campus eco-friendly

The College, on a regular basis, makes a thorough environmental assessment of the campus and implements healthy ecological practices in water, energy conservation and waste management. Some of the initiatives are as follows:

Rain water harvesting, solid waste segregation in labs as well as other places of the college, installing Bio gas plant, creating a Bio energy park, performing green audit, collecting E-waste and handing them over to E-waste recycling industries, Organising events to mark Environment Day, World water day, making the students to install only non painted Ganesha Idol for the

Ganesha Chaturthi are some of the initiatives taken by the college. The existing Reverse Osmosis plants supply potable water for the entire college.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovation introduced during this academic year are as follows

1. Biotechnology and Genetics department has taken the initiative in computerised maintenance of stock register.
2. Microbiology department follows the space audit and manages the available space and laboratory for regular classes and extracurricular project to inculcate research culture amongst the student fraternity.
3. Electronics department has created a common platform for the students by creating a common mail id for the students

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year.

Department of Biotech and Genetics in coordination with M S Ramaiah Teaching Medical Hospital conducted a hands of training and workshop on Karyo typing.

Department of Microbiology continued their Add-on-Course and industrial visits .

MSR journal of sciences was published

MB department conducted a special training program on safety measures to the lab assistants.

Department of chemistry has implemented certificate course, value added course and minor projects for students to enhance practical skills.

Department of electronics has a practice of celebrating the international years according to the theme announced by UNESCO. The year 2014 was celebrated as year of crystallography by organizing guest lectures and workshop on crystal making along with poster competition

Department of BT and Genetics post graduate students conducted a lecture series and published a souvenir. Laboratory to field experiments were conducted for the students of UG and PG.

Department of chemistry conducted Value added course on cytotoxicity , antifungal and antibacterial activity in collaboration with Skanda Life sciences Pvt ltd. From 20-9-14 to 27-9-14

7.3 Give two Best Practices of the institution

*Please refer to the details in annexure 3

7.4 Contribution to environmental awareness / protection

Electronics department- ozone day was marked by conducting a awareness program.

Bt/Gen – Best out of lab waste was conducted. use of alternative chemicals in the place of expensive and hazardous waste.

EVS- celebration of world environment day every year is regular practice.

E-essay writing competition on “Role of Industries in managing the environment”

7.5 Whether environmental audit was conducted?

Yes. The audit is conducted twice a year that is every semester with respect to green cover, water and energy.

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Plans for the next year

- To execute celebration on international year of soil and light 2015
- Visit to ISRO
- Implement research projects
- Plan to establish language lab
- To develop eco friendly campus
- Placement- tie up with portals and consultancies for training and development of student employability
- To develop nursery plot-HERBS to be taken as an extensive program
- Organic composting.
- Plan to start M.Com
- More value added course for student
- To organize intercollegiate fest
- Language lab for optional English
- Studio for Journalism
- To organize conference ,workshops and FDP
- To collaborate with industries for research from various research and placement
- To obtain financial grants for research from various agencies.
- New building is proposed for the next Academic year

SWOT Analysis

STRENGTH-

1. Qualified and experienced faculty with intensive coaching Strengths.
2. Adopting innovative method of teaching.
3. Better placements are provided for the students.
4. Well equipped laboratory.

5. More than 90% results, and many university ranks.
6. Brand Name (M.S. Ramaiah).
7. Maximum participation of the students in the conferences, presentation of papers (oral & poster), publications (articles and research papers) in peer reviewed journals of National and International, conference proceedings, students magazine and Gangothri of college

WEAKNESS-

1. Very few MOU's are signed, no major research grants.
2. The college has to get 2f and 12 B from UGC. We have applied and the Bangalore University has sent its recommendation to UGC..

OPPORTUNITIES –

1. Wide scope for business area and finance in MNCs
2. Creating opportunities to the students to present papers in state and national seminars and conferences
3. Can introduce related and supporting courses.
4. MDPs / Consultancy
5. Start Evening College
6. To procure funds from funding agencies for research.
7. To organize Value added course as per the requirement for industries to enhance placement.
8. Looking for research grant

THREAT-

1. Syllabus; not Industry focussed
2. Inadequate job opportunities for under graduate students.
3. Diminishing research urge towards research among students
4. To make the students to face challenges and improve their employability

Name Prof T. E. Kanakavalli
The Coordinator, IQAC

Name Dr. A. Nagarathna
The Chairperson, IQAC And the Principal

ANNEXTUE 2 FEEDBACK FROM STAKEHOLDERS

The outcome of the feedback:

About 75% of the students gave the feedback that the curriculum prepared them for finding a job or for getting admission to further studies.

There was a positive response among the first year students about the Credit Based System, for whom it was introduced.

The average rating of the teaching faculty as rated by the student is 84%.

ANNEXURE 3 BEST PRACTICES

1. **Title of the Practice**

Hands on training.

2. **Goal**

Hands on training programs and workshops have always been strength of the departments of our institution. These training programs enable the students to get a practical exposure to theoretical perspectives of it. It also enables the students to get the concrete knowledge about the concept and also to overcome the practical difficulties during the protocol. It kindles the research perspective in the students mind and enables them to think in a logical way. These programs give a broader dimension to their learning process. The details of such hands on training on Yoghurt production is given as a sample out of the several such programmes conducted by various departments.

3. **The Context**

As the quest for research in basic sciences is depleting in recent times an initiative programme of hands on training will develop an urge for research in the minds of the students. Application of the theoretical knowledge in the industrial front and co-relating the theory and practice paper enables the student for better understanding and for better performance. This type if hands on training will be a platform for the new entrepreneurs in the science fraternity and also will motivate the students to be self employed and generate employment to the science community. Students also gets encouraged looking at different dimensions of specialization from this kind of practical exposure. This project alone adds knowledge to food microbiology, fermentation technology, microbial technology, mass production, cost management, storage and culture maintenance, fortification, nutritional analysis.

4. **The Practice**

Based on the discussion with the alumni group of students, those who are employed in the industrial front, we found this topic to be a feasible one. With the help of alumni we could materialize and conceptualize the idea of hands on training of yoghurt production.

Students of final B.Sc Biotechnology and Genetics found it very exciting and on announcement of this title which motivated us to implement. 60 students got enrolled themselves and participated successfully, which was financially supported by the college management.

This program included a brief introduction about the resource person and their production – contribution and role of young scientist in R & D of food industry, followed by briefing of the techniques involved in the mass production of yoghurt by the resource person. The core objective of the program being “Hands-on training”, individual students were allowed to perform the entire process. The final product was exciting for the students and it also motivated the students in trying out different fortification protocols and varying different physical parameters. The entire staff and students relished the final product that is fortified yoghurt. The program was concluded successfully with distribution of certificates and collection of feedback forms.

5. Evidence of Success

The huge turn-out of the student participants, by enlarge showed the success rate of the over-all training programme. Student feed-back forms was collected from the student participant and analyzed to confirm the success rate against targets and benchmarks. The feed-back forms were encouraging and motivating, which urges the department to conduct many such hands-on training programs.

6. Problems Encountered and Resources Required

Handling the raw material in large quantities as it was a perishable. Maintenance of the optimum temperature and storage of the final product for the long time was difficult since it was implemented for the first time. Maintenance of the sterile condition was a huge challenge, since the enrollment for the program was too high. Repetition of the workshop was tough since the pure culture maintenance has to be done on daily basis and procuring the culture from the resource person is not feasible every time.

7.. Contact Details

Name of the Principal:

Dr. Nagarathna

Name of the Institution: M S Ramaiah college of Arts, Science and Commerce

City: Bangalore

Pin Code: 560 020

Accredited Status: A

Work Phone: 080 23600966

Website: www.msrmc.edu.in

Best practice II

1. Title of the Practice

E-Newsletters published by all the departments.

2. Goal

E-Newsletters published by all the departments have always been strength of our institution. These newsletters enable the students to get exposure to current affairs related to their subject. It kindles the research perspective in the students mind and enables them to think in a logical way.

3. The Context

Among the communication skills, written skills are the most effective. This helps develop an urge for journal publications in the minds of the students. Knowing the current affairs is developed by this best practice. The newsletters are in the digital form makes it easier to access anytime and minimize paper usage.

4. The Practice

The students are encouraged to write articles in their respective disciplines which is edited by the staff members. The e newsletters from various departments are Eco-age, e-vanijya, Nirantar, Electronica and Nirvan. The interdepartmental exchange of newsletters enable in over all skill development of the students. This also leads to the positive interaction with students. The E-newsletters are uploaded in the college website. The well facilitated library provides the students with enormous number of journals and magazines for their reference.

5. Evidence of Success

The huge turn-out of the student articles, by enlarge shows the success rate of the

newsletter.

6. Problems Encountered and Resources Required

Laborious processes of editing by the faculty members in making the student write structured articles.

7. Contact Details

Name of the Principal:

Dr. Nagarathna

Name of the Institution: M S Ramaiah college of Arts, Science and Commerce

City: Bangalore

Pin Code: 560 020

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