



RAMAIAH
College of Arts, Science
& Commerce

2021

Annual Report



Mrs. Karanam Kavitha
IQAC Coordinator, MSRCASC

Internal Quality Assurance Cell

Motto: 'We can and we will'

Internal Quality Assurance Cell of the college for the academic year 2020-21 was constituted with the Principal Dr. A Nagarathna as Chairperson, Mrs. Karanam Kavitha as IQAC coordinator, along with members from academic and administrative departments.

In addition to quality sustenance and quality enhancement activities IQAC set the college into the track of getting prepared for the reaccreditation. In order to enhance and empower the faculty communication skills, an English improvement course was discussed. AAA, green audit, and submission of AQAR, organization of quality orientations of various quality related initiatives were the regular practice of IQAC

IIQA was submitted on 28/2/2020, and NAAC has accepted our IIQA on 6/3/2020. With 45 days time limit to submit SSR in HEI portal, setting the deadline as 20/4/2020. Due to COVID-19 pandemic and lockdown, NAAC has extended the deadline to submit SSR.

IQAC has submitted SSR on 20/1/2021, DVV clarifications has been received on 18/2/2021. IQAC has submitted all clarifications on 15/3/2021 along with supporting documents. NAAC Peer Team Members has visited the college on 28th and 29th October, 2021.

On day one (28/10/2021) PT members visited all the academic and administrative departments, cells, committees and reviewed the documents and presentations. The PT members also interacted with students, parents, alumni, faculty and non-teaching staff. Members has assessed the strength of the institution in all angles, right from student achievements, cultural events, club activities, NCC Army wing and Air Wing, and NSS activities. PT members visited Library, placement cell, media lab and other infrastructure facilities.

On day two (29/10/2021) PT members has visited remaining other facilities for sports, hostels, gym, infrastructure facilities shown in criterion 7. PT members addressed the staff and students of the college in exist meeting and submitted their report to NAAC.

The college has retained its position of “A” grade with 3.14 CGPA. NAAC A & A results were made available on NAAC –HEI portal on 3/11/2021.

IQAC has taken special interest in taking part in NIRF India Ranking from 2018 onwards. In the year **2018**, the college was placed in the rank band of **151-200**. In the year **2020** the college has improved its status and ranked in the rank band of **101-150**. In the year **2021**, the college has been **ranked 62nd** under the college category.

As a regular practice IQAC schedules the quality implementation, maintenance and quality sustenance measures in the institution with a dedicated team of faculty members. Conducted AAA, Green Audit, energy audit, environment audit, for the year 2020-21

Monitoring quality related activities of the departments and providing the required help to the departments. Value added programs, faculty development programs, Teaching and Learning process.

During the times of COVID-19 pandemic, IQAC has taken a special interest in organizing orientation programs for faculty and students separately on various issues of Online teaching and learning through dedicated ERP. Virtual meetings have been conducted to orient the faculty in developing and designing contents suitable for Online virtual classes, assignments, test, were also scheduled online through ERP.

Student orientation on use of Mobile APP for attending online classes, attendance, access to lecture videos, contents etc. 50% of the syllabus for UG classes were conducted through ERP in online mode. And more than 80% syllabus for PG classes were conducted through ERP in online mode during Jan- June (even semester) 2020. We resumed offline classes

during September, 2020 with a blend of offline and online. For few semesters university exams were also in progress.

IQAC also takes the responsibility of collecting feedback from Students, Teachers, Alumni, Employer and Parents through ERP. Feedback analysis has been presented to academic council for the necessary action required.

IQAC monitors other activities of different departments like seminar, workshops, FDP on academic as well as on quality related issues. Extends support in all aspects to the departments and administration for developing database and formats.

IQAC quarterly meetings during the academic year 2020-21: 11/7/2020; 21/11/2020; 04/02/2021. IQAC also meets academic departments in the beginning of every semester.

On a regular practice IQAC organizes faculty and staff development programs, and orientation programs as listed below.

1. Two Days National E- Conference on “Multidisciplinary Science Education and Research Using E-Tools” organised on 29th and 30th July, 2020
2. Five Day Faculty Development Program on the topic” Leading Research Trends in Biological Sciences” from 17/8/2020 to 21/8/2020.
3. Three Day Faculty Development Program on the topic” Blended Teaching and Learning” held from 18/8/2020 to 20/8/2020.

4. One-day Faculty Development Program on “Preparedness for AQAR 2020-21” has been organized on 28/9/2020
5. One-day Faculty Development Program on the topic” SSR-Preparation and documentation verification for IQAC members” has been organized on 16/10/2020
6. Two-day Staff Development Program on “MS-Excel -work together for excellency” was organized on 5th and 6th November, 2020
7. Five day faculty development program on the “Influence of New Education Policy on Quality Parameters of HEI” has been organized from 9/11/2020 to 13/11/2020.
8. Five day faculty development program on the “Enhancing psychological skills for Teaching/ Learning and Practice” has been organized from 3/5/2021 to 7/5/2021
9. Seven day Faculty Development Program on “Orientation on AQAR 2020-21” was scheduled from 17/5/2021 to 23/5/2021
- 10.** Quality Improvement Programme on "Best practices in Higher Education Institutions for Quality Management" in Collaboration with The Oxford College of Science organised on 26/5/2021

Management Information System (MIS):

The institution has taken overall Management Information System (MIS) support from Campus. Technology for various academic activities. Following modules have been covered under MIS:

1) Admission: Admissions applications forms are available on the website. Admissions begin with 75 cut off. Priority will be given to the students with merit as well as category. MSRCASC is affiliated to the Bengaluru Central University, hence admitted student list will be sent for approval through on line mode. Students also have to provide all the documents for verification in online mode to the University for Final List of approved students studying in the institution.

2) Attendance Management: Attendance is managed automatically through ERP software. Sending bulk SMS options to students on circulars and notices regarding various activities of the departments and institution is also managed.

3) Finance and Accounting: Fees are paid online, majority of payments happens through online. University examination fee, approval fee are also remitted online. Finance and Accounting functions are executed with Tally ERP 9. Salary payslips are sent to the concerned staff email ID.

4) Lesson plan and work diary: Teachers will upload lesson plan at the beginning of the semester and work diary every day through ERP software. This can be checked and verified by the head of the institution on regular basis.

5) Online Teaching and Learning: Students have the option to submit the assignment online through the software. Online courses are also made available to the students in the software. During COVID19 pandemic the IQAC has taken special interest in organizing orientation programs for teachers and students about the usage of ERP to a maximum extent for online classes, assignment, test and documentation of different events.

6) LMS and Study material: Faculty will upload learning contents, PPTs, Videos and other materials in the software, which students can view through the mobile app.

7) Managing and mapping POs and COs: POs and COs of all the programs and courses are available in ERP and their attainment and mapping is done through the software. Internal exam marks are entered by the faculty online into the University portal.

8) Alumni engagement: Website provides an option to enroll into the alumni association through online form.

9) IQAC monitoring: Faculty has the option to upload the certificate of proof for attending any seminar, conference and publications in journals and conference proceedings in the software, to build the personal profile of each faculty and department profile. IQAC will monitor to approve the contents uploaded by the faculty after verifying with the certificate produced to IQAC. It also helps in extracting the annual reports of each department and the institution through the software.

10) Feedback analysis: Feedback from various stakeholders are collected, analyzed and computed through online mode. Outcomes of feedback is communicated to the competent authority for needful action and the same is displayed on the website of the institution.

Mrs. Karanam Kavitha

IQAC coordinator