YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Shri Dharmasthala Manjunatheshwara College of Business Management
• Name of the Head of the institution	Mrs. Aruna P. Kamath
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	0824-2496980 / 0824-2494186
• Mobile No:	9964142796
• Registered e-mail	sdmcbm@sdmcbm.ac.in
• Alternate e-mail	principal@sdmcbm.ac.in
• Address	M.G. Road, Kodialbail
• City/Town	Mangalore
• State/UT	Karnataka
• Pin Code	575003
2.Institutional status	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	**Mangalore University, Karnataka**
• Name of the IQAC Coordinator	**Dr. Muralidhara Rao K. S.**
• Phone No.	**0824-2496980**
• Alternate phone No.	**0824-2494186**
• Mobile	**9945370431**
• IQAC e-mail address	**iqac@sdmcbm.ac.in**
• Alternate e-mail address	**sdmcbm@sdmcbm.ac.in**

3.Website address (Web link of the AQAR (Previous Academic Year)	https://sdm.ac.in/docs/AQAR2019-2020.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://sdm.ac.in/files/docs/academiccalendar/AcademicCalendar2020-21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**-----**	**2004**	**16/02/2004**	**15/02/2009**
Cycle 1	**A**	**3.16**	**2010**	**04/09/2010**	**03/09/2015**
Cycle 3	**A**	**3.30**	**2017**	**02/09/2017**	**11/09/2022**
Cycle 4	**Nil**	**-----**	**-----**	**Nil**	**Nil**
Cycle 5	**Nil**	**-----**	**------**	**Nil**	**Nil**

6.Date of Establishment of IQAC	**30/07/2005**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	**NIL**	**NIL**	**NIL**	**NIL**

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

- Upload latest notification of formation of IQAC	View File
9.No. of IQAC meetings held during the year	**19**
- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report	View File
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
- If yes, mention the amount	

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

*Introduction of Online Short Term Courses in emerging fields *Involvement of large number of students in Online skill enhancement programmes. * Orienting the students in value based education through Online mode * FDP on Online Teaching *Creation of college email-id for all the students .

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

Plan of Action	Achievements/Outcomes
To organize short term courses	Following are six online short term courses which were conducted
Nil	Entrepreneurial and Personality development, Personality development and entrepreneurial leadership, Stock market operations, Google apps for E-Learning, Personality development, An overview of stock exchange.
To introduce effective online teaching, to ensure class participation by the students and to give study material required etc.	Class wise WhatsApp groups were formed, Online classes were conducted through google meet, Google classroom were formed to provide notes, Class participation was ensured by conducting daily quiz in all the subjects at the end of the class
To conduct online evaluation (Internal tests)	Internal assessment tests were conducted, through Google classroom and G-MeAssignment was collected though google classroom of individual student of all the subject, Feedback of the college and faculties
To train the faculty in online techniques.	One week FDP programme on "Google Classroom", Techniques of student evaluation in online classes , Workshop on National Educational Policy 2020 , Staff Orientation towards Career Guidance and Counselling , E-Content through OBS Studio, Reflections of Higher Education Scenario-Post COVID -19 , Training on Effective use of EERPM Software, Learning the new Features and Enhancements available in Google Meet, Enhancing the knowledge and

	skills of the teacher to conduct online Examination.
To organize online guest lectures to give greater exposure to the students	Guest lectures were conducted to students
Nil	"Machine Learning" ," PHP spreadsheets" ,"Innovations in the Indian Financial Markets" ,"The Social Media Reboot: Social Dilemma" ,"Role of IT in Banking and Cyber Security", "Employment Opportunities in official Language" , "Facing online interview" , "Importance of Right to information during pandemic" , "Corporate Governance" , "Data Analytics and its Applications, "Sahityadalli Maulya Prathipadane" ,"An Overview of IT Infrastructure" ,Business strategies during Pandemic , "Waste Management" ,Mutual fund-An insight ,Changes of business perspective during pandemic and its effect on entrepreneurs', "Innovation in Human Resource Development" , "Challenge in career prospects, learning and Development" , "Innovations in the Indian Financial Markets" , "Computer Graphics and its Application" , Samajika sthityanthradalli thanthrajnyana dha pathre , Waste management , Changes of business perspectives during pandemic and its effects on entrepreneurs , Innovations and human resource development , Challenges in career prospects, learning and development , Digital marketing a new era of business , Computer graphics and its applications , Capital

	market awareness programme, Demystifying Indian securities market , IOT -context and location awareness, Portfolios of career enhancement, Financial literacy and investor awareness, Importance of right to information during pandemic, "Corporate Governance", Time management ,"Big data and its applications " , Employability quotient and entrepreneurship
Student faculty programme to provide platform to advance learners.	Students' faculty programmes were conducted to our students
Nil	Communication and its importance in executive world , "Power of Predilections" , "Security and Privacy in Social Networks" , "Block Chain Technology" , Cyber Security , "Blue Eyes Technology" , 'Emerging Global Trends in IoT" ,3D "Printing" , 'Life History of Eminent Personalities' , '???????? ?????????? ??????? ?????????' , 6G "network and its applications" ,"Work life Balance in Pandemic" , "Highlights of 43rd GST council Meeting" , Work-life Balance in Pandemic , Role of entrepreneur , Inspiring Indian Business Start-up Ideas ,DEMAT Account and Trading , Silent Sound Technology , Android Applications , 5-G "Technologies" , "Understanding Animation", "Digital Jewellery , Mind Uploading Mobile technology, Cloud computing, Web IT", Routing Android Devices", "Causes of Cybercrime and Preventive measures" "Animation

	and its types Quality of life and organization Challenging roles of HR during covid 19 Polymorphism and inheritance in object-oriented programme Training methods for salesmen "Cyborg"
Provision of library service by providing e-library facilities	The library provided following services during Lockdown to support students and faculties for online teaching and learning.
Nil	Library shared pdf drive e-books link to faculties and students. Through pdf drive students accessed subject related reference books, Shared nlist e-resources link to students. Nlist contains 6000+ e- journals and 1, 99,000+ e-books, Shared national digital library of India link. Students enrolled in NDLI and accessed e-resources, Shared karnataka digital public library link. Students enrolled in KDPL and accessed competitive exam books, Uploaded free e-books and e-videos in library software and created awareness to students, Shared Dspace institutional digital repository software link to students and faculties. Through Dspace students accessed old question papers and syllabus, Conducted webinars related to online e-resources, Conducted online orientation programs and created awareness about library facilities, services, rules and regulations.
Participation in seminar workshop and online training programme	STAFF ACHIEVEMENT.

Extension activities	Following extension activities were conducted for the students.
Nil	Planting of saplings, Feeding the stray animals and birds during the Coronavirus lockdown, Corona vaccination: Camp, Awareness programme on cleanliness during this pandemic, "Let's Teach ABC" (Educating children), Cleanliness Drive: "Clean India Programme", FIELD VISIT: Students participation as volunteers in covid vaccination camps.
Publication and Presentation by faculty	Mrs.Shashiprabha : Published a paper titled "The Future of Remote Work Culture: An assessment on Corporate Employees Residing at Mangaluru" in two days virtual international conference on "Leveraging Business Opportunities in the Post COVID 19 World", Published a paper titled "A Comparative Study on Financial Planning by Indian and NRI Women Executives: A study with special reference to Mangalore city and Kuwait" at a Virtual 5th International Conference on "Emerging Global Trends in Accounting, Finance and Taxation", Mrs.Supreetha: Presented paper on the topic
Installation of wi-fi to ensure effective online connectivity	Wi-Fi limit of 150 MBPS was installed.
Repair and maintenance work to be undertaken when students are not occupying the campus.	The following maintenance work was completed
Nil	Plastering of the compound wall, Fiber coating of the roof, Minor

	furniture repair
Skill enhancement programme	The following programmes were conducted for skill enhancement programme
Nil	skill enhancement.docx
Awareness about scholarship facilities	Information about various scholarships and guidance to apply for the same was given by the class advisors in the through online.
Career guidance programme	Career guidance programmes were conducted to the students:
Nil	Future perspective of Human Resource Man, Talk On International Human Resource Management, Training On Banking job and Opportunities, "Public Finance", "How to face an Interview and Aptitude test", Career Planning- Living Your Dream, Professional Courses – CA&CS
Involving Alumni in to motivate the students.	Analyzed the literature ?????????? ???? ???? ??????? ???? ?????, "Entrepreneurship"
To mentor the students	Online mentoring was conducted to Cope up with the mental stress during the lockdown.
Online admission	The entire process of admitting students to first year was conducted through online mode. Candidates downloaded the application and forwarded to the college, admission commitiee scrutinized them and eligible candidates were interviewed through online mode.all measues were taken to ensure that admission process was conducted smoothly enev during lockdown.

Online administration	Administrative staff provided various services required by the students and alumni through online mode.
Preparation for NAAC-accreditation	Faculties attended series of programmes organized by the NAAC
Nil	Preparing self-study report (SSR)for NAAC in the revised accreditation process, "Revised semester examination pattern", Workshop on revised NAAC Accreditation process, Blue Print for NAAC 2022, "Preparing Self Study Report (SSR) for NAAC in the Revised Accreditation Process"
To collect students Feedback	Student's feedback was collected
Nil	Online feedback from students about google classes, At the end of semester IQAC collected student feedback about individual faculty in all the subjects
Awareness programmes	Following awareness programme was conducted
Nil	Online awareness programme on Covid-19, National level webinar on "Self-analysis during the pandemic, First aid mobile application, "Mental Well Being of students during COVID-19 Pandemic", Vaccination Drive
To conduct Online programmes to instill values among the students.	Online student orientation was conducted, Independence Day celebration, Freedom quiz 2021, Sadh Bhavna divas, Swachatha pakhwada celebration, Rashtra Gaan, Fit India freedom run 2.0, Azadi ka Amrit Mahotsav, Laksha Kantagala Geetha gayana, Saraswathi Pooja

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

- Name of the statutory body

Name	Date of meeting(s)
IQAC	14/12/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	14/02/2022

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	190

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	1434

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	470

File Description	Documents
Data Template	View File

2.3	**362**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	[View File]

3.Academic

3.1	**40**
Number of full time teachers during the year	

File Description	Documents
Data Template	[View File]

3.2	**40**
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	[View File]

4.Institution

4.1	**Classrooms - 24 rooms ,Seminar Hall - 1**
Total number of Classrooms and Seminar halls	
4.2	**Aided-10,95,188/- ,Unaided-30,25,323/-**
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	**137**
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

In the beginning of every semester, a meeting is held by each

department for subject allotment and preparation of time table based on the guidelines of the affiliating university. A departmental plan of action is prepared for the effective implementation of the curriculum. The action plan consists of the following:

· Maintenance of work dairy and review of the same by the HODs and Principal.

· Assignments

· Presentations by students

· Internal tests and viva-voce

· Case studies

· Student centric learning activities (quiz, role play etc.)

· Mini projects

· Field visits

· Subject related guest lecturers

· Extra classes and face-to-face assistance for slow learners

· Skill enhancement activities

· Student faculty programmes

· Extension and outreach activities

. Short term courses

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

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

Academic calendar regarding conduct of examination is prepared in advance based on the following guidelines:

· Display of test time table - one month in advance.

· Intimation of evaluation schedule examination pattern, evaluation process and grading system in advance.

· Announcement of the result within one week of the test.

. Computerisation of internal marks and sending them to the parents through SMS.

Academic calendar regarding conduct of examination is prepared in advance based on the following guidelines:

- **Display of test time table - one month in advance.**
- **Intimation of evaluation schedule examination pattern, evaluation process and grading system in advance.**
- **Announcement of the result within one week of the test.**
- **Computerisation of internal marks and sending them to the parents through SMS.**

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	**Nil**

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

4

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

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

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

06

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

530

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

469

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

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

- **Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.**

Our affiliating university offers two compulsory papers in the first year namely: · Indian constitution · Human Rights, Gender Equity and Environmental Studies. Besides, the value education classes have also given sufficient exposure to the students in these relevant areas. The theoretical knowledge thus gained has motivated the students to plan out more programmes in each of these areas. Issues related to gender, environment and human rights are given as themes for the mega event interclass variety entertainment programme which is held every year on the Independence Day. Following are the few examples of the activities which show the effort made by the institution to integrate cross cutting issues in the curriculum.

- **Gender**

The institution has a Women's Cell – SURAKSHA that creates awareness about various issues related to gender. The cell organizes awareness programmes such as women's health and happiness, resilience of women, overcoming hardships and discrimination.

- **Climate Change and Environmental Education**

Environmental science classes help to sensitize the students to environmental issues such as global warming and the protection and

preservation of the environment.

These issues are also dealt with in the form of debates, collages and other forms of presentation. Many burning issues on environment such as global warming, deforestation, destruction of natural resources etc. are highlighted in English classes as a part of the curriculum. The theme for the inter class 'Variety competitions' are nurture the nature, GO Green etc.

- Human Rights

The Indian constitution, which is part of the curriculum, also sensitizes students about their constitutional rights. Experts and professionals like doctors, advocates, officers and officials from the police department are invited to guide the students. Persons from NGO's (Non Govt. Organization) are called to enlighten the students on social responsibility and duties such as blood donation, anti-dowry issues and traffic rules.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

03

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

410

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows   **C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://sdm.ac.in/files/docs/aqar2020-2021/criteria1/1.4/FEEDBACK%20ON%20INSTITUTIONAL%20PERFORMANCE%202020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

492

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

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

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

425

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The admission process is done on merit basis. Since the students admitted are heterogeneous in terms of learning levels, the college

has evolved a systematic mechanism to implement effective and efficient teaching-learning strategies on the basis of learning levels of students.

The assessment of learning levels of admitted students or identification of advanced learners and slow learners is primarily done through

Student profile to know about their performance in Semester Exams

Assessment of the students in the light of their response, articulation of ideas, and engagement in learning.

An analysis of the performance in internal assessment

Voluntary approach by students

Few important Programmes for Advanced Learners are- Encouragement to undertake institution sponsored projects, prepare seminar papers and participate in debates, quiz, fests, organize interclass competitions and conduct inter-collegiate fests, Privilege of heading various association,Student faculties software development, guidance to register in various online courses.

For Slow learners' remedial classes are arranged to take special lessons to bridge the knowledge gaps of students with lesser exposure to advanced studies.They are motivated to engage in various associations to increase their involvement in the academic activities of the department. Faculty prepare,distribute learning materials that suits the requirements of slow learners.

File Description	Documents
Link for additional Information	https://sdm.ac.in/files/docs/aqar2020-2021/criteria2/2.2.1/2.2.1%20.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
1434	37

File Description	Documents
Any additional information	[View File]()

2.3 - Teaching- Learning Process

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

The institution has provided a learning environment that keeps the students at the centre of learning. As the motto of the institution is "Learning for life", following curricular, co-curricular and extracurricular activities are organized to transform the students into life-long learners and innovators.The following innovative teaching methods have been used by the faculty members in addition to the conventional lecture method.

The interactive methodologies and strategies like Role play, Group discussion, Case study, Research-oriented assignments, Field work. student faculty, brainstorming, collaborative and interactive learning, Book reviews stimulate creative thinking. Student Presentations, Factory visit

ICT enabled teaching/learning.

· Interacting with entrepreneurs and eminent scholars to acquire new perspectives.

· Designing cover page of college magazine and college calendar.

· Participation in University youth festivals and other competitions.

· Hosting of street plays and mimes on relevant contemporary issues.

· Creating awareness about social issues.

· Developing report writing skills.

· Organizing innovative programmes.

· Involving students in community work.

· Providing ample opportunities to showcase talents.

· Street plays based on relevant contemporary issues

. **Creative assignments and seminars**

- **Discussion of current issues, debate and quiz**

- **Deputation of Students to various programmes**

- **Organizing management fests**

- **Extension activities**

File Description	Documents
Upload any additional information	View File
Link for additional information	https://sdm.ac.in/files/docs/aqar2020-2021/criteria2/2.3.1/2.3.1%20.pdf

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

During the pandemic as online teaching was the only option, all the teachers were empowered to use various ICT enabled tools. Google Classroom was used to conduct regular classes. Student assignments , students presentations, quiz and other enriching activities were held through online mode. OBS studio , WebeX , Zoom and other such online platforms were used to prepare for the classes as well as organise webinars on emerging issues.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://sdm.ac.in/files/docs/aqar2020-2021/criteria2/2.3.2/2.3.2.pdf

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

2.3.3.1 - Number of mentors

37

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

37

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

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

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

03

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

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

2.4.3.1 - Total experience of full-time teachers

37

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

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

The institution strictly adheres with the system mandated by Mangalore university for the Continuous Internal Evaluation and the End Semester Examination. IQAC in consultation with the Examination Committee decides the tentative dates of Internal test. The time table is displayed in the notice board. Evaluation procedure is as follows

- **Intimation of evaluation schedule in advance.**
- **Information regarding examination pattern, evaluation process and grading system.**
- **Announcement of Evaluation criteria.**
- **Orientation to evaluation procedure.**

Academic progress of the students is assessed on the basis of regular test papers, seminars, assignments, and viva voce.

- **Formative evaluation is done based on assignments, internal tests (two per Semester), viva-voce (at the end of the semester), seminars, project work/dissertation.**
- **Examples for formative evaluation which has a positive impact are:**

Viva-voce is an innovative technique used to improve communicative skill and enhance confidence among the students. One-to-one interaction also enables faculties to give feedbacks and suggestions to the students for their improvement.

- **Assignments to get in-depth knowledge on emerging issues and developments in various fields.**
- **Seminars and presentations to boost their self-confidence.**
- **Practical tests to get hands-on experience.**

Retest examinations are conducted for students who have notattended

the internal examination due to unavoidable reasons

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://sdm.ac.in/files/docs/aqar2020-2021/criteria2/2.5.1/2.5.1%20.pdf

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

Internal assessment marks are displayed on the notice board and students can seek clarification from the teacher concerned before endorsing by way of signing. The faculty addresses genuine grievances of the students related to the marks obtained in the internal examination.

In the university examination students can apply for revaluation, retotaling and personal seeing of the answer books as per the procedure of the University.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution.

Every programme specifies the learning outcome in terms of theoretical and practical knowledge expected from the students who complete the programme. Besides this, the learning outcome of each course is mentioned in the syllabus and then lecture plan maintained by the concerned course teacher. Awareness about the learning outcomes is given through various platforms in the beginning of the academic year. In the orientation programme, students are made aware of the learning outcome expected from them at different stages. Faculties constantly remind the students about expectations that the institution has, not only in terms of academic performance but also

in terms of skills to be possessed and values to be inculcated to uphold the tradition of the institution.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://sdm.ac.in/files/docs/aqar2020-2021/criteria2/2.6.1%20PO%20%26%20CO/2.6.1Programme%20Specific%20Outcome%20%26%20Course%20outcome.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

Course Outcomes in each of the courses is evaluated based on the scores attained by the students on their internal and external evaluation on evaluation proportions prescribed by the university. In the internal evaluation questions are framed keeping in mind the various course Outcomes

Programme Specific outcomes - Each concerned department device various skill enhancement activities to evaluate the Programme Specific Outcomes. Though it is subjective assessment it gives an insight into the extent to which Programme Specific outcomes has been attained.

Programme Outcomes - Graduate Attributes of the Institutions are specified and students are made aware of this and are encouraged to cultivate them by taking part in all the curricular and co-curricular activities. The outcome of the attainment is subjectively evaluated based on their successful participation in there activities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

458

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
Upload any additional information	**No File Uploaded**
Paste link for the annual report	https://sdm.ac.in/files/docs/aqar2020-2021/criteria6/6.5.3/Annual%20Report%202021.pdf

2.7 - Student Satisfaction Survey

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

https://sdm.ac.in/files/docs/aqar2020-2021/criteria2/2.7.1/2.7.1.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

NIL

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

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

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

NIL

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

09

File Description	Documents
Report of the event	[View File](#)
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

NIL

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

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

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

NIL

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

3.3 - Extension Activities

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

The institution engages itself in the community activities through:

- Organizing health awareness camps, blood donation camps, street plays, AIDS awareness programme, marching for cause, annual camps at villages, Swacch Bharath Mission, visit to old age homes and orphanages.

- Organizing extension activities such as leadership training programmes, quiz, drawing competition, art and craft training, sports meets to the school children and residents of old age homes and orphanages.

The students are enrolled for NSS, Youth Red Cross, Rovers and Rangers, Consumer club, and Women's Cell through which they take part in various activities. The services of those students who take active participation in all the social activities conducted by the above association will be recognized and awarded through which other students get motivated to involve in such activities. Accountability is ensured by all the associations and faculty in-charges actively monitor the activities.

File Description	Documents
Paste link for additional information	https://sdm.ac.in/files/docs/aqar2020-2021/criteria2/3.3.1/3.3.1b.pdf
Upload any additional information	View File

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

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

NIL

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

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

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

08

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in

collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

`336`

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

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

`NIL`

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

`03`

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Management takes the decision of providing infrastructure according to the requirements. In keeping with the academic growth, necessary infrastructure provided is used optimally. Hence, it always strives to maintain a pace in infrastructural development that facilitates effective teaching and learning. Any affordable facility that helps in enhancing the efficiency of teaching and learning is always available. College premises are optimally used between 9AM to 4.30PM for conducting classes and other co-curricular and extracurricular activities. Air conditioned Laboratories are used for conducting practical examinations and online examinations. Computerized library, with a sufficient number of books, journals, magazines and international journals, is kept open from 8.00AM. to 5.30PM. College Conference hall is used for organizing conferences, seminars, guest lectures and workshops. College auditorium is used for Management fests, cultural activities meetings and outreach programs. Class rooms are used for skill enhancement activities after the class hours.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://sdm.ac.in/files/docs/aqar2020-2021/criteria4/4.1/4.1.1/Room%20Details.pdf

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

The institution gives utmost importance to the overall development of the students and organizes various sports, games, and cultural activities on campus, and off campus regularly and has adequate facilities for sports, games and cultural activities.

Intra-college and inter-class sports, games, cultural competitions and skill enhancement activities are organized regularly for students.

Indoor games are organized in the classrooms, college auditorium and basement,

Independence day is celebrated in the Institute by unfurling the national flag and an impressive march past by all the students on the beats of the students' band in the college ground. Cultural activities are organized in the college auditorium, conference hall and in the class rooms. Yoga training programmes are organized in the college auditorium. All skill enhancement activities from various associations are organized in the classrooms, conference hall and in the college auditorium.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sdm.ac.in/files/docs/aqar2020-2021/criteria4/4.1/4.1.2/4.1.2%20Adequate%20facilities.pdf

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

22

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

22

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sdm.ac.in/files/docs/aqar2020-2021/criteria4/4.1/4.1.3/Classroom%20ICT%204.1.3.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

294481.00

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template)	[View File](#)

4.2 - Library as a Learning Resource

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

- **Name of ILMS software: EEPRMS**

- **Nature of automation (fully or partially): Fully**

- **Version: EERPV3.0**

- **Year of Automation: 2012**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://sdm.ac.in/files/docs/aqar2020-2021/criteria4/4.2/4.2.1/Library%20Automation%204.2.1.pdf

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

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

0.39

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

43

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

Computer Lab:

The computer lab consists of 137 Dell computers with Windows 10 OS and MS Office 16/19 and Internet connectivity, 2 laser printers and 1 Canon printer with Xerox and scanner. All the required software as

per the curriculum are installed and updated as and when required and the maintenance of the computers is done by the technicians as and when required. The software's like C, C++, Java, MySQL, Python, Oracle 11, Visual Studio, and Tally are installed in computer labs.

The college library has 8 computers and learning resource center has 9 computers. The library uses DSpace software. All classrooms and Computer Labs are enabled with ICT facilities like LCD projectors. In addition, the conference hall is equipped with LCD projector, mike, speakers and internet connection. The whole campus of the college has Wi-Fi facility with a speed of 150 mbps. The college office has 12 computers and 3 laser printers and 1 Canon printer with Xerox and scanner.. All computers of the lab, library, learning resource center and office are connected through LAN.

The college has 2 multipurpose photocopy machines. There are 18 CCTV cameras installed in the entire campus area of the college to provide additional safety security to the students and the staff, for the prevention of untoward incidents in the campus. All the departments have computers with Internet facility via Wi-Fi.

Institute has upgraded the 37 Mbps Internet connectivity to 150 Mbps with the Internet Service Provider (ISP) Yours Network connectivity.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://sdm.ac.in/files/docs/aqar2020-2021/criteria4/4.3/4.3.1/WiFi%20Bills.pdf

4.3.2 - Number of Computers

137

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

Physical - 294481.00, Academic - 2605252.00

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

- **Maintenance committee looks after the supervision of physical infrastructure (buildings, water supply and power supply). It is headed by a maintenance in-charge who supervises the regular upkeep of the campus.**

- **Electrical maintenance is out-sourced.**

- **The maintenance of water purifiers, computers and lab equipments is done through 'Annual Maintenance Contract' (AMC).**

- **Plumbing and security services are done on contractual basis through various agencies.**

- **Full time sweepers are appointed for cleaning and maintenance.**

- **The calibration of equipments such as generators is done by external maintenance staff as and when required under the supervision of maintenance in-charge.**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sdm.ac.in/files/docs/aqar2020-2021/criteria4/4.4/4.4.2/Policy-Puchase%20and%20Maintenance.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

294

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

09

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

File Description	Documents
Link to institutional website	https://sdm.ac.in/files/docs/aqar2020-2021/criteria5/5.1/5.1.3/Capacity%20Building%20Programmes%20and%20Skill%20Enhancement%20Activities.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

390

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

390

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

19

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

83

File Description	Documents
Upload supporting data for student/alumni	[View File](#)
Any additional information	**No File Uploaded**
Details of student progression to higher education	[View File](#)

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

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

103

File Description	Documents
Upload supporting data for the same	[View File](#)
Any additional information	[View File](#)

5.3 - Student Participation and Activities

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

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

NIL

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

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

The institution has participative students' representation and engagement in various administrative, co-curricular and extracurricular activities. Students are represented in almost all the committees and various associations of the institution. The institution follows participative approach to involve the students in decision making process while preparing plan of action for various associations in student council.

Student council is headed by the President, Secretary and Joint Secretary. For each of the associations there are two student coordinators from the final year and from each class, there are representatives. Hence, more than 30% of the entire student community is directly involved in the student council ensuring active involvement and engagement in various administrative, co-curricular and extracurricular activities

All the associations plan out activities to sharpen variety of skills. 20 associations which are headed by the faculties and it is mandatory for each students to become a member of at least one association. A description of these activities is presented to the freshers by the association heads at the time of orientation.

Editorial board has student representation which enables the board to seek the co-operation and support of all the students in the compilation of college quarterly magazine and annual magazine.

File Description	Documents
Paste link for additional information	https://sdm.ac.in/files/docs/aqar2020-2021/criteria5/5.3/5.3.2/5.3.2%20Students%20Representation%20and%20Engagement%202020-21.pdf
Upload any additional information	View File

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

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

86

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

5.4 - Alumni Engagement

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

The institution has an Alumni Association. The illustrious alumni of the institutions, who are spread across the world, make it a point to visit the institution whenever they come to home town. Alumni who occupy key positions are invited to share their experiences and to give motivational talks to the students. They are invited as guests of honour for important functions like Student Council inaugural, inauguration of various associations, for management and IT Fests like Genesis, Synergy and Sygma, college day celebration, etc. Views and suggestions of alumni are taken during the syllabus revision. Their contacts are also used for institutional benefit. Several Alumni have participated and shared their thoughts, expertise and experience to support the current students to undergo good internships during graduation. Alumni network plays an important role to help the present student to get placement. Social networking tools are also used to keep active contact with the alumni. Alumni association maintains a notice board called 'Our Alumni Our Pride' where profiles of illustrious alumni are displayed to inspire the present students.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision and mission of theCollege is reflected in the governance and governance at all levels ensure that vision and mision is incorporated in various policies.

Vision - To create an urge for lifelong learning, foster the development of competent enterprising skills and to mould the students to be morally upright responsible citizen who can lead and motivate.

Mission

- **Empowering students to face the challenges of the real life**
- **Inculcating leadership qualities**
- **Developing entrepreneurial spirit**
- **Facilitating skill enhancement**
- **Creating social consciousness and responsibility**
- **Promoting inclusive development**
- **Creating an urge for lifelong learning**
- **Building youth for national development**
- **Collaborating the efforts of all stakeholders to promote excellence in every fields**

Various governing and administrative bodies like governing council, IQAC, Student council, examination committee, timetable committee, admission committee, purchase committee designs and implements policies and programmes to attain the vision and mission.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

The Institute promotes a culture of participative management to ensure the contribution of all. To ensure this, general staff meetings are conducted in the beginning of the academic year while planning activities for the year. Thus all are involved in planning, decision-making and implementation through a transparent approach.

The day to day administration and academic functions are decentralized. All Deans look after the functions of their respective department. Office manager supervises the administrative office. An activity which specifically needs the administrative approval of the principal is clearly defined.

The Deans are given sufficient liberty and authority to make and implement decisions for the betterment of departmental performance. The same is communicated to the Principal for approval. The college has formed various committees for carrying out the regular activities.

The Deans enjoys autonomy in the following:

a) Subject allocation and time table finalization

b) Inviting experts for guest lectures

c) Organizing student presentation/seminars

d) Organizing extension activities of the department.

e) Introducing various teaching methodologies

Administrative work is decentralized by assigning various responsibilities such as admission, examination, student service, etc. to different administrative staff to ensure smooth functioning of the institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

At the beginning of the academic year, various departments chalk out the strategic plan of events and activities which will support the growth and development in these key areas and at the end of the year, a review is taken about implementation and the outcomes of the perspective plans.

One such broad area in which the Institutional Perspective and Strategic Plan has been successfully implemented is that of online Teaching, Learning, and Evaluation process during pandemic. Following initiatives were deployed to achieve the same:

- Faculty Development Programmes on online teaching, evaluation process and record maintenance by IQAC.
- Introduction of online Certificate Courses by all the departments.
- Organizing webinars by various departments on relevant topics during pandemic.
- MOUs signed with Industrial sectors for training and development.
- Emphasis on using the ICT tools for effective teaching and learning.
- Conducting skill enhancement activities by various associations.
- Online guest lectures by experts in various sectors of the corporate were organized in order to keep students updated even during pandemic.
- Online student faculty programmes by advanced learners were conducted.
- Online submission of assignments, group discussions, paper presentations, quiz and internal test were conducted for student evaluation.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://sdm.ac.in/files/docs/aqar2020-2021/criteria6/6.2.1/Perspective%20Plan%20and%20Deployment.pdf
Upload any additional information	No File Uploaded

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

Institution is headed by the great visionary Padmavibhushan Dr. D. Veerendra Heggade, Dharmadhikari of Shri Kshethra Dharmasthala. This society has two Vice Presidents, Sri D. Surendra Kumar and Prof. Prabhakar, two secretaries Sri D. Harshendra Kumar and Dr.B.Yashovarma who are the guiding for all the educational institutions.

The management council crafts policies and takes decisions.

Institution is headed by Principal, who is responsible for articulating the mission for attainment of the management's vision.

The governing council body at the level of the institute which guides the institution in strategic planning. Annual governing council meetings are held, wherein major strategic initiatives for attainment of the institute mission are identified, discussed and decided upon. The proposed plan for the academic year is forwarded to the management for approval.The approved plan is implemented through IQAC by taking necessary actions.

The administrative functions of the institution are performed smoothly with the collective efforts of all administrative staff under the guidance of the Principal. All administrative procedures have been defined and each person responsible has been given a time-frame for task completion. Management developed in house software –EERPMS is used to improve transparency in operation and led us to reducing usage of paper.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	https://sdm.ac.in/files/docs/aqar2020-2021/criteria6/6.2.2/SDMCBM%20Organogram.pdf
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination   **A. All of the above**

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

6.3 - Faculty Empowerment Strategies

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

Staff members are encouraged to pursue PhD, attend conferences, seminars and workshops in their subjects as well as in their area of interest. The college has various provisions to support and encourage such initiates. The pay scale for staff is periodically revised as per government norms with provision of gratuity and PF. All staffs are given free WIFI facility on the campus and they can access email using institutes domain name. Retired staffs are felicitated on their superannuation day and invitations are sent to retired staff for all the common celebrations and programmes of the college.

- **Group Insurance scheme "Sampoorna Suraksha Yojana" is offered to the employees in which 50% of the premium is paid by the management.**

- **The spouse and parents of staff members can avail benefits towards medical expenses.**
- **Maternity benefit of Rs. 5000 is given by the management.**
- **Staff members can also avail loan facilities from SDM employee's cooperative society on easy installments.**

- **Children of staff are given fee concessions in institutions run by the management.**
- **Other benefits like PF, Gratuity, Leave Encashment, Earned Leave, ESI, Maternity leave and travel grants for attending academic programmes are given.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

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

04

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

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

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

15

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

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

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

28

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	[View File](#)

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

- **Teacher's Self-Appraisal (PBSA)**

Management conducts annual performance appraisal system of teaching faculties. A format for self-evaluation is submitted by all the faculties by the end of the calendar year. The self-evaluation forms are analysed faculty-wise and department-wise, this appraisal is useful for self-improvement

Departments collate the data for appraisal of teaching-learning activities of teachers in the form of departmental reports which are then forwarded to the Principal.

- **Academic audit**

Academic audit has been conducted at the end of every semester to assess the performance of the faculty.

- **Teacher's Evaluation by Students**

Students are given the opportunity to provide their feedback of the teachers. At the end of each semester the feedback forms are made available to student's faculty-in-charge ensures that the students

of the department fill the feedback questionnaire. The questionnaire is structured to elicit responses for parameters like communication skills, subject knowledge, discipline, work-ethics, curriculum to provide effective mentoring and career guidance to students and grade the teacher's ability in creating an interactive, discussion-oriented and democratic classroom.

These forms are then evaluated by Faculty in charge and the Principal of the institution with the help of IQAC who analyses all the reports and gives constructive feedback and corrective measures.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File]()

6.4 - Financial Management and Resource Mobilization

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

The institution has internal and external audit mechanism. Internal audit is done yearly by the internal auditor appointed by management. They submit internal audit report annually and necessary compliance is done accordingly. External Audit/Statutory Audit is also done by government every year.

They submit audit report and audited financial statements to the college authorities. Necessary compliance is done by the college management. The local inspection committee from the university visits annually and checks the accounts. Institution conducts internal and external financial audits on a regular basis. Mechanism for Internal Audit and External Audit is as follows.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File]()

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

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

NIL

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

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

Institute is unaided and fully self-financed private entity which relies on the student fees for mobilization of funds. Additional financial support is received from our management and also from various stakeholders in the form of sponsorships and donations.

Mobilization of Fund- Student fees is the main source of fund for institution. The penalty charged by library to the students for late return and default in the return of books also adds to our income. There is a learning resource center in the institute which is open to outsiders as well as students for nominal charges generating decent amount of income.

Optimal Utilization of Resources- Resources are earmarked for student activities, Guest lectures and function conducting expenses to ensure student welfare. Faculty welfare is ensured by earmarking financial resources for salary and salary hike, dearness allowance and research aid. Purchase of assets, repairs and maintenance, utility expenses,purchase of Library resources, renewal of subscriptions, etc.

Institution is a self-financing institution all efforts are made to ensure that the funds mobilized through students fees are meaningfully and optimally utilized for the maximum benefit of students and staff working for the institution. Additional expenditure like infrastructural modifications have been sponsored by the management.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5 - Internal Quality Assurance System

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

Following are two practices institutionalized as a result of IQAC intiatives.

Online mode of teaching

Pandemic has made it obligatory for the educators to use digital platforms for instruction and evaluation of students to perpetuate their academic interest.This crisis has animated innovation and development inside the education sector for continuity of students' learning. Understanding the requirements IQAC took the initiative of organizing FDP on various ICT tools to help the faculties to conduct online classes, guest lectures and evaluation of students through google class room. As a result during 2020-21 all the classes were conducted in online mode using google platform. Faculties were also able to organize five webinars and six short-term courses during pandemic. Although we are back to off-line mode of education, still online mode of teaching is used as a blended mode of education.

- **Co-curricular activities through online mode**

- **Oriented students to use online mode for participating in co-curricular activities.**
- **Provided necessary support facilities to improve the academic performance through online**

- **Ample opportunities were provided for students to participate in co-curricular and extra-curricular activities through student faculty, skill-enhancement and student presentation in online mode.**
- **Moulding of students to be morally upright individuals with strong value base.**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

It has been one of the primary concerns of IQAC to adopt practices, which will provide quality education to the students through an effective and meaningful teaching-learning process.

- **Semester wise academic audit. Academic audit is conducted at the end of every semester by a committee constituted by the IQAC to maintain quality in the institution. The committee visits each department and evaluates the performance of the teachers in group and in person. The evaluation is based on the pro forma of self -appraisal submitted by the teachers, the report by the HoDs, feedback from the students etc.**
- **Student feedback is collected wherein they are given the opportunity to express their views on communication skills, subject knowledge, discipline, work-ethics, time management and curriculum of teachers.**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://sdm.ac.in/files/docs/aqar2020-2021/criteria6/6.5.3/Annual%20Report%202021.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institute has a Women's Cell which is fostering gender sensitivity on campus.

- **Women Rights and Gender Sensitization**

A guest lecture was organized on the topic "Women Rigths and Gender Sensitization" for I BBA as a part of Azadi Amrath Mohotsav Celebration, by Adv. Seema Bhaskar ,High Court Bangalore on 4 September 2021. The speaker highlighted on the issues relating to gender inequality, the causes and means to overcome the same. The programme was coordinated by Mrs.Veena D. Kotian.

- **Human Rights Commission**

The Business Law department organised a student faculty programme on the topic 'Human Rights Commision' by Vikyath of II BBA 'A' for I BBA 'B' on 7 September 2021. The objective of the programme was to share the knowledge of advanced learners with the peer group. The programme was coordinated by Ms. Sanjana.

- **Third Gender and Benefits given to them**

A student faculty programme was organized on "Third Gender and benefits given to them" by Dawson of I BCA 'A' on 17 July 2021. The

objective of the activity was to create awareness about Third Gender and transformations. The activity was coordinated by Mrs. Deepashree G. Shenoy

File Description	Documents
Annual gender sensitization action plan	https://www.sdm.ac.in/docs/2022/ActionTakenReport2020-2021IQAC.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://sdm.ac.in/files/docs/aqar2020-2021/criteria7/7.1.1/Restroom-7.1.1.pdf

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	**No File Uploaded**

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

The solid waste of the college is segregated into bio-degradable and non-bio-degradable wastes. Each classroom and department is provided with dustbins; the house keeping staff collect and separate the waste which in turn is collected into containers to be disposed through the corporation waste collection system. Sufficient number of dustbins are placed at specific points in the campus for the effective waste management.

The college has taken a policy decision to stop using plastic cups/plates in its canteen/cafeteria and in official programs. It avoids plastic carry bags and cups for academic and cultural programmes and instead uses cloth/ paper/steel ones. It also encourages the use of biodegradable cups/plates made from

areca/banana leaves.

E-waste, tube lights and other electrical appliances waste are stored in a particular place and disposed once a year through an management specified agency. Examination paper waste and newspapers purchased by the library and various departments are disposed periodically and sent for recycling through agency.

Our attempt at creating a paperless administration has brought in little success by way of waste production.

Waste is regularly collected by placing waste baskets at various places as required.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://sdm.ac.in/files/docs/aqar2020-2021/criteria7/7.1.3/7.1.3.pdf
Any other relevant information	No File Uploaded

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

E. None of the above

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

7.1.5 - Green campus initiatives include

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

C. Any 2 of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles

3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
Any other relevant documents	[View File](#)

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

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

E. None of the above

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

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

C. Any 2 of the above

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

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

Activities conducted during the year

- Expanding Language World for Learners

The Department of English organized International Webinar on "Expanding language world for learners" on 13 th August 2020. Ms. Mary Syrha Goveas, University of Bahrain was the resource person. The session was shared by the guest speakers Ms. Cora Orlando, Freelance English teacher, Italy and Ms. Nivin Mankarios, Greenfield International School, Dubai.

- Tulu Bhaasheda thirl-porlu

The Kannada Department in association with Karnataka Tulu Saahithya Academy organized a National Level Webinar on "Tulu Bhaasheda thirl-porlu" on 6 th August 2020. The resource person was Tuluva Bolli Sri Dayananda G Kathalsaar, President of Karnataka Tulu Saahithya Academy.

- Saraswathi Pooja

On the occasion of Navarathri festival the library department organized Saraswathi pooja on 23 October 2020 and on 12 October 2021 at college library, in order to seek the blessings of Goddess Saraswathi for the betterment of our college, students and all the staffs.

- Sadbhavana Diwas

NSS organized webinar 'Sadbhavana Diwas' on 20 August 2020 through

Google meet platform. Ms. Jenifer Mradula Alva, Assistant Professor, Sri Ramakrishna College was the resource person. The objective of the programme was to educate and create awareness on national integration, peace, love, affection and communal Harmony.

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

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

VALUE EDUCATION PROGRAMMES

- Value Education Programme on "Mind, Body and Soul" was organized by BCA Department for III BCA 'A' students on 24 July 2021.
- Value Education Programme on "Mental Well Being of students in COVID-19 Pandemic" by Mrs. Swapna Shetty, Associate Professor, Dept of Social Work, Dr M V Shetty Institute of Professional Science and Management, Mangalore was organized .
- A value education programme by Mrs. Kusuma, Cluster Resource Person Padupanambur cluster Mangalore North was organised for I BCA 'A' on 27 July 2021.
- Youth Red Cross in association with DistrictHealth Department organized avaccinationdrive for SDM college staff and students on 2 July 2021. A total of 700 staff and students were benifitted from the programme.
- The NSS volunteers participated in Vaccine Festival on 14 April 2021 with the aim of preventing Covid-19 disease. Volunteers visited nearby houses to create awareness about Covid Vaccine and convinced people aged above 45 years to take the vaccine.
- NSS celebrated Swachhata Pakhwada from 1 August to 15 August, 2021. NSS Volunteers cleaned their surroundings and clicked photos of backyard/Garden/House before and after the Cleanliness Task.
- The NSS unit celebrated Azadi ka Amrit Mahotsav by singing the National Anthem.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**No File Uploaded**
Any other relevant information	[View File]()

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

D. Any 1 of the above

File Description	Documents
Code of ethics policy document	**No File Uploaded**
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	[View File]()

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

- **Teacher's day programme was organized on 5 th September 2020. Yogarathna Gopalakrishna Delampady (Rtd. Sr Health Inspector) felicitated at his residence. On this occasion, student council organized a webinar on "Role of teachers in inspiring the students" by Yogarathna Gopalakrishna Delampady through Google meet.**
- **International "Yoga-day"workshop:The NSS unit organized a one day online workshop on "Health and Yoga" for NSS volunteers on the occasion of International Yoga Day celebration on 18 th June 2020& 21st June 2021.Mr. Yogarathna Shree Gopalakrishna Delampadywas the resource person.**
- **Sadbhavana Diwas:NSS Unit organized a one day webinar**

'Sadbhavana Diwas' on 20 August of 2020 & 2021 respectively.

- Soil Erosion Day:The literary association organised an extension activity in connection with Soil Erosion Day from 5 December 2020 to 5 January 2021.
- Independence Day Celebration:On the occasion of 75 th Independence Day the College celebrated the Amritha Mahothsav with a difference on 15th August 2021.
- The NSS association organised session on account of Azadi ka Amrit Mahotsav for our students in association with MCF, Mangalore, Adventz and The Hindu group on 5 October 2021.

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

7.2 - Best Practices

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

1.1 TITLE: ON-LINE TEACHING

During pandemic as we were not able to conduct physical classes, the whole academic year was conducted through online mode. A series of faculty development programmes were conducted to enrich teacher's skills for conducting classes, examination and evaluation.

1.2. Objectives of the practice:

- To complete syllabus.
- To reach out to the students effectively.
- To manage the crisis efficiently.

1.3. The Context:

Students should not be deprived of the opportunities to acquire knowledge and complete their academics, which is their right, just because of unpredictable situation caused by the pandemic.

1.4. The Practice:

- Series of FDP were organized to enrich faculties to cope up with the unfamiliarity of online teaching
- Installation of high speed wi-fi network in the institution
- Faculties and students were provided with emails to login for classes generated through college domain.
- Students were given orientation regarding online classes
- Classes were conducted on a regular basis on an average for three hour per day, in order to reduce burden on students.
- Regular feedback were collected from students on teaching, learning and evaluation process.
- Constructive feedback were taken into consideration for improvement.

1.5. Evidence of Success:

- Classes were conducted for three semestersthrough online mode
- Positive feedbacks were received from students
- Internal assessment test and student evaluations were also conducted successfully
- Skill enhancement activities which is a need of the hour was also conducted through online mode
- Though offline classes have been started in the new academic year, practice of online teaching mode is been continued in a blended form.

1.6. Problems Encountered and Resources required:

Problems Encountered

- Unfamiliarity of the digital tools used specially for online teaching
- Time constraint.
- Network issues faced by students and faculties in the rural area
- Face to face interaction for queries were unavailable in some cases.
- Faculties and Students were physically and mentally stressed in the initial stages of online classes.
- Problems of handling absenteeism
- Issues with handling slow learners
- Unable to track the student's attentiveness in the class.

Resources required

- Funds
- High speed wi-fi
- Motivating students
- ICT tools
- Learning material.

2.1 TITLE: SKILL ENHANCEMENT ACTIVITIES THROUGH ONLINE MODES:

The vision and mission of the institution stresses on developing the competencies of people to meet the challenges of business and industry and to empower them with requisite skills to be globally acceptable business leaders. Hence enhancing the skills of the students is given the highest priority.

2.2. Objectives of the practice:

- To enable the student to identify their core competencies.
- To bridge the gap between theory and practice.
- To develop the requisite skills in different functional areas.
- To promote experimental learning.
- To enhance employability.
- To provide a platform to bring out the hidden talents.
- To be more focused.
- To polish and sharpen the existing skills.
- To explore oneself and build on the strength.
- To get acquainted with novel skills required in the dynamic world.
- To promote integrative thinking.
- To incorporate inter-disciplinary approach.

2.3. The Context:

The remarkable shifts in the job market have brought pressure and responsibility on to the shoulders of educational institutions. Skill enhancement has thus become an inevitable part of any teaching programme. It is the skills that make the students employable, besides the acquisition of the degree. Students should have multiple skills to gain success in the job market. In spite of all the efforts, practical component is missing in the curriculum. The only means through which practical oriented learning can be promoted is through these skill enhancement activities. The need for a shift from class room based instruction to experimental learning system is achieved through focus on skill enhancement activities. Integrative thinking which is required in the practical world can be achieved through skill enhancement activities. In real life, problems rarely impact one discipline to the exclusion of others. HR problems need

finance support; operations issues have HR angle; marketing solution depends on production capabilities and so on. Thus thinking in silos can be avoided and more meaningful solutions can be arrived by incorporating skill enhancement activities. Inter-disciplinary approach can be promoted through these activities.

2.4. The Practice:

In order to develop and enhance skills in different areas, various departments have formed their own associations with the specific objectives of organizing wide range of activities through which relevant skills can be developed. These activities are organized after the regular class hours. Faculties, who judge the competitive activities, gave useful suggestions to the students for improving their skills. This year skill enhancement activities were conducted through online mode by various departments through online mode.

2.5. Evidence of Success:

The positive outcome of this practice is felt very much. The practical experience which the students have gained has made them more confident. Observation reveals that students who gained from these activities are doing well in their career. They attribute their success to the training gained in the college. Spillover effect of the programmes is also felt very much. Success stories of the students empowered through skill enhancement has motivated others students to join the band.

2.6. Problems Encountered and Resources required:

Enhancing skill is no doubt inevitable but there are several constraints and limitations as mentioned below:

- Inability to involve all the students in the exercise of skill enhancement due to pandemic
- Difficulties in designing the skill enhancement activities.
- Non availability of competent professionals to judge the competitive events
- Difficulties of creating artificial environment for simulation activities.
- Subjective evaluation as skills can be measured only qualitatively.
- Time and resource constraints.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

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

Promotion of entrepreneurship and leaders is one distinctive area of priority.

Shri Dharmasthala Manjunatheshwara College of Business Management, was established in 1978 under the aegis of Sri Kshetra Dharmasthala by Dr D. Veerendra Heggade, to develop the youth to be self reliant through entrepreneurship.The college has developed the reputation as pioneer in the field of management education and has attracted students who aspire to be entrepreneurs and corporate business leaders. The vision and mission aim at developing competencies of the students to meet the challenges of business, industry and service sector and also spread Indian ethos and spirituality to survive and succeed in business. To achieve this, the institution offers professional education in management . University curriculum is followed by the college additionally with 12 short term courses. The learning objectives are met by a healthy blend of curricular and cocurricular activities. Industry-institution interaction is promoted to bridge the gap between theory and practice and provide hands-on experience. Programs are organized in association with professional organisations, research bodies and industries to maintain better rapport.Student centric teaching methods focusing on creativity and participation is conducted to instil entrepreneurial outlook among students. EDP cell grooms and mentors the students to start their own ventures and inspires entrepreneurial skills among students. Evidance of success is seen in many aluminies taking up entrepreneurship and leadership positions in the corporate word.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

In the beginning of every semester, a meeting is held by each department for subject allotment and preparation of time table based on the guidelines of the affiliating university. A departmental plan of action is prepared for the effective implementation of the curriculum. The action plan consists of the following:

• Maintenance of work dairy and review of the same by the HODs and Principal.

• Assignments

• Presentations by students

• Internal tests and viva-voce

• Case studies

• Student centric learning activities (quiz, role play etc.)

• Mini projects

• Field visits

• Subject related guest lecturers

• Extra classes and face-to-face assistance for slow learners

• Skill enhancement activities

• Student faculty programmes

• Extension and outreach activities

. Short term courses

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

Academic calendar regarding conduct of examination is prepared in advance based on the following guidelines:

· Display of test time table - one month in advance.

· Intimation of evaluation schedule examination pattern, evaluation process and grading system in advance.

· Announcement of the result within one week of the test.

. Computerisation of internal marks and sending them to the parents through SMS.

Academic calendar regarding conduct of examination is prepared in advance based on the following guidelines:

- **Display of test time table - one month in advance.**
- **Intimation of evaluation schedule examination pattern, evaluation process and grading system in advance.**
- **Announcement of the result within one week of the test.**
- **Computerisation of internal marks and sending them to the parents through SMS.**

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.	A. All of the above

Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

4

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

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

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

06

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

530

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

469

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

1.3 - Curriculum Enrichment

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

- **Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.**

Our affiliating university offers two compulsory papers in the first year namely: · Indian constitution · Human Rights, Gender Equity and Environmental Studies. Besides, the value education classes have also given sufficient exposure to the students in these relevant areas. The theoretical knowledge thus gained has motivated the students to plan out more programmes in each of these areas. Issues related to gender, environment and human rights are given as themes for the mega event interclass variety entertainment programme which is held every year on the Independence Day. Following are the few examples of the activities which show the effort made by the institution to integrate cross cutting issues in the curriculum.

- **Gender**

The institution has a Women's Cell – SURAKSHA that creates awareness about various issues related to gender. The cell organizes awareness programmes such as women's health and

happiness, resilience of women, overcoming hardships and discrimination.

- Climate Change and Environmental Education

Environmental science classes help to sensitize the students to environmental issues such as global warming and the protection and preservation of the environment.

These issues are also dealt with in the form of debates, collages and other forms of presentation. Many burning issues on environment such as global warming, deforestation, destruction of natural resources etc. are highlighted in English classes as a part of the curriculum. The theme for the inter class 'Variety competitions' are nurture the nature, GO Green etc.

- Human Rights

The Indian constitution, which is part of the curriculum, also sensitizes students about their constitutional rights. Experts and professionals like doctors, advocates, officers and officials from the police department are invited to guide the students. Persons from NGO's (Non Govt. Organization) are called to enlighten the students on social responsibility and duties such as blood donation, anti-dowry issues and traffic rules.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

03

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<u>View File</u>

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

410

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<u>View File</u>

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://sdm.ac.in/files/docs/aqar2020-2021/criteria1/1.4/FEEDBACK%20ON%20INSTITUTIONAL%20PERFORMANCE%202020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

492

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

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

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

425

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

The admission process is done on merit basis. Since the students admitted are heterogeneous in terms of learning levels, the college has evolved a systematic mechanism to implement effective and efficient teaching-learning strategies on the basis of learning levels of students.

The assessment of learning levels of admitted students or identification of advanced learners and slow learners is primarily done through

Student profile to know about their performance in Semester Exams

Assessment of the students in the light of their response, articulation of ideas, and engagement in learning.

An analysis of the performance in internal assessment

Voluntary approach by students

Few important Programmes for Advanced Learners are- Encouragement to undertake institution sponsored projects, prepare seminar papers and participate in debates, quiz, fests, organize interclass competitions and conduct inter-collegiate fests, Privilege of heading various association,Student faculties software development, guidance to register in various online courses.

For Slow learners' remedial classes are arranged to take special lessons to bridge the knowledge gaps of students with lesser exposure to advanced studies.They are motivated to engage in various associations to increase their involvement in the academic activities of the department. Faculty prepare,distribute learning materials that suits the requirements of slow learners.

File Description	Documents
Link for additional Information	https://sdm.ac.in/files/docs/aqar2020-2021/criteria2/2.2.1/2.2.1%20.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
1434	37

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The institution has provided a learning environment that keeps the students at the centre of learning. As the motto of the institution is "Learning for life", following curricular, co-curricular and extracurricular activities are organized to transform the students into life-long learners and innovators.The following innovative teaching methods have been used by the faculty members in addition to the conventional lecture method.

The interactive methodologies and strategies like Role play, Group discussion, Case study, Research-oriented assignments, Field work. student faculty, brainstorming, collaborative and interactive learning, Book reviews stimulate creative thinking. Student Presentations, Factory visit

ICT enabled teaching/learning.

• Interacting with entrepreneurs and eminent scholars to acquire new perspectives.

• Designing cover page of college magazine and college calendar.

• Participation in University youth festivals and other competitions.

- Hosting of street plays and mimes on relevant contemporary issues.

- Creating awareness about social issues.

- Developing report writing skills.

- Organizing innovative programmes.

- Involving students in community work.

- Providing ample opportunities to showcase talents.

- Street plays based on relevant contemporary issues

. Creative assignments and seminars

- Discussion of current issues, debate and quiz

- Deputation of Students to various programmes

- Organizing management fests

- Extension activities

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://sdm.ac.in/files/docs/aqar2020-2021/criteria2/2.3.1/2.3.1%20.pdf

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

During the pandemic as online teaching was the only option, all the teachers were empowered to use various ICT enabled tools. Google Classroom was used to conduct regular classes. Student assignments , students presentations, quiz and other enriching activities were held through online mode. OBS studio , WebeX , Zoom and other such online platforms were used to prepare for the classes as well as organise webinars on emerging issues.

File Description	Documents
Upload any additional information	[View File]()
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://sdm.ac.in/files/docs/aqar2020-2021/criteria2/2.3.2/2.3.2.pdf

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

2.3.3.1 - Number of mentors

37

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File]()
Circulars pertaining to assigning mentors to mentees	[View File]()
mentor/mentee ratio	[View File]()

2.4 - Teacher Profile and Quality

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

37

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File]()
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

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

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

03

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

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

2.4.3.1 - Total experience of full-time teachers

37

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The institution strictly adheres with the system mandated by Mangalore university for the Continuous Internal Evaluation and the End Semester Examination. IQAC in consultation with the Examination Committee decides the tentative dates of Internal test. The time table is displayed in the notice board. Evaluation procedure is as follows

- **Intimation of evaluation schedule in advance.**
- **Information regarding examination pattern, evaluation process and grading system.**
- **Announcement of Evaluation criteria.**
- **Orientation to evaluation procedure.**

Academic progress of the students is assessed on the basis of regular test papers, seminars, assignments, and viva voce.

- **Formative evaluation is done based on assignments, internal tests (two per Semester), viva-voce (at the end of the semester), seminars, project work/dissertation.**
- **Examples for formative evaluation which has a positive impact are:**

Viva-voce is an innovative technique used to improve communicative skill and enhance confidence among the students. One-to-one interaction also enables faculties to give feedbacks and suggestions to the students for their improvement.

- **Assignments to get in-depth knowledge on emerging issues and developments in various fields.**
- **Seminars and presentations to boost their self-confidence.**
- **Practical tests to get hands-on experience.**

Retest examinations are conducted for students who have notattended the internal examination due to unavoidable reasons

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://sdm.ac.in/files/docs/aqar2020-2021/criteria2/2.5.1/2.5.1%20.pdf

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

Internal assessment marks are displayed on the notice board and students can seek clarification from the teacher concerned before endorsing by way of signing. The faculty addresses genuine grievances of the students related to the marks obtained in the internal examination.

In the university examination students can apply for revaluation, retotaling and personal seeing of the answer books as per the procedure of the University.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution.

Every programme specifies the learning outcome in terms of theoretical and practical knowledge expected from the students who complete the programme. Besides this, the learning outcome of each course is mentioned in the syllabus and then lecture plan maintained by the concerned course teacher. Awareness about the learning outcomes is given through various platforms in the beginning of the academic year. In the orientation programme, students are made aware of the learning outcome expected from them at different stages. Faculties constantly remind the students about expectations that the institution has, not only in terms of academic performance but also in terms of skills to be possessed and values to be inculcated to uphold the tradition of the institution.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://sdm.ac.in/files/docs/aqar2020-2021/criteria2/2.6.1%20PO%20%26%20CO/2.6.1Programme%20Specific%20Outcome%20%26%20Course%20outcome.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

Course Outcomes in each of the courses is evaluated based on the scores attained by the students on their internal and external evaluation on evaluation proportions prescribed by the university. In the internal evaluation questions are framed keeping in mind the various course Outcomes

Programme Specific outcomes - Each concerned department device various skill enhancement activities to evaluate the Programme Specific Outcomes. Though it is subjective assessment it gives an insight into the extent to which Programme Specific outcomes has been attained.

Programme Outcomes - Graduate Attributes of the Institutions are specified and students are made aware of this and are encouraged to cultivate them by taking part in all the curricular and co-curricular activities. The outcome of the attainment is subjectively evaluated based on their successful participation in there activities.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

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

458

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	**No File Uploaded**
Paste link for the annual report	https://sdm.ac.in/files/docs/aqar2020-2021/criteria6/6.5.3/Annual%20Report%202021.pdf

2.7 - Student Satisfaction Survey

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

https://sdm.ac.in/files/docs/aqar2020-2021/criteria2/2.7.1/2.7.1.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

NIL

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

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

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

NIL

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

09

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

NIL

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

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

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

NIL

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	**No File Uploaded**

3.3 - Extension Activities

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

The institution engages itself in the community activities through:

- Organizing health awareness camps, blood donation camps, street plays, AIDS awareness programme, marching for cause, annual camps at villages, Swacch Bharath Mission, visit to old age homes and orphanages.

- Organizing extension activities such as leadership training programmes, quiz, drawing competition, art and craft training, sports meets to the school children and residents of old age homes and orphanages.

The students are enrolled for NSS, Youth Red Cross, Rovers and Rangers, Consumer club, and Women's Cell through which they take part in various activities. The services of those students who take active participation in all the social activities conducted by the above association will be recognized and awarded through which other students get motivated to involve in such activities. Accountability is ensured by all the associations and faculty in-charges actively monitor the activities.

File Description	Documents
Paste link for additional information	https://sdm.ac.in/files/docs/aqar2020-2021/criteria2/3.3.1/3.3.1b.pdf
Upload any additional information	View File

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

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

NIL

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

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS

awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

`08`

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

`336`

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

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

`NIL`

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

03

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Management takes the decision of providing infrastructure according to the requirements. In keeping with the academic growth, necessary infrastructure provided is used optimally. Hence, it always strives to maintain a pace in infrastructural development that facilitates effective teaching and learning. Any affordable facility that helps in enhancing the efficiency of teaching and learning is always available. College premises are optimally used between 9AM to 4.30PM for conducting classes and other co-curricular and extracurricular activities. Air conditioned Laboratories are used for conducting practical examinations and online examinations. Computerized library, with a sufficient number of books, journals, magazines and

international journals, is kept open from 8.00AM. to 5.30PM. College Conference hall is used for organizing conferences, seminars, guest lectures and workshops. College auditorium is used for Management fests, cultural activities meetings and outreach programs. Class rooms are used for skill enhancement activities after the class hours.

File Description	Documents
Upload any additional information	[View File](View%20File)
Paste link for additional information	https://sdm.ac.in/files/docs/aqar2020-2021/criteria4/4.1/4.1.1/Room%20Details.pdf

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

The institution gives utmost importance to the overall development of the students and organizes various sports, games, and cultural activities on campus, and off campus regularly and has adequate facilities for sports, games and cultural activities.

Intra-college and inter-class sports, games, cultural competitions and skill enhancement activities are organized regularly for students.

Indoor games are organized in the classrooms, college auditorium and basement,

Independence day is celebrated in the Institute by unfurling the national flag and an impressive march past by all the students on the beats of the students' band in the college ground. Cultural activities are organized in the college auditorium, conference hall and in the class rooms. Yoga training programmes are organized in the college auditorium. All skill enhancement activities from various associations are organized in the classrooms, conference hall and in the college auditorium.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sdm.ac.in/files/docs/aqar2020-2021/criteria4/4.1/4.1.2/4.1.2%20Adequate%20facilities.pdf

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

22

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

22

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sdm.ac.in/files/docs/aqar2020-2021/criteria4/4.1/4.1.3/Classroom%20ICT%204.1.3.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

294481.00

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template)	[View File](#)

4.2 - Library as a Learning Resource

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

- **Name of ILMS software: EEPRMS**

- **Nature of automation (fully or partially): Fully**

- **Version: EERPV3.0**

- **Year of Automation: 2012**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://sdm.ac.in/files/docs/aqar2020-2021/criteria4/4.2/4.2.1/Library%20Automation%204.2.1.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

0.39

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

43

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

Computer Lab:

The computer lab consists of 137 Dell computers with Windows 10 OS and MS Office 16/19 and Internet connectivity, 2 laser printers and 1 Canon printer with Xerox and scanner. All the

required software as per the curriculum are installed and updated as and when required and the maintenance of the computers is done by the technicians as and when required. The software's like C, C++, Java, MySQL, Python, Oracle 11, Visual Studio, and Tally are installed in computer labs.

The college library has 8 computers and learning resource center has 9 computers. The library uses DSpace software. All classrooms and Computer Labs are enabled with ICT facilities like LCD projectors. In addition, the conference hall is equipped with LCD projector, mike, speakers and internet connection. The whole campus of the college has Wi-Fi facility with a speed of 150 mbps. The college office has 12 computers and 3 laser printers and 1 Canon printer with Xerox and scanner.. All computers of the lab, library, learning resource center and office are connected through LAN.

The college has 2 multipurpose photocopy machines. There are 18 CCTV cameras installed in the entire campus area of the college to provide additional safety security to the students and the staff, for the prevention of untoward incidents in the campus. All the departments have computers with Internet facility via Wi-Fi.

Institute has upgraded the 37 Mbps Internet connectivity to 150 Mbps with the Internet Service Provider (ISP) Yours Network connectivity.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://sdm.ac.in/files/docs/aqar2020-2021/criteria4/4.3/4.3.1/WiFi%20Bills.pdf

4.3.2 - Number of Computers

137

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

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

4.4 - Maintenance of Campus Infrastructure

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

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

Physical - 294481.00, Academic - 2605252.00

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

- **Maintenance committee looks after the supervision of physical infrastructure (buildings, water supply and power supply). It is headed by a maintenance in-charge who supervises the regular upkeep of the campus.**

- **Electrical maintenance is out-sourced.**

- **The maintenance of water purifiers, computers and lab equipments is done through 'Annual Maintenance Contract' (AMC).**

- **Plumbing and security services are done on contractual basis through various agencies.**

- **Full time sweepers are appointed for cleaning and maintenance.**

- **The calibration of equipments such as generators is done by external maintenance staff as and when required under the supervision of maintenance in-charge.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	[https://sdm.ac.in/files/docs/aqar2020-2021/criteria4/4.4/4.4.2/Policy-Puchase%20and%20Maintenance.pdf](#)

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

294

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

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

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

09

File Description	Documents
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	[View File](#)

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

File Description	Documents
Link to institutional website	https://sdm.ac.in/files/docs/aqar2020-2021/criteria5/5.1/5.1.3/Capacity%20Building%20Programmes%20and%20Skill%20Enhancement%20Activities.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

390

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

390

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

19

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

83

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

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

government examinations) during the year

103

File Description	Documents
Upload supporting data for the same	[View File](#)
Any additional information	[View File](#)

5.3 - Student Participation and Activities

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

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

NIL

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

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

The institution has participative students' representation and engagement in various administrative, co-curricular and extracurricular activities. Students are represented in almost all the committees and various associations of the institution. The institution follows participative approach to involve the students in decision making process while preparing plan of action for various associations in student council.

Student council is headed by the President, Secretary and Joint Secretary. For each of the associations there are two student

coordinators from the final year and from each class, there are representatives. Hence, more than 30% of the entire student community is directly involved in the student council ensuring active involvement and engagement in various administrative, co-curricular and extracurricular activities

All the associations plan out activities to sharpen variety of skills. 20 associations which are headed by the faculties and it is mandatory for each students to become a member of at least one association. A description of these activities is presented to the freshers by the association heads at the time of orientation.

Editorial board has student representation which enables the board to seek the co-operation and support of all the students in the compilation of college quarterly magazine and annual magazine.

File Description	Documents
Paste link for additional information	https://sdm.ac.in/files/docs/aqar2020-2021/criteria5/5.3/5.3.2/5.3.2%20Students%20Representation%20and%20Engagement%202020-21.pdf
Upload any additional information	View File

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

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

86

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

5.4 - Alumni Engagement

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

The institution has an Alumni Association. The illustrious alumni of the institutions, who are spread across the world, make it a point to visit the institution whenever they come to home town. Alumni who occupy key positions are invited to share their experiences and to give motivational talks to the students. They are invited as guests of honour for important functions like Student Council inaugural, inauguration of various associations, for management and IT Fests like Genesis, Synergy and Sygma, college day celebration, etc. Views and suggestions of alumni are taken during the syllabus revision. Their contacts are also used for institutional benefit. Several Alumni have participated and shared their thoughts, expertise and experience to support the current students to undergo good internships during graduation. Alumni network plays an important role to help the present student to get placement. Social networking tools are also used to keep active contact with the alumni. Alumni association maintains a notice board called 'Our Alumni Our Pride' where profiles of illustrious alumni are displayed to inspire the present students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision and mission of theCollege is reflected in the governance

and governance at all levels ensure that vision and mision is incorporated in various policies.

Vision - To create an urge for lifelong learning, foster the development of competent enterprising skills and to mould the students to be morally upright responsible citizen who can lead and motivate.

Mission

- Empowering students to face the challenges of the real life
- Inculcating leadership qualities
- Developing entrepreneurial spirit
- Facilitating skill enhancement
- Creating social consciousness and responsibility
- Promoting inclusive development
- Creating an urge for lifelong learning
- Building youth for national development
- Collaborating the efforts of all stakeholders to promote excellence in every fields

Various governing and administrative bodies like governing council, IQAC, Student council, examination committee, timetable committee, admission committee, purchase committee designs and implements policies and programmes to attain the vision and mission.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The Institute promotes a culture of participative management to ensure the contribution of all. To ensure this, general staff meetings are conducted in the beginning of the academic year while planning activities for the year. Thus all are involved in planning, decision-making and implementation through a transparent approach.

The day to day administration and academic functions are decentralized. All Deans look after the functions of their respective department. Office manager supervises the administrative office. An activity which specifically needs the administrative approval of the principal is clearly defined.

The Deans are given sufficient liberty and authority to make and implement decisions for the betterment of departmental performance. The same is communicated to the Principal for approval. The college has formed various committees for carrying out the regular activities.

The Deans enjoys autonomy in the following:

a) Subject allocation and time table finalization

b) Inviting experts for guest lectures

c) Organizing student presentation/seminars

d) Organizing extension activities of the department.

e) Introducing various teaching methodologies

Administrative work is decentralized by assigning various responsibilities such as admission, examination, student service, etc. to different administrative staff to ensure smooth functioning of the institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

At the beginning of the academic year, various departments chalk out the strategic plan of events and activities which will support the growth and development in these key areas and at the end of the year, a review is taken about implementation and the outcomes of the perspective plans.

One such broad area in which the Institutional Perspective and

Strategic Plan has been successfully implemented is that of online Teaching, Learning, and Evaluation process during pandemic. Following initiatives were deployed to achieve the same:

- Faculty Development Programmes on online teaching, evaluation process and record maintenance by IQAC.
- Introduction of online Certificate Courses by all the departments.
- Organizing webinars by various departments on relevant topics during pandemic.
- MOUs signed with Industrial sectors for training and development.
- Emphasis on using the ICT tools for effective teaching and learning.
- Conducting skill enhancement activities by various associations.
- Online guest lectures by experts in various sectors of the corporate were organized in order to keep students updated even during pandemic.
- Online student faculty programmes by advanced learners were conducted.
- Online submission of assignments, group discussions, paper presentations, quiz and internal test were conducted for student evaluation.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://sdm.ac.in/files/docs/aqar2020-2021 /criteria6/6.2.1/Perspective%20Plan%20and% 20Deployment.pdf
Upload any additional information	No File Uploaded

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

Institution is headed by the great visionary Padmavibhushan Dr. D. Veerendra Heggade, Dharmadhikari of Shri Kshethra Dharmasthala. This society has two Vice Presidents, Sri D. Surendra Kumar and Prof. Prabhakar, two secretaries Sri D. Harshendra Kumar and Dr.B.Yashovarma who are the guiding for all the educational institutions.

The management council crafts policies and takes decisions.

Institution is headed by Principal, who is responsible for articulating the mission for attainment of the management's vision.

The governing council body at the level of the institute which guides the institution in strategic planning. Annual governing council meetings are held, wherein major strategic initiatives for attainment of the institute mission are identified, discussed and decided upon. The proposed plan for the academic year is forwarded to the management for approval.The approved plan is implemented through IQAC by taking necessary actions.

The administrative functions of the institution are performed smoothly with the collective efforts of all administrative staff under the guidance of the Principal. All administrative procedures have been defined and each person responsible has been given a time-frame for task completion. Management developed in house software –EERPMS is used to improve transparency in operation and led us to reducing usage of paper.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://sdm.ac.in/files/docs/aqar2020-2021/criteria6/6.2.2/SDMCBM%20Organogram.pdf
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Staff members are encouraged to pursue PhD, attend conferences, seminars and workshops in their subjects as well as in their area of interest. The college has various provisions to support and encourage such initiates. The pay scale for staff is periodically revised as per government norms with provision of gratuity and PF. All staffs are given free WIFI facility on the campus and they can access email using institutes domain name. Retired staffs are felicitated on their superannuation day and invitations are sent to retired staff for all the common celebrations and programmes of the college.

- Group Insurance scheme "Sampoorna Suraksha Yojana" is offered to the employees in which 50% of the premium is paid by the management.

- The spouse and parents of staff members can avail benefits towards medical expenses.
- Maternity benefit of Rs. 5000 is given by the management.
- Staff members can also avail loan facilities from SDM employee's cooperative society on easy installments.

- Children of staff are given fee concessions in institutions run by the management.
- Other benefits like PF, Gratuity, Leave Encashment, Earned Leave, ESI, Maternity leave and travel grants for attending academic programmes are given.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

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

04

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

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

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

15

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

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

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

28

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

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

- **Teacher's Self-Appraisal (PBSA)**

Management conducts annual performance appraisal system of teaching faculties. A format for self-evaluation is submitted by

all the faculties by the end of the calendar year. The self-evaluation forms are analysed faculty-wise and department-wise, this appraisal is useful for self-improvement

Departments collate the data for appraisal of teaching-learning activities of teachers in the form of departmental reports which are then forwarded to the Principal.

- Academic audit

Academic audit has been conducted at the end of every semester to assess the performance of the faculty.

- Teacher's Evaluation by Students

Students are given the opportunity to provide their feedback of the teachers. At the end of each semester the feedback forms are made available to student's faculty-in-charge ensures that the students of the department fill the feedback questionnaire. The questionnaire is structured to elicit responses for parameters like communication skills, subject knowledge, discipline, work-ethics, curriculum to provide effective mentoring and career guidance to students and grade the teacher's ability in creating an interactive, discussion-oriented and democratic classroom.

These forms are then evaluated by Faculty in charge and the Principal of the institution with the help of IQAC who analyses all the reports and gives constructive feedback and corrective measures.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The institution has internal and external audit mechanism. Internal audit is done yearly by the internal auditor appointed by management. They submit internal audit report annually and necessary compliance is done accordingly. External

Audit/Statutory Audit is also done by government every year.

They submit audit report and audited financial statements to the college authorities. Necessary compliance is done by the college management. The local inspection committee from the university visits annually and checks the accounts. Institution conducts internal and external financial audits on a regular basis. Mechanism for Internal Audit and External Audit is as follows.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

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

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

NIL

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

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

Institute is unaided and fully self-financed private entity which relies on the student fees for mobilization of funds. Additional financial support is received from our management and also from various stakeholders in the form of sponsorships and donations.

Mobilization of Fund- Student fees is the main source of fund for institution. The penalty charged by library to the students for late return and default in the return of books also adds to our income. There is a learning resource center in the institute which is open to outsiders as well as students for nominal charges generating decent amount of income.

Optimal Utilization of Resources- Resources are earmarked for student activities, Guest lectures and function conducting expenses to ensure student welfare. Faculty welfare is ensured by earmarking financial resources for salary and salary hike, dearness allowance and research aid. Purchase of assets, repairs and maintenance, utility expenses,purchase of Library resources, renewal of subscriptions, etc.

Institution is a self-financing institution all efforts are made to ensure that the funds mobilized through students fees are meaningfully and optimally utilized for the maximum benefit of students and staff working for the institution. Additional expenditure like infrastructural modifications have been sponsored by the management.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

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

Following are two practices institutionalized as a result of IQAC intiatives.

Online mode of teaching

Pandemic has made it obligatory for the educators to use digital platforms for instruction and evaluation of students to perpetuate their academic interest.This crisis has animated innovation and development inside the education sector for continuity of students' learning. Understanding the requirements IQAC took the initiative of organizing FDP on various ICT tools to help the faculties to conduct online classes, guest lectures and evaluation of students through google class room. As a result during 2020-21 all the classes were conducted in online mode using google platform. Faculties were also able to organize five webinars and six short-term courses during pandemic. Although we are back to off-line mode of education, still online mode of teaching is used as a blended mode of education.

- ○ Co-curricular activities through online mode

- **Oriented students to use online mode for participating in co-curricular activities.**
- **Provided necessary support facilities to improve the academic performance through online**

- **Ample opportunities were provided for students to participate in co-curricular and extra-curricular activities through student faculty, skill-enhancement and student presentation in online mode.**
- **Moulding of students to be morally upright individuals with strong value base.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

It has been one of the primary concerns of IQAC to adopt practices, which will provide quality education to the students through an effective and meaningful teaching-learning process.

- **Semester wise academic audit. Academic audit is conducted at the end of every semester by a committee constituted by the IQAC to maintain quality in the institution. The committee visits each department and evaluates the performance of the teachers in group and in person. The evaluation is based on the pro forma of self -appraisal submitted by the teachers, the report by the HoDs, feedback from the students etc.**
- **Student feedback is collected wherein they are given the opportunity to express their views on communication skills, subject knowledge, discipline, work-ethics, time management and curriculum of teachers.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://sdm.ac.in/files/docs/aqar2020-2021/criteria6/6.5.3/Annual%20Report%202021.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institute has a Women's Cell which is fostering gender sensitivity on campus.

- Women Rights and Gender Sensitization

A guest lecture was organized on the topic "Women Rigths and Gender Sensitization" for I BBA as a part of Azadi Amrath Mohotsav Celebration, by Adv. Seema Bhaskar ,High Court Bangalore on 4 September 2021. The speaker highlighted on the issues relating to gender inequality, the causes and means to overcome the same. The programme was coordinated by Mrs.Veena D. Kotian.

- Human Rights Commission

The Business Law department organised a student faculty programme on the topic 'Human Rights Commision' by Vikyath of II BBA 'A' for I BBA 'B' on 7 September 2021. The objective of the programme was to share the knowledge of advanced learners with the peer group. The programme was coordinated by Ms. Sanjana.

- **Third Gender and Benefits given to them**

A student faculty programme was organized on "Third Gender and benefits given to them" by Dawson of I BCA 'A' on 17 July 2021. The objective of the activity was to create awareness about Third Gender and transformations. The activity was coordinated by Mrs. Deepashree G. Shenoy

File Description	Documents
Annual gender sensitization action plan	https://www.sdm.ac.in/docs/2022/ActionTakenReport2020-2021IQAC.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://sdm.ac.in/files/docs/aqar2020-2021/criteria7/7.1.1/Restroom-7.1.1.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

The solid waste of the college is segregated into bio-degradable and non-bio-degradable wastes. Each classroom and department is

provided with dustbins; the house keeping staff collect and separate the waste which in turn is collected into containers to be disposed through the corporation waste collection system. Sufficient number of dustbins are placed at specific points in the campus for the effective waste management.

The college has taken a policy decision to stop using plastic cups/plates in its canteen/cafeteria and in official programs. It avoids plastic carry bags and cups for academic and cultural programmes and instead uses cloth/ paper/steel ones. It also encourages the use of biodegradable cups/plates made from areca/banana leaves.

E-waste, tube lights and other electrical appliances waste are stored in a particular place and disposed once a year through an management specified agency. Examination paper waste and newspapers purchased by the library and various departments are disposed periodically and sent for recycling through agency.

Our attempt at creating a paperless administration has brought in little success by way of waste production.

Waste is regularly collected by placing waste baskets at various places as required.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://sdm.ac.in/files/docs/aqar2020-2021/criteria7/7.1.3/7.1.3.pdf
Any other relevant information	No File Uploaded

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

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants**	C. Any 2 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment	C. Any 2 of the above

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

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

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

Activities conducted during the year

- **Expanding Language World for Learners**

The Department of English organized International Webinar on "Expanding language world for learners" on 13 th August 2020. Ms. Mary Syrha Goveas, University of Bahrain was the resource person. The session was shared by the guest speakers Ms. Cora Orlando, Freelance English teacher, Italy and Ms. Nivin Mankarios, Greenfield International School, Dubai.

- **Tulu Bhaasheda thirl-porlu**

The Kannada Department in association with Karnataka Tulu Saahithya Academy organized a National Level Webinar on "Tulu Bhaasheda thirl- porlu" on 6 th August 2020. The resource person was Tuluva Bolli Sri Dayananda G Kathalsaar, President of Karnataka Tulu Saahithya Academy.

- **Saraswathi Pooja**

On the occasion of Navarathri festival the library department organized Saraswathi pooja on 23 October 2020 and on 12 October 2021 at college library, in order to seek the blessings of Goddess Saraswathi for the betterment of our college, students and all the staffs.

- **Sadbhavana Diwas**

NSS organized webinar 'Sadbhavana Diwas' on 20 August 2020 through Google meet platform. Ms. Jenifer Mradula Alva, Assistant Professor, Sri Ramakrishna College was the resource person. The objective of the programme was to educate and create awareness on national integration, peace, love, affection and communal Harmony.

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

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

VALUE EDUCATION PROGRAMMES

- Value Education Programme on "Mind, Body and Soul" was organized by BCA Department for III BCA 'A' students on 24 July 2021.
- Value Education Programme on "Mental Well Being of students in COVID-19 Pandemic" by Mrs. Swapna Shetty, Associate Professor, Dept of Social Work, Dr M V Shetty Institute of Professional Science and Management, Mangalore was organized .
- A value education programme by Mrs. Kusuma, Cluster Resource Person Padupanambur cluster Mangalore North was organised for I BCA 'A' on 27 July 2021.
- Youth Red Cross in association with DistrictHealth Department organized avaccinationdrive for SDM college staff and students on 2 July 2021. A total of 700 staff and students were benifitted from the programme.
- The NSS volunteers participated in Vaccine Festival on 14

April 2021 with the aim of preventing Covid-19 disease. Volunteers visited nearby houses to create awareness about Covid Vaccine and convinced people aged above 45 years to take the vaccine.

- NSS celebrated Swachhata Pakhwada from 1 August to 15 August, 2021. NSS Volunteers cleaned their surroundings and clicked photos of backyard/Garden/House before and after the Cleanliness Task.

- The NSS unit celebrated Azadi ka Amrit Mahotsav by singing the National Anthem.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**No File Uploaded**
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	D. Any 1 of the above

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

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

- **Teacher's day programme was organized on 5 th September 2020. Yogarathna Gopalakrishna Delampady (Rtd. Sr Health Inspector) felicitated at his residence. On this occasion, student council organized a webinar on "Role of teachers in inspiring the students" by Yogarathna Gopalakrishna Delampady through Google meet.**
- **International "Yoga-day"workshop:The NSS unit organized a one day online workshop on "Health and Yoga" for NSS volunteers on the occasion of International Yoga Day celebration on 18 th June 2020& 21st June 2021.Mr. Yogarathna Shree Gopalakrishna Delampadywas the resource person.**
- **Sadbhavana Diwas:NSS Unit organized a one day webinar 'Sadbhavana Diwas' on 20 August of 2020 & 2021 respectively.**
- **Soil Erosion Day:The literary association organised an extension activity in connection with Soil Erosion Day from 5 December 2020 to 5 January 2021.**
- **Independence Day Celebration:On the occasion of 75 th Independence Day the College celebrated the Amritha Mahothsav with a difference on 15th August 2021.**
- **The NSS association organised session on account of Azadi ka Amrit Mahotsav for our students in association with MCF, Mangalore, Adventz and The Hindu group on 5 October 2021.**

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

7.2 - Best Practices

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

1.1 TITLE: ON-LINE TEACHING

During pandemic as we were not able to conduct physical classes, the whole academic year was conducted through online mode. A series of faculty development programmes were conducted to enrich teacher's skills for conducting classes, examination and evaluation.

1.2. Objectives of the practice:

- To complete syllabus.
- To reach out to the students effectively.
- To manage the crisis efficiently.

1.3. The Context:

Students should not be deprived of the opportunities to acquire knowledge and complete their academics, which is their right, just because of unpredictable situation caused by the pandemic.

1.4. The Practice:

- Series of FDP were organized to enrich faculties to cope up with the unfamiliarity of online teaching
- Installation of high speed wi-fi network in the institution
- Faculties and students were provided with emails to login for classes generated through college domain.
- Students were given orientation regarding online classes
- Classes were conducted on a regular basis on an average for three hour per day, in order to reduce burden on students.
- Regular feedback were collected from students on teaching, learning and evaluation process.
- Constructive feedback were taken into consideration for improvement.

1.5. Evidence of Success:

- Classes were conducted for three semestersthrough online mode
- Positive feedbacks were received from students
- Internal assessment test and student evaluations were also conducted successfully
- Skill enhancement activities which is a need of the hour was also conducted through online mode
- Though offline classes have been started in the new academic year, practice of online teaching mode is been continued in a blended form.

1.6. Problems Encountered and Resources required:

Problems Encountered

- Unfamiliarity of the digital tools used specially for online teaching
- Time constraint.
- Network issues faced by students and faculties in the rural area
- Face to face interaction for queries were unavailable in some cases.
- Faculties and Students were physically and mentally stressed in the initial stages of online classes.
- Problems of handling absenteeism
- Issues with handling slow learners
- Unable to track the student's attentiveness in the class.

Resources required

- Funds
- High speed wi-fi
- Motivating students
- ICT tools
- Learning material.

2.1 TITLE: SKILL ENHANCEMENT ACTIVITIES THROUGH ONLINE MODES:

The vision and mission of the institution stresses on developing the competencies of people to meet the challenges of business and industry and to empower them with requisite skills to be globally acceptable business leaders. Hence enhancing the skills of the students is given the highest priority.

2.2. Objectives of the practice:

- To enable the student to identify their core competencies.
- To bridge the gap between theory and practice.
- To develop the requisite skills in different functional areas.
- To promote experimental learning.
- To enhance employability.
- To provide a platform to bring out the hidden talents.
- To be more focused.
- To polish and sharpen the existing skills.
- To explore oneself and build on the strength.
- To get acquainted with novel skills required in the dynamic

world.
- To promote integrative thinking.
- To incorporate inter-disciplinary approach.

2.3. The Context:

The remarkable shifts in the job market have brought pressure and responsibility on to the shoulders of educational institutions. Skill enhancement has thus become an inevitable part of any teaching programme. It is the skills that make the students employable, besides the acquisition of the degree. Students should have multiple skills to gain success in the job market. In spite of all the efforts, practical component is missing in the curriculum. The only means through which practical oriented learning can be promoted is through these skill enhancement activities. The need for a shift from class room based instruction to experimental learning system is achieved through focus on skill enhancement activities. Integrative thinking which is required in the practical world can be achieved through skill enhancement activities. In real life, problems rarely impact one discipline to the exclusion of others. HR problems need finance support; operations issues have HR angle; marketing solution depends on production capabilities and so on. Thus thinking in silos can be avoided and more meaningful solutions can be arrived by incorporating skill enhancement activities. Inter-disciplinary approach can be promoted through these activities.

2.4. The Practice:

In order to develop and enhance skills in different areas, various departments have formed their own associations with the specific objectives of organizing wide range of activities through which relevant skills can be developed. These activities are organized after the regular class hours. Faculties, who judge the competitive activities, gave useful suggestions to the students for improving their skills. This year skill enhancement activities were conducted through online mode by various departments through online mode.

2.5. Evidence of Success:

The positive outcome of this practice is felt very much. The practical experience which the students have gained has made them more confident. Observation reveals that students who gained from these activities are doing well in their career. They attribute their success to the training gained in the college. Spillover

effect of the programmes is also felt very much. Success stories of the students empowered through skill enhancement has motivated others students to join the band.

2.6. Problems Encountered and Resources required:

Enhancing skill is no doubt inevitable but there are several constraints and limitations as mentioned below:

- Inability to involve all the students in the exercise of skill enhancement due to pandemic
- Difficulties in designing the skill enhancement activities.
- Non availability of competent professionals to judge the competitive events
- Difficulties of creating artificial environment for simulation activities.
- Subjective evaluation as skills can be measured only qualitatively.
- Time and resource constraints.

File Description	Documents
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Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

Promotion of entrepreneurship and leaders is one distinctive area of priority.

Shri Dharmasthala Manjunatheshwara College of Business Management, was established in 1978 under the aegis of Sri Kshetra Dharmasthala by Dr D. Veerendra Heggade, to develop the youth to be self reliant through entrepreneurship.The college has developed the reputation as pioneer in the field of management education and has attracted students who aspire to be entrepreneurs and corporate business leaders. The vision and mission aim at developing competencies of the students to meet the challenges of business, industry and service sector and also spread Indian ethos and spirituality to survive and succeed in business. To achieve this, the institution offers professional

education in management . University curriculum is followed by the college additionally with 12 short term courses. The learning objectives are met by a healthy blend of curricular and cocurricular activities. Industry-institution interaction is promoted to bridge the gap between theory and practice and provide hands-on experience. Programs are organized in association with professional organisations, research bodies and industries to maintain better rapport.Student centric teaching methods focusing on creativity and participation is conducted to instil entrepreneurial outlook among students. EDP cell grooms and mentors the students to start their own ventures and inspires entrepreneurial skills among students. Evidence of success is seen in many aluminies taking up entrepreneurship and leadership positions in the corporate word.

File Description	Documents
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7.3.2 - Plan of action for the next academic year

- Industry Institute InteractiveProgramme
- Encouragement to MOOC
- Student internship
- Strengthening EDP programme
- Strengthening extension activities
- Motivating faculties to publish research papers in UGC websites
- Motivating faculties to apply for sponsored minor projects
- Encouragement to have more number of functioning MOUs
- Blended teaching and learning
- Placement drives