

M.S Ramaiah College of Arts, Science and Commerce

AQAR 2016-17 (1st July 2016 – 30th June 2017)

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: **Mrs. Karanam Kavitha**

Mobile: **9448346404**

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: **2016-17**

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

AQAR 2014-15 submitted as email on 11/8/2015 (by e mail to capuaqar@gmail.com)

AQAR 2015-16 submitted as email on 13/8/2016 (by e mail to capuaqar@gmail.com)

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

1.10 Institutional Status:

Affiliated College: **Yes (permanently affiliated to 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.I QAC Composition and Activities

2.1 No. of Teachers:	15
2.2 No. of Administrative/Technical staff:	03
2.3 No. of students:	26
2.4 No. of Management representatives:	4
2.5 No. of Alumni:	4
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:	31 (excluding the student members.)
2.10 No. of IQAC meetings held:	20
2.11 No. of meetings with various stakeholders :	
Faculty:	10
Non-Teaching Staff:	02
Students:	05
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: 16

National : 01

State: 04

Institution Level: 11

(ii) Themes:

National level:

1. Organised a seminar on “Pollution & Health : A Current Scenario” in commemoration of National Science Day on 28th February, 2017

State level:

1. Organised one day symposium on “Health and safety- Trends on anti-nutritional factors for sustainable health ”held on 25th November, 2016 at MSRCASC.
2. One day symposium on “Demonetization and Indian Economy-Its Future” was organised in association with Commerce and Management departments on 3rd March, 2017 at MSRCASC
3. Two day FDP on “Image Processing Using MATLAB” on 3rd and 4th February, 2017
4. Conference on “Emerging Technologies and their Applications” SLCETA-17 on 10th March 2017

College level:

1. Organised an Industrial Training Programme for M.Sc students on “Basics of Animal Cell Culture” from 19th to 24th September, 2016 at Biozeen, Bangalore.
2. One day workshop for BBA students on “Behaviour Management and Discipline” on 2nd February, 2017
3. A guest lecture on “Effectiveness of Investor Portfolio Management” by BSE investor Service Centre on 9th August, 2016
4. A workshop on “ERP & Reporting Tools conducted by Clerisy Learning Solutions on 16th January, 2017
5. A guest lecture on “Business Analytics and it Uses in Industry” by Proedge consulting and Training LLP on 10th March, 2017
6. A guest lecture on “Psychology and its Applied Fields” by Karnataka Life Skills and Counselling Centre on 9th August, 2016

7. A series of workshops on “Campus to Career” , “Leadership Skills” , “Presentation Skills” , “Responsible use of Social Media” and “Handling Emotions” were organised in association with Deccan Herald from 19th to 21st January 2017
8. Organised hands on training in “Animal Cell Culture Technology” by Biozeen from 17th to 21st October, 2016
9. A workshop on “Cloud Computing” was organised on 9th August, 2016
10. A seminar on “Advanced JAVA” by APTECH on 20th January, 2017
11. Two day workshop on “MATLAB Tool” on 1st and 2nd February, 2017

2.14 Significant Activities and contributions made by IQAC:

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 has initiated Academic and Administrative Audit and ensured its sustainability over the years. Academic audit is conducted once in every semester and external audit once in the year.

IQAC has been instrumental 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 sensitization and health at MSRCASC. Several of the quality enhancement activities are proposed and implemented by the IQAC during each academic year since the establishment of IQAC. The activities include focused efforts to enable the students getting university ranks, extra coaching classes for the academically weak students, thereby improving the pass percentage of the college. Publication of newsletter from several departments, updating lab equipment in the view of syllabus revision, industrial tours, organizing activities to mark the theme of International years as announced by UNO. Tracking and monitoring student progress through university examinations’ result analysis, enabling government scholarships to eligible students and placement activities. Special efforts are taken to encourage the research culture and to encourage the faculty to attend and present papers during National and International conferences as well as publication of research papers in journals. Add-on courses have been conducted in several departments over the years to impart skills and knowledge to the students beyond the curriculum.

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. Students attendance marking through Gurukul software. Online feedback on teachers and facilities.
Initiated to organise and to commemorate International year / National Science Day	Organised a seminar on “Pollution & Health : A Current Scenario” in commemoration of National Science Day on 28th February, 2017
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. Establishment of research lab.
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.

<p>Initiated and planned to improve Research culture and find areas for consultations.</p>	<p>More than 44 research papers published/ presented during this academic year by the faculty in various journals and conferences. More than 10 students publications in various journals along the faculty has been witnessed.</p> <p>Few departments have signed MOU/ collaborations with outside institutions.</p> <ol style="list-style-type: none"> 1. Commerce department signed MOU with Proedge consulting and training LLP to provide CA-CPT and CS- Foundation course within the campus. 2. PG dept. Of Biochemistry has signed MOU with Central Research Laboratory, Ramaiah Medical College and Hospital for collaborative research projects. 3. Department of Microbiology has collaborated with Foundation RHP, Netherlands, for Biological control of Leucocoprinus (pat) in the organic growing media composed of coir products for horticulture at RPH, Netherlands.
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***Please refer to Academic Calendar of the year as Annexure1.**

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 July 2017. The Committee members went through the details presented in the AQAR 2016-17 and suggested improvements needed for better performance. The committee congratulated the college for its efforts in improving performance of students in academics as the institution witnessed 5 ranks, 2nd rank in M.Sc Applied Genetics –Patel Shweta Shashikant, 4th rank in M.Sc Applied Genetics-Beulah Angel P, 2nd rank in M.Sc Microbiology –Swetha P, 2nd Rank in Chemistry- Debarti Das and 5th rank in M.Sc Biochemistry- Ramya N in Bangalore University examination and 26 students have scored centum in various subjects. 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	5	-	5	3
UG	7	-	7	5
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	12	-	12	8

Interdisciplinary	2	5	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	12
Trimester	NA
Annual	NA

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

Mode of feedback: Manual and Online

Feedback from Students, Parents and Alumni has been taken.

***Please refer to Annexure2**

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

As per Bangalore University CBCS system has been introduced from the academic year 2014- 15 for UG & PG. Same is continued. Any changes notified by the university are followed without any deviations.

Credit Based Semester Scheme

1. The relative importance to the subjects of study are quantify in terms of credits.
2. The subject of study includes foundation, core and skill development courses.
3. 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.

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
73	59	8	6	0

1.2 No. of permanent faculty with Ph.D.: 19

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
13	4	0	0	1	0	0	0	13	2

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

8	1	2
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	06	16	45
Presented papers	12	24	08
Resource Persons	1	3	4

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

- Organising legal awareness programme and personality development workshops
- Listening for details then answering the questions ,
- Use of multimedia and molecular models.
- Assignments and skill development activities
- Coaching classes for advance learners and slow learners.
- 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.
- Public speaking and creative writing

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 : 08

2.10 Average percentage of attendance of students: 80 %

2.11 Course/Programme wise distribution of Pass Percentage :

Title of the programme	Total Students appeared	Distinction%	I%	II%	III%	Pass%
Micro-Biology	51	43.1	33.3	----	-----	79
BT	09	08	----	1	-----	100
UG(Chem)	35	43	37	3	----	83
Maths	80	18	25	23	-----	87
Electronics	13	07	03	---	----	76
BA	28	46.4	25	---	-----	71
BCA	66	38	29	9	2	89
BBA	145	-----	79	21	----	61
BCOM	156	50	64	21	19	97
MBA	60	05	38	7	7	93
PG(Chem)	08	02	06	----	-----	100

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	2
HRD programme	1
Orientation programme	0
Faculty exchange programme	0
Staff training conducted by the university	5
Staff training conducted by other institutions	6
Summer / Winter schools, Workshops, etc.	7
Others	1

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	19	0	0	0
Technical Staff	2	0	0	0
Support staff	29	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 wellbeing, 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.
- Motivating the students to go for internships in industries.

3.2 Details regarding major projects: 1

Department of Microbiology has collaborated with Foundation RHP, Netherlands, for undertaking a Project on Biological control of *Leucocoprinus* (pat) in the organic growing media composed of coir products for horticulture at RPH, Netherlands.

3.3 Details regarding minor projects Nil

	Ongoing	Ongoing	Sanctioned
Number	21	Rs. 50000/-	RCASC Management
Outlay	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	14	3	1
Non-Peer Review Journals	0	1	0
e-Journals	0	1	0
Conference proceedings	1	4	0

3.5 Details on Impact factor of publications:

Range: 2.5 -3

Averages: 2.7

h-index: Nos. in SCOPUS : 03

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	2 year	Foundation RHP, Netherlands	5000 Euros
Minor Projects	One year	Management	Rs. 50000/-
Interdisciplinary Projects			
Industry sponsored			
Projects sponsored by the University/ College			
Students research projects (other than compulsory by the University)	2016	KSCST	Rs.30,000
Total			Rs.30,000

3.7 No. of books published

i) Journals with ISSN No. 03

ii) Without ISBN No.: 02

iii) With ISBN No.: 01

iv) Chapter in edited books: 02

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	university
Number	-	1	2	2
Sponsoring agencies	-	Management	Management	Management

3.12 No. of faculty served as experts, chairpersons or resource persons : 10

3.13 No. of collaborations: International: 01 National: 03 other: 4

3.14 No. of linkages created during this year: 2

3.15 Total budget for research for current year:

From funding agency: Nil

From Management of University/College: Rs. 50,000 +68750

Total: Rs. 1, 18750

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
-	-	-	-	02	-	-

3.18 No. of faculty from the Institution who are Ph.D.Guides: 2

and students registered under them : 3

3.19 No. of Ph.D. awarded by faculty from the Institution: 3

3.20 No. of Research scholars receiving the Fellowships: Nil

3.21 No. of students Participated in NSS events: nil

3.22 No. of students participated in NCC events:

State level -6

National level 10

3.23 No. of Awards won in NSS: Nil

3.24 No. of Awards won in NCC: Nil

3.25 No. of Extension activities organized: 1

Project on 'Phytoremediation and restoration of Chikkabanavar lake – A case study' is undertaken by the two students of Biotechnology department. Students have also got the First prize for their presentation on this topic.

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

- Blood donation camp
- Eco-Ganesha awareness
- Ozone layer protection day conducted on 16/9/16
- Cancer awareness created through walkathon on 6/2/17
- Diet and nutrition program by Ramaiah Medical college on 22/7/16
- Dental check-up for BCA 1st year by Ramaiah Dental Hospital 8/8/16
- Funds collected and donated to NGO

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	37856 sq m	17244 Sq m	Management	55100
Class rooms	40	15	Management	55
Laboratories	11	08	Management	19
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

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	30109	10272553			30109	10272553
Reference Books	4111	4466124			4111	4466124
e-Books	8500 British Council library		85000	-	85000	
Journals	260	6,71,080	81	2,15,310,	81	8,86,390
e-Journals	6192 EBSCO,2628 J-GATE,20235 DELNET & 14000 British Library		61,337	-	61,337	
Digital Database	5	2,44,416	-	-	5	11,07,015
CD & Video	725	-----		-----	725	-----
Others(specify) Bound vol. Jrnls.	60	105164	60	26090		
Total						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing in May 2015	172+ 6 laptops	4	All computers	01	01	8	9	4
Added	40	0	All	01	01	2	0	0

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

Library has equipped with 8 computers for teachers and students for research, training programme.

Computer labs are used by teachers and students after their class hours for internet access, training, academic audit and research activities.

4.6 Amount spent on maintenance in lakhs :

i) ICT Rs. 1,30,799/-

ii) Campus Infrastructure and facilities Rs. 11,52,828/-

iii) Equipments Rs. 45,500/-

iv) Others Rs. 53,524/-

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.
- IQAC has student volunteers from every department. It helps them to learn skill of coordination, team work and execution of activities in a better manner.
- 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
1610	310	-	-

(b) No. of students outside the state: 287

(c) No. of international students: 3

Men	No	%	Women	No	%
	1165	60.68%		755	39.32%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1671	117	49			1836	1750	119	51	-	-	1920

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. Books for preparing competitive exams are available in the department library to lend the students

No. of students beneficiaries: 55

5.5 No. of students qualified in these examinations

CAT: 50 (BBA)

UPSC :01 (MB)

Chemistry(PG) SLET/SET-01

GATE -01

5.6 Details of student counselling and career guidance

The counselling cell was active throughout the semester and given suggestions, advices, short term/ long term interventions to U.G and P.G students.

Maximum benefit was taken from the students for different problems from the counsellor. Register was maintained for the same along with initials, complaints and solutions.

The students come with problems related to academics, attendance, personal and interpersonal issues. Few students who have involved in many external activities outside the college and able to pay their fees and economic support to their families, they need counselling related to time management and other coping skills. 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, marijuana and other social networking sites addiction such as whats app, facebook, twitter and video games, relationship issues and many more.

Around 10 students have utilized counseling and for their problems counselor gives advices, coping strategies so that they can able to attend classes, solve simple and complex problems related to friends, home and relationship.

Counselling helps many students by showing drastic positive changes in their cognitive behavioural aspects and academics.

Minor CBT, BT, stress management techniques and relaxation techniques sessions have been conducted to those students who have involved in addiction and also advices for medical

care. If required, counsellor will also have sessions with parents during PTM and also through telephonic conversations.

Overall counselling helps students to develop both moral and ethical values.

- Department of Bio-technology and Genetics organised Guest lecture by Mr. Venugopal on “Preparation of competitive learning success India Pvt Ltd. Bangalore held on 22 August 2016 at MSRCASC.
- Department of MBA conducted Guest lecture on “Career growth and job aspects” for III semester MBA Students by Ms. Tajdeep, proedge consulting firm.
- Department of Commerce conducted career guidance programme on CA and CS was conducted in association with proedge consulting and training LLP on July 14th 2016.
- Department of Commerce conducted career guidance programme on “Prospects in Government Sector “by Mind tree Education Services on 17th August 2016.
- Department of Humanities conducted series of workshop on Campus to Career, leadership skills, presentation skills, responsible use of social media and Handling emotions were organised in association with Deccan Herald from 19th January to 21st January.
- Department of Microbiology and Biotechnology conducted Hands on training in Animal Cell culture and Technology for M.Sc Microbiology and Biotechnology students at BiOZEEN from 17-21 October, 2016.

No. Of students benefited: 156

5.7Details 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
13	200	50	10

5.8Details of gender sensitization programmes.

Gender sensitization cell is present and staffs have been told to be gender sensitive in the teaching and learning process.

Centre for Holistic Education organised Vivekananda Jayanthi celebration on 20th January 2017 and had a talk on Vivekanandhas’s values and Youth India.

5.9 Students Activities

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

National level: 06

Sports: State/ University level: 08

Institution level: 300

Cultural events students participated at RCASC -350

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

Sports:

National 2

State/ University level: 6

Cultural

State/ University level: 32

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	237	10,63,912
Financial support from government	82	10,63,912
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Postgraduate department of management students taken initiative of creating awareness on Digital India through street play.

Department of Electronics students create awareness campaign on Cancer and Ozone layer protection.

Students take active part in department club activities, organise and execute the programmes. Students also take active part in cultural, sports, co-curricular and extracurricular activities.

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

5.13 Major grievances of students (if any) redressed:

- The department of English found the students who did their schooling in medium of instruction other than English found it difficult to cope with curriculum since it is taught only in English. Some students found it difficult to communicate effectively.
- The department of computer science students have grievances on Air conditioning of Computer lab.
- The Department of English redressed the grievances of the students by conducting spoken English classes, organising Add on courses on communicative English and also conducted remedial grammar classes for weak students.

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 campus is digitalized where the student attendance, activities, time table, class management, feedback is managed in a systematic way through Gurukul software solutions. Students data base and faculty data base is managed efficiently by administrative departments and proctoral system prevailing the college. 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. The college conducts guest lectures, workshops, conference and seminars for staff and students to upgrade their knowledge as per the requirements of industry for better employment.

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

Faculty members are motivated to design contemporary, skill based and value-added courses every year, by keeping in mind the present changes in the teaching methodology and learning process. Time, space, financial and human resources are well planned in the beginning of the year. 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. Training

sessions for the faculty are conducted to enhance their teaching skills. Decisions taken with the help of consolidated and analysed inputs are normally about the following in connection with teaching and learning.

- 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 about 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 course and remedial classes
- Add on courses / certificate courses
- Conducting class tests, internal exams and other evaluation methods and discussing the results with the students
- Industry visits / institutional 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 external 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 every year. It has members from every department and IQAC as active member. 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 date. 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.
- 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, paper presentation competitions and assignments.
- 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)
- More than 44 research papers published/ presented during this academic year by the faculty in various journals and conferences.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The steps followed in the institution is as follows;

(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 are collected from every department and units before the academic year start. Such budgets from various departments are consolidated and will get approved by the management in time. Based on the urgency, necessity, existing available status, the budget proposed by the department is analysed and accordingly will be 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

The sharing of the faculties within departments is planned by the Head of the departments and the concerned faculty members. Time schedule and the workload for such sharing are 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 infrastructure 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 faculty /staff members for violating 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, student's feedback, and 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 organised for teaching, non-teaching and support 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

- 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.
- 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
- Put up a proposal to the college by stating the need, the process, the time schedule, the benefit, the cost involved.
- 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.
- The actual process is implemented/ executed within the time frame that is already decided.

6.3.9 Admission of Students

- All information relating to admission processes is made known to the public by way of banners, website and Help Desk that is set up during admissions.
- 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.

- 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	<p>Health related, faculty development related schemes exist.</p> <p>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.</p> <p>Contributory Provident Fund for faculty</p> <p>Maternity leave</p>
Non teaching	<p>Health related</p> <p>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</p> <p>Financial aid to educate the children of supportive staff</p> <p>Admissions, scholarships and fee concessions for children of administrative and supportive staff</p>
Students	<p>Health related facility is available, counseling, placement</p>

6.5 Total corpus fund generated

The reserve fund available with the college is Rs.500 Lakhs

6.6 Whether annual financial audit has been done

Yes

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	The external official identified by the college	Yes	IQAC
Administrative	Yes	Auditors of Gokula Education Foundation	Yes	Principal, Manager Finance and Manager Admissions.

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes- Yes For Final year students

No For I and II year students

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Whenever the university makes changes relating to the examination, it does so after

- Identifying the need to change,
- The change that is required is discussed in the university meeting,
- Then discusses with the principals of affiliated colleges in the principals' meeting,

- Introduction of interdisciplinary subjects for holistic and overall development of students.
- Introduction of MCQ papers for interdisciplinary subjects in all UG and PG courses.
- Notification to all the colleges and the university departments. For example, in a recent principals’ meeting, the introduction of Choice Based Credit System (CBCS) in the university was discussed and the possible exam reforms subsequent to it. Another example is the circular sent by the university regarding the change in the number of years by which a student can complete the course and qualifies for the degree.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

The university specifies the minimum requirement to be possessed by the college to apply for autonomy. The university calls for proposals by the college to request for grant of autonomy to the college. It processes and sanctions autonomy to eligible colleges with a short time, namely before the next academic year.

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 higher study prospects, information on placement opportunities, they also conduct workshops and seminars for the present students.
- Alumni also guide the present students in getting jobs.
- Alumni have presented research papers in the conferences conducted by the college
- Alumni has contributed funds to setup a scholarship fund to help and award meritorious students from B.Com and BBA

6.12 Activities and support from the Parent –Teacher Association

Parent –Teacher meeting will be conducted once in each semester. Feedback is provided by the parents on all aspects of the college. However there are activities organized by the college wherein parents are encouraged to participate. In the beginning of the academic year the parents of newly admitted students are invited for the Orientation program to familiarize on all the academic activities and student support services offered on campus. Departments organize one-on-one dialogue with parents whose children need further support and counselling services to enhance performance. Parents can visit the campus any time and meet the concerned teachers to know the prospects of their ward.

6.13 Development programmes for support staff

Programmes have been organized 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 organized 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 organized. Educating programmes to make them aware of the solid waste segregation process have been done. Support staff is also made involved in all the activities of the college, cultural programmes, sports, May Day celebration for support staff encourages them to develop affection towards the institution.

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, 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. An added initiative towards this is establishment of STP in the campus.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year are as follows

1. All the departments conduct value added or certificate courses for students to enhance the skill based learning and job prospects.
2. Science department has taken the initiative of encouraging In house projects, add on course/ certificate course
3. All the departments are uploading the attendance and marks online and SMS are send to the parents.

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

1. Department of Microbiology has conducted Add-on-Course on Clinical Research and Pharmacovigilance(6th to 11th June 16).
 - They also conducted one day symposium on Health and Safety “Trends on Anti nutritional for Sustainable health on 25th Nov 16
 - Has conducted Industrial training on Animal Cell Culture on association with Biozeen (18th -22nd Oct 16) along with department of Biotechnology
 - Collaborated with RHP, Netherland for Biocontrol of Leacocoprines.
2. Department of Commerce has collaborated and conducted Add-on-course on “Tally” and “Capital Market” in August, 2016 and February, 2017.
3. Department of English conducted an add on course on communicative English.
4. Department of chemistry has implemented certificate course, value added course and minor projects for students to enhance practical skills.
 - Students are encouraged to participate in national conference organised by other institutions.
 - Inter class competition on “Pollution and Health: A Current Scenario” on 28th Feb 17
5. All the departments have scheduled their activities as per the calendar of events prepared in the beginning of the year.

7.3 Give two Best Practices of the institution

***Please refer to the details in annexure3**

7.4 Contribution to environmental awareness / protection

1. Department of Microbiology conducted periodic analysis of portability of water in college campus.
 - Best out of lab waste was conducted. Use of alternative chemicals in the place of expensive and hazardous waste.
2. Chemistry and Biochemistry conducted Swatch Bharath Abhiyan.

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

- 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.

SWOT Analysis

STRENGTH-

1. More than 95% results , Bangalore University Ranks and Centum scorers.
2. Qualified and experienced faculty with intensive coaching Strengths.
3. Adopting innovative method of teaching.
4. Better placements are provided for the students.
5. Well-equipped laboratory.
6. Brand Name (M.S. Ramaiah).
7. Many of our students are very active in social and cultural media.

WEAKNESS-

1. Very few MOU's are signed, research grants are not available.
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.
3. Lack of language labs.

OPPORTUNITIES –

1. Introduce PG courses
2. To procure funds from funding agencies for research.
3. To organize Value added course as per the requirement for industries to enhance placement.
4. Looking for research grant

THREAT-

1. Inadequate job opportunities for under graduate students.
2. Diminishing research urge towards research among students
3. To make the students to face challenges and improve their employability

Name: Karanam Kavitha
The Coordinator, IQAC

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

ANNEXURE 2 FEEDBACK FROM STAKEHOLDERS

The outcome of the feedback:

Students: About 85% of the students gave the feedback on teachers, facilities available at the institution and the curriculum has prepared them for finding a better job or for getting admission to higher studies.

Online Feedback from students has been taken through Gurukul Software.

The average rating of the teaching faculty as rated by the student is 88%.

Parents: Parents have expressed their happiness about the progress of their wards. They are also happy for facilities, infrastructure and activities that were conducted for the students from various departments.

Alumni: Alumni is well connected to the institution through different activities. They are well connected and working in various field through their association with the institution.

ANNEXURE 3 BEST PRACTICES

1. Title of the Practice

Summer Research Fellowships.

2. Goal

Summer Research fellowship and summer training programs are always a biggest strength of the departments of our institution. These training programs enable the students to develop the scientific and technical knowledge about the recent developments in the field of research. Further it also imbibes the students with the concrete knowledge which they can contribute for the betterment of society and scientific community.

3. The Context

As the quest for research in basic sciences is depleting, in recent times an initiative programme like summer research will develop an urge for research in the minds of the students. Summer Research Fellowships encourages theoretical knowledge in the industrial front and co-relating the theory and practical paper enables the student for better understanding of the basic concepts there by leading to better performance. This type of 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 generating employment.

4. The Practice

Students of Biotechnology and Genetics were asked to submit a small write up about their scientific ideas. These proposals were then submitted for various summer research training programmes. The best proposals were then screened and selected by the faculty members for various research institutes according to their requirements.

The students were accompanied by faculty members to BIOZEEN to learn Animal Cell Culture Techniques, Cell Viability Assay, and Colorimetric Assay for studying metabolic activity using various Human and animal Cell Lines.

5. Evidence of Success

Considering the need of the hour in Animal Cell Culture many students took up the summer research fellowship. From the summer research fellowship the students got equipped latest techniques in Animal Cell Culture which they implemented in their projects. These achievements help them to get placed in various research forms which urges the department to conduct many such hands-on training programs.

6. Problems Encountered and Resources Required

While handling the cell lines students encountered snags like contamination, appropriate incubation, and storage of cell lines. 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.

7. Contact Details

Name of the Principal: Dr. Nagarathna

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

City: Bangalore

PinCode: 560 054

Accredited Status: A

Work Phone: 080 23600966

Website: www.msrmc.edu.in

Best practice II

1. Title of the Practice

Digitalisation of the campus.

2. Goal

Digitalisation of the campus has been the strength of our institution. The main goal of the digitalisation is to create transparency between the institution and the parents/guidance. It aims at keeping the students and their parents /guidance up to date on proceedings of the institution.

4. The Context

Process of digitalisation plays a key role in creating transparency with regards to the students' attendance, assignments, grades among other curricular and extracurricular activities.

5. The Practice

Faculties are instructed to update attendance on daily basis. All major announcements like date of college reopening, dates for internal exams, deadlines for assignments/ project submission are posted on the website to avoid any confusions.

6. Evidence of Success

Digitalisation has made process of teaching and learning barrier free between institution and students- parents. Learning materials are made available on the website to help students in better learning.

7. Problems Encountered and Resources Required

Some days due to time crunch it become difficult to update the attendance. Although we have computer labs, but individual departmental computers are yet to be upgraded.

7. Contact Details

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