

To:
The Director
NAAC
P.O.Box.No.1075
Opp: NLSIU
Nagarbhavi
BANGALORE – 560 072.

08/07/2014

Respected Sir

Sub: Submission of Annual Quality Assurance Report (AQAR)
For the year 2013-14 – Reg.

With reference to the subject cited above, here by I am sending the Annual Quality Assurance Report (AQAR) of the Internal Quality Assurance Cell (IQAC) for the year 2013-14 for your kind perusal.

Thanking you,

Yours sincerely,

PRINCIPAL
(Dr.I.S. Malekar)

Annual Quality Assurance Report (AQAR) of the Internal Quality Assurance for the year 2013-14

Part – A

I. Details of the Institution

1.1 Name of the Institution	C.S.I. COLLEGE OF COMMERCE
1.2 Address Line 1	P.B. ROAD, DHARWAD
Address Line 2	Near Jubilee Circle, Dharwad
City/Town	DHARWAD
State	KARNATAKA
Pin Code	580 001
Institution e-mail address	principal@csicc.in
Contact Nos.	0836 – 2747029 0836 - 2780471
Name of the Head of the Institution:	Dr. I.S. Malekar
Tel. No. with STD Code:	0836 - 2747029
Mobile:	9008447249

Name of the IQAC Co-ordinator:

Dr. C.H.Patil

Mobile:

9448789567

IQAC e-mail address:

drchpatil.csi@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879) ID: 13934

1.4 Website address:

www.csicc.ac.in

Web-link of the AQAR:

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C++	-	2004	5 Years
2	2 nd Cycle	B++	-	2006	5 Years
3	3 rd Cycle				
4	4 th Cycle				

1.6 Date of Establishment of IQAC :

DD/MM/YYYY

10/12/2006

1.7 AQAR for the year (for example 2010-11)

2013 -14

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 2006-07, 29th July 2010 (DD/MM/YYYY)
- ii. AQAR 2007-08, 31st January 2011(DD/MM/YYYY)
- iii. AQAR 2008-09, 24th January 2011 (DD/MM/YYYY)
- iv. AQAR 2009-10, 24th January 2011 (DD/MM/YYYY)
- v. AQAR 2010-11, 6th January 2012
- vi. AQAR 2011-12, 18th January 2014
- vii. AQAR 2012-13, 26th February 2014

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

BCA

1.11 Name of the Affiliating University (for the Colleges)

KARNATAK UNIVERSITY,
DHARWAD

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	<input type="text"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input checked="" type="checkbox"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text" value="ICAI"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="10+1+1"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2+1"/>
2.3 No. of students	<input type="text" value="08"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="08"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1+1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="36"/>
2.10 No. of IQAC meetings held	<input type="text" value="05"/>

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

*** UGC Sponsored National Seminar which was sanctioned during 2012-13 is conducted during this academic year.**

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

‘Art of Public Speaking’
 ‘Architecture of Android and its Implementation’
 ‘Key-board Typing Skills’

2.14 Significant Activities and contributions made by IQAC

1. One day inter-collegiate workshop on ‘Art of Public Speaking’ was organised in the month of March 2014.
2. UGC sponsored remedial coaching classes was conducted for B.Com I Year students who come from rural background and kannada medium students from July 1st to 27th July 2013.
3. UGC sponsored special Orientation programme organised on ‘How to face Competitive Examinations’ for SC/ST/OBC/Minority students from 2nd February to 23rd February 2014.
4. CPT coaching classes have been continued to train the students in order to prepare them for CA preliminary examination.
5. UGC sanctioned fund to start the certificate course in ‘Business Communication Skills’ this year also.
6. Under the banner of ‘Systematic Voters Education and Electoral Participation’(SVEEP) voting awareness activities were conducted like ‘Oath to Vote’, Quiz, Essay and Elocution Competitions were conducted.
7. A Jata to create awareness among the public to vote was organised on 5th April 2014.
8. Blood Donation Camp was conducted on 5th October 2013 in SDM Medical College and Hospital. Nearly 30 students donated blood.
9. ‘Health Awareness Week’ was observed from 5th to 11th March 2014 for the students to give various useful information’s about health.
10. UGC Sponsored workshop on ‘Key-board Typing Skills’ was held from 18th to 22nd March 2014.
11. A power point presentation competition was held on ‘History and Generation of Computer’ on 4th September 2013.
12. Counselling Cell for both boys and girls was inaugurated by Dr. Rajan Deshpande.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<u>Annexure (1) is enclosed</u>	<u>Annexure (1) is enclosed</u>

* Academic Calendar of the year as **Annexure 2**.

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Principal sends Annual Reports of various activities of Departments and Institution to the Management. The IQAC holds the meeting periodically and whenever necessary to review college activities and make appropriate suggestions. Information collected from all stakeholders including management representative is reported to the management to review various activities of the institution.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	1+1	-	01	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	01			
Others				
Total	03			
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options : As per University Syllabi

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	✓
Trimester	
Annual	

1.3 Feedback from stakeholders* (On all aspects)

Alumni Parents Employers Students

Mode of feedback : Online Manual Co-operating schools (for PEI)

* Please find analysis of the feedback of students in the Annexure3

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

Yes. The Board of Studies of Commerce Revised the B.Com Syllabi.

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

- NIL -

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
09	05	04	-	-

2.2 No. of permanent faculty with Ph.D.

05

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
05	NIL	04	01	NIL	NIL	00	01	09	02

2.4 No. of Guest and Visiting faculty and Temporary faculty

09	03	11
----	----	----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	06	-
Presented papers	03	-	-
Resource Persons	-	01	-

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

- Learning through Group Discussions and Case Study.
- Learning through interaction with Senior Students/Alumnae.
- Learning through Video Conferencing.

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

180 Days (90 + 90)

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

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

03			
----	--	--	--

2.10 Average percentage of attendance of students

69.52%

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com I Sem II Sem	255	64.31	27.05	3.52	--	94.90
	Yet to Declar					
B.Com III Sem IV Sem	269	73.23	18.95	1.48	--	93.68
	Yet to Declar					
B.Com V Sem VI Sem	246	73.98	18.70	3.25	--	95.93
	245	69.79	20.40	2.44	0.40	93.06
BCA I Sem II Sem	25	24	28	20	8	80
					--	
BCA III Sem IV Sem	22	31.82	22.73	18.18	4.55	77
BCA V Sem VI Sem	27	37.04	14.81	11.11	3.70	67
	27	44.44	22.22	--	3.70	70

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

- As per University Norms, the syllabus is formulated and teaching plans are prepared for every semester (Conspectus).
- Self-evaluation of the teachers is enabled through the prescribed format designed by the institution.
- Evaluation of teaching performance of the teachers done twice in a year on 'Ten-point scale'. After the analysis the strengths and weaknesses are made known to the teachers.
- Feedback is collected from the outgoing students i.e. from final year students.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	--
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	05	06	NIL	04
Technical Staff	01	01	NIL	02

Criterion – III

3. Research, Consultancy and Extension

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

1. Deputing staff to various conferences, workshops and upgrading teachers in the recent developments in the given field.
2. Provisions for easy accessibility to internet.
3. Encouraging staff to contributing articles to journals – national and international.
4. Encourage teachers to undertake Minor Projects (UGC Financed)

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	NIL	NIL
Outlay in Rs. Lakhs	NIL	NIL	NIL	NIL

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	04	01	01
Outlay in Rs. Lakhs	1,95,000/-	2,67,500/-	1,00,000/-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	--	--	--
Non-Peer Review Journals	--	--	--
e-Journals	--	--	--
Conference proceedings	--	--	--

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	--	--	--	--
Minor Projects	2012-13	UGC	1,00,000/-	1,00,000/-
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects <i>(other than compulsory by the University)</i>	--	--	--	--
Any other(Specify)	--	--	--	--
Total	--	--	--	--

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	NIL	NIL	NIL	NIL	--
Sponsoring agencies	--	--	--	--	--

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

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

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

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
 National level International level

3.22 No. of students participated in NCC events:

University level State level
 National level International level

3.23 No. of Awards won in NSS:

University level State level
 National level International level

3.24 No. of Awards won in NCC:

University level State level
 National level International level

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="-"/>		
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="06"/>	Any other	<input type="text" value="-"/>

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

- Our Students and Staff participated in a Jata to create awareness among voters under the banner 'Systematic Voters Education and Electoral Participation' (SVEEP) on 5th March 2014.
- On 5th October 2013 Blood Donation Camp was organised in SDM Medical College and Hospital, Dharwad. Nearly 30 students donated blood.
- Red Ribbon Club, NSS, Youth Red Cross Wing and Veterinary Govt. Hospital Dharwad jointly organised free 'Animal Health Check-up camp' on 9th December 2013 at our NSS adopted Itigatti Village.
- Red Ribbon Club, NSS and Rotary Club Belur jointly organised free 'Health Check-up Camp' on 10th December 2013 at our NSS adopted Itigatti Village.
- Red Ribbon Club, NSS, Youth Red Cross Wing and District Health Centre Dharwad jointly organised AIDS awareness programme and rally on 11th December 2013 at our NSS adopted Itigatti Village.
- Our NSS Volunteers took part in the construction work of 100 mtrs. road and Govt. Schools toilet at our NSS adopted village Itigatti.
- 'Health Awareness Week' is arranged for the students to give various useful information about health on 5th to 11th March, 2014.
- Our NSS Volunteers actively participated in 'Vanamahotsava Programme' at our NSS adopted village Itigatti during July Month 2014.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities: Built up area 11142 Sq. Mtrs.

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	13449.81sq. mtr	--		
Class rooms	8412.18sq. mtr	*483 sq. Ft.		*
Laboratories	1361 sq. Ft.	--	UGC	4,50,000/-
Seminar Halls	*2400 sq. Ft.	--	Management UGC	*4,90,112/- *6,50,000/-
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	08	--		
Value of the equipment purchased during the year (Rs. in Lakhs)	3,61,280/-			3,61,280/-
Others	--	--	--	--

4.2 Computerization of administration and library

1. Library is partially computerised.
2. Payment of staff (Permanent) is paid through HRMs.
3. Admission process is partially computerised.
4. Data of various scholarship beneficiaries are maintained.
5. Scholarship applications are sent online.
6. Amount disbursement of scholarship is done through e-banking.
7. Verification of marks card done through e-mail.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	19043	17,06,614/-	890	1,25,886/-	19933	18,32,500/-
Reference Books	3257	2,81,325/-	43	15,134/-	3300	2,96,459/-
e-Books	3000	--	--	--	30	
Journals	36	33,564/-	03	23,916/-	39	57,480/-
e-Journals	1000	5,000(N list)	--	--	1000	5,000(N list)
Digital Database	--	--	--	--	--	--
CD & Video	712	3,639/-	52	--	764	3,639/-
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	75	01	19	--	--	--	--	--
Added	10	NIL	--	01	--	--	--	--
Total	85	01	19	--	--	--		

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

1. A power point presentation competition was held on 'History and Generation of Computer' on 4th September 2013.
2. UGC Sponsored Workshop on 'Key-board Typing Skills' was held from 18th to 22nd March 2014.
3. One Day Exhibition on 'Computer Hardware' was conducted to our students

4.6 Amount spent on maintenance in lakhs :

i) ICT	10,52,955/-
ii) Campus Infrastructure and facilities	25,132/-
iii) Equipments	58,025/-
iv) Others	--
Total :	11,36,112/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC conducts Induction programme.
- It sends notice regarding the availability of various services like sports, library, computer, activities of the association, scholarships, career guidance etc.

5.2 Efforts made by the institution for tracking the progression

- Keeps the database of students.
- Keeps the progressive records of the students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
849 (775+74)			

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men	No	%	Women	No	%
	473	55.71%		376	44.29%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
316	76	23	450	09	874	252	85	25	482	05	849

Demand ratio 850 Applications

Dropout % 1.16

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

- UGC sponsored special Orientation programme organised on 'How to face Competitive Examinations' for SC/ST/OBC/Minority students from 2nd February to 23rd February 2014.

No. of students beneficiaries

100

5.5 No. of students qualified in these examinations

NET	<input type="text" value="--"/>	SET/SLET	<input type="text" value="--"/>	GATE	<input type="text" value="--"/>	CAT	<input type="text" value="--"/>
IAS/IPS etc	<input type="text" value="--"/>	State PSC	<input type="text" value="--"/>	UPSC	<input type="text" value="--"/>	Others	<input type="text" value="--"/>

5.6 Details of student counselling and career guidance

1. A special counselling facility is provided separately for male and female students.
2. Experts in the field of health aspects like adolescence problems, personal problems etc. were covered under the same.
3. 'Yuva Summit' organised by Deshpande Foundation at BVB Engineering College Hubli. 21 students of our college took part in the said programme and interacted with eminent experts on 19th and 20th January 2014.
4. A talk arranged on 'Corporate Expectations' on 26th February 2014 Dr.T.R.Venkatesh from Global Business School Bangalore was the resource person. Nearly 200 students participated
5. A special talk is arranged by CA, CS, IT personnel and HR experts of popular companies for our students.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
--	--	--	35 Students

5.8 Details of gender sensitization programmes

- Lectures are arranged on care of girl child, dowry, women education, women empowerment, health and hygiene, counselling etc.
- The Ladies Association of our college chalk out very apt programmes for the girl students.
- Counselling classes are arranged by the college and trained lady counsellors from Family Planning Association of India, Dharwad, were invited regularly to counsel our girl students. They discuss the problems faced by girl students and provide remedial measures to their problems.
- A special counselling and special lectures also have been arranged for NSS Volunteers during Annual Camp.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	40	11,625/-
Financial support from government	284	6,77,559/-
Financial support from other sources	13	38,339/-
Number of students who received International/ National recognitions	--	--

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

1. Few more computers added to computer lab.
2. Few more Text Books were added to cater to the need of new syllabi.
3. Additional Drinking water filter machines were added.
4. Extra hours for indoor games provided.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: We intend to produce intellectually well-trained, morally upright, socially committed, spiritually inspired men and women for the nation in the contemporary scenario.

Mission: To achieve the vision through an orchestrated, institutionalised, and synergized institution process, pooling the resources – human and otherwise of all the stakeholders concerned.

6.2 Does the Institution has a management Information System

Principal sends Annual Reports of various activities of Departments and Institution to the Management. College is having an Internal Quality Assurance Cell (IQAC) wherein the principal is the Ex-Officio. The IQAC holds the meeting periodically and whenever necessary to review college activities and make appropriate suggestions. Information collected from all stakeholders including management representative is reported to the management to review various activities of the institution. The feedback is obtained from parents and eminent educationists who are invited to address our students and are kept open for inspection.

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

6.3.1 Curriculum Development

- Academic Calendar is chalked out in the beginning of the year and made known to the students through handbook.
- Grievances Redressal Cell functioning effectively.
- Students counselling cell working effectively.
- Academic monitoring by the principal – Department Meetings, Verification of Attendance Registers, Diaries, Conspectus etc.

Other Responsibilities Undertaken:-

- Sports activities are being conducted regularly.
- Our college is chosen for conducting IAS/UPSE/KPSC/IBPS Examinations.
- Cultural activities are being conducted regularly.

6.3.2 Teaching and Learning

- Institution is committed in providing qualified, devoted and experienced staff for effective, efficient transaction of teaching and learning process.
- Management has provided basic infrastructure, adequate and spacious class rooms, computer laboratory, library and other learning resources.
- Our college has adopted fear free effective teaching and learning system through audio-visual aids, LCD, OHPs, and other teaching aids.
- Induction Programme was conducted for the first year students in order to provide the information regarding course, semester examination, internal tests, facilities available in the college like library, laboratory, sports, cultural associations, scholarships, career guidance, higher studies competitive examinations, placement services etc.
- Teachers prepare semester-wise teaching plans i.e. conspectus in a designed format by the college.
- The team of Debaters and Eloquent were made to have regular debates and group discussions. The students were deputed to various colleges and institutions of Hubli-Dharwad and other cities of Karnataka to take part in the workshops, seminars, essay, quiz, debate and elocution competitions.
- Workshop on 'Keyboard Typing Skill' was organised to our students from 18th to 22nd March 2013.
- One Day Exhibition on 'Computer Hardware' was organised to our students.

6.3.3 Examination and Evaluation

- Tests and examinations are regularly conducted as per the calendar of events.
- Sufficient time was spent to discuss shortcoming in the answer scripts.
- Error analysis and analysis of performance of the students is done soon after the tests.
- Evaluation of teaching performance of the teachers done twice in a year on 'Ten-point scale'. After the analysis the strengths and weaknesses are made known to the teachers.
- Self-evaluation of the teachers is enabled through the prescribed format designed by the institution.
- Feedback is collected from the outgoing students i.e. from final year students.
- Feedback is also collected from the parents and alumnae.
- Our students have maintained excellent academic performance during this year also. Miss. Shobha Basanagoudar was awarded Sir.M.Vishweshvaraiiah Cash award and Syndicate Bank Golden Jubilee Prize from Karnatak University Dharwad for securing highest marks in Banking in B.Com Final Examination.
- 71 students of our college have secured 100/100 marks in Cost Account, Financial Management, Corporate Accounting, Business Statistics, Commercial Arithmetic, Computer Application, Principles of Financial Management, Income Tax, Business Law, Principles of Management Accounting.
- 05 students of our college passed CPT Exam.
- 08 students of our college passed CS Foundation Course.
- 05 students of our college passed IPCC Examination.

6.3.4 Research and Development

- Faculty development is a regular and continuous programme. The needs of the faculty developments are assessed on the basis of self evaluation report and feedback from the students, self motivation by staff and also the statutory norms of UGC/Government.

For ensuring the professional development of the faculty the college has undertaken the following measures:

- The members of the staff are deputed to undergo Orientation and Refresher Courses on need basis.
- On rotation basis, the faculties were deputed to attend the workshops / seminars / conferences etc.
- The faculty members are deputed to undergo training and skill enhancement programmes etc. organised by the colleges, university.
- The faculty members are also deputed for higher/advance studies namely M.Phil., Ph.D. under Faculty Improvement Programme based on rules and regulations of UGC. However, the college has policy to encourage individual staff members to undergo such advanced studies under Non-FIP Schemes also.
- Delegation fees, travelling allowances for the faculty participating International, National, State Level Seminars, Workshops, Conferences are paid out of College / UGC Funds.
- Staff members are encouraged and motivated to publish the articles in the reputed and well-known Journals.
- Appreciation is made by the Principal to the staff whose performance is worthy.
- Staff members are motivated and encouraged to participate and present the papers in workshop, seminars and conferences.
- Staff members are also motivated to apply for UGC Sponsored Major and Minor Research Projects.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library:

- College library is well equipped and partially computerised.

The description of the library is as under;

- The carpet area of library is 1447.50 sq. Feet.
- Total number of books in the library 23,233 – existing 22300 and newly added 933. Total number of 39 Journals 13 News Papers are kept in our library

Additional facilities available at library:

- Internet facility, Reprographic facility, UGC Book Bank, NSS Book Bank etc.
- A set of books is given to the students scoring 75% and above, physically disabled students, SC/ST/OBC students and University Blues.
- A set of books is given to the Meritorious students scoring 85% and above in the Previous Examination.
- Additional books facility is also given to the NSS Volunteers through NSS Book Bank.
- Career section, display of new arrivals, competitive books section etc. are made available for the students.
- Rs. 1,81,574/- has been spent towards the purchase of newspapers, magazines and journals etc.

Computer Laboratory:

- We have well equipped computer laboratory with 61 computers.
- Our computer Laboratory is further extended and 10 more computers have been installed this year also.
- It is kept open during the vacation also to facilitate students.
- Internet facility is provided to the students and also to the staff.

Physical Infrastructure:

- College is located in heart of the city having the campus area of 03 acres with a plot area of 13,449.81 sq. mtrs.
- We have well furnished class rooms, well equipped library, laboratories, ladies room, common staff room, separate cabins for HODs, Lady Staff, sports room, NSS Office, Administrative office, Gym and Auditorium.

ICT:

- Teaching Aids like LCD, OHP, Projector etc.
- Major classrooms are provided with LCD Projector and Public Addressing Systems.
- Common facilities like well equipped Gym Hall, Playground, Auditorium.
- Other facilities like Safe Drinking Water, Coin Telephone, Indoor Games, Medical and First Aid.
- Provision is made for additional toilet facilities for both boys and girls.
- Hostel facilities for boys and girls are provided by the management.

Additional Infrastructural Facilities:

Sl. No.	Particulars	Amount
1	Computers	
	CASIO	78,828.00
	Software	43,316.00
	Portable Visual Screens	17,829.00
	TFT Monitor etc	6,45,590.00
	Laptop	57,550.00
	Big Tabulet	50,000.00
2	FURNITURE:	
	ITC Lecturn	1,59,842.00
	Chairs	25,132.00
3	Gymkhana	
	Thread Mill	58,025.00
Total		11,36,112.00

6.3.6 Human Resource Management

Teaching: Performance assessment of the faculty members is done through obtaining feedback from the students and also from self appraisal method, work diary, conspectus. Further these reports are evaluated by the HODs and Principal. The Principal gives detailed information about performance assessment to IQAC.

Non-Teaching: The office work is distributed and assigned to office staff and menial staff. The work is monitored by Office Superintendent (In-charge) and Principal and feedback is obtained and necessary actions will be taken on the basis of feedback to improve the quality.

6.3.7 Faculty and Staff recruitment

The management is fully responsible for recruitment and detainment of faculty. The Head of the Institution provides necessary and useful information to the management whenever vacancies arise. The appointment of faculty is made by the BMHEC's Management as per the norms laid down by the Government of Karnataka, UGC and University.

The teaching workload is distributed among the regular and full time faculty appointed by the Management. In case there is any workload arises, part time/guest faculty will be appointed by the Head of the Institution under the intimation and permission from the Management.

In the case of appointment of full time faculty supported by Management, the process of centralised interview is followed. But in the case of temporary appointments, the selection is done by local committee consisting of Management Representatives, Principal and Heads of the Department.

6.3.8 Industry Interaction / Collaboration

Students are taken to industry to expose them to the functioning of industries for firsthand experience.

6.3.9 Admission of Students

Admissions are done as per the guidelines given by the Government. Selections of the students are done on the basis of their Merit. The cut-off percentage of marks of merit list is 86%

Total Number Admitted:

GM – 227 SC – 81 ST – 23 Others – 444

6.4 Welfare schemes for

Teaching:

- Newly appointed faculty are deputed to Orientation Programme and Refresher Course to achieve Academic Excellence and Teaching in the respective subjects.
- The faculties are deputed to attend Conferences, Seminars, Workshops, with the financial assistance every year.
- Promotion is given to the staff whenever they are eligible. The institution encourages for the Research Projects i.e. Major and Minor Project and also for publications in Reputed Journals.
- Honouring the staff for their meritorious achievements.
- The college has an employee's Co-operative Credit Society. This provides financial assistance to the staff.
- Staff members are encouraged to undertake research under Faculty Improvement Programme.

Non-Teaching:

- Promotion is given to the non-teaching staff whenever they are eligible.
- Non-teaching staff members are also deputed to the training courses organised by the different colleges.

Students:

- A set of books will be issued from library to the students who scored 85% and above.
- A set of books will be issued to the SC/ST/Physically Handicapped Students/University Blues/State Level Players/Outstanding Sportsman.
- The highest scorer student will be felicitated in valedictory function of the college and his/her name will be written on the 'Roll of Honour' board of the college and also top scorer will be given Cash Prize.
- To encourage the meritorious students, Alumni Association of our college also award cash prizes.
- Necessary support is given to the students in getting placed in reputed companies through career guidance and placement cell.
- Academic Excellence Award is given to highest scorer in B.Com and BCA Courses.
- Medical check up facility is arranged regularly.
- Various scholarships are given to poor/meritorious/SC/ST/Physically Disabled/OBC etc.
- Special coaching is provided to prepare our students to face competitive examinations.
- Arrangement is made to provide the facility of concessional bus pass.
- 38 poor students of our college have been distributed one set free College Uniform.
- Financial support is extended by our staff members to those students who are unable to pay fees.

6.5 Total corpus fund generated

- Our institution does not receive any donations/gifts for the college maintenance.

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	LIC	Yes	Principal and Management
Administrative	Yes	LIC	Yes	Principal and Management

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

For UG Programmes Yes No

For PG Programmes Yes No

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

- The university has introduced semester system.
- The OMR sheets are used for testing subjects like Indian Constitution, Environmental Studies etc.
- The whole process of examination (i.e. application form, candidate list, results) is carried out through website.

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

- Encouraging to go in for autonomy.
- Educating the Heads of the Institutions the advantages of getting autonomous status.

6.11 Activities and support from the Alumni Association

- Every year Alumni Association felicitates outstanding students for their academic and non-academic achievements.
- It provides cash award to the Meritorious students of B.Com I, II and III year regularly.
- It also felicitates Champion of Annual Sports Meet by giving cash award.
- It is offering expertise in career guidance programmes especially to students pursuing CA CS and other courses.
- Alumnae of our college, Sri. P.M. Mudigoudar, Sri. Subhas Patil Leading Chartered Accountants of Dharwad, regularly guiding our students who are interested in pursuing CA, CS, CWA Courses.
- Sri. Basavaraj Bikkannavar is the working President of Alumni Association of our college. He is also the former Syndicate Member of Karnatak University Dharwad., who has been rendering his services in academic and non academic matters.

6.12 Activities and support from the Parent – Teacher Association

- Conduct awareness programmes related to careers like CA, CPT etc.
- Training being offered for sports, cultural activities.
- Special lectures by some parents.

6.13 Development programmes for support staff

- Facilitates for interaction with experienced staff from other colleges.
- Orientation by Software Engineers regarding use of technology.

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

- Use of solar energy.
- Providing Tender Coconut to Guests instead of cold drinks.
- Using more wooden furniture than metal / plastic material.
- Ban on using polythene bags in college campus.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- “One of the most important changes of the last 30 years is that digital technology has transformed almost every one into an information worker” Keeping in view of the above observation, this time ISF earmarked on and carried out many more different activities, so as to reach the IT information to all the students of our college.
- We intended to hold a Workshop on “Keyboard Typing Skills” to train the students to develop typing speed.
- Since this year is the year of creating awareness among the voters, under “Systematic Voters Education and Electoral Participation”, Various Competitions like Essay, Quiz and Elocution Competitions were conducted to create awareness among out students and public at large.
- As this is the era of Information Technology, in order to make our students technology friendly a seminar on ‘Architecture of Andriod and its implementation’ and ‘Power Point Presentation Competition’ were one of appreciable event of our college.
- The need for counselling centre is felt very badly. Measures are taken to realise this dream.

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

- Remedial classes for slow learners was conducted for B.Com I year students drawn from rural and kannada medium background.
- Special Orientation Programme on ‘How to face Competitive Examination’ was conducted from 2nd to 23rd February 2014. The main objective of this programme was to train the students as to be more confident and competent in facing various competitive examinations and to make them more employable. Eminent experts in this field were invited to train our students on various aspects like General English, General Studies, Quantitative Aptitue, Mental Ability etc. More than 100 students attended and benefited from this programme. Through the feedback we could come to know that the classes were beneficiary to the students.
- To create civic consciences among the student community various activities like ‘Vanamahotsave’, ‘Blood Donation’, ‘Health Awareness’ etc. programmes were organised.
- One day National Seminar on “Foreign Direct Investment in the Indian Retail Sector: Issues and Challenges” was conducted.
- The debate Union very aptly conducted discussion on national and state issues like ‘The role of RBI in controlling Black Money in India’ and ‘Populist Programmes of Government of Karnataka: Its Impact’ helped our students to study various aspects related to these topics and to critically view them from commerce and economic point of view.
- Commerce and Planning Forum conducted “Personality Development’ programme to motivate our students.
- Counselling centre was set up and it was inaugurated by Dr. Rajan Deshpande.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- Conduct of Inter -collegiate workshop on 'Public Speaking Skills' for more than 60 students every year. (Details are found in **annexure 4**)
- Conduct of coaching classes for the final year students preparing them for the competitive examinations about 100 students every year. (Details are found in **annexure 5**)

7.4 Contribution to environmental awareness / protection

- Participating in the rallies/ awareness pertaining to hazards and measures of environment and vanamahotsava programme.

7.5 Whether environmental audit was conducted? Yes No

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

1. Academic Excellence:

- Our student Ms. Shobha Basanagoudar was awarded Sir.M.Vishweshvaraiah Cash Award and Syndicate Bank Golden Jubilee Prize from Karnatak University, Dharwad by securing highest marks in Advance Banking at B.Com Final Year Examination in April/May 2013. Further, the passing percentage of B.Com Final Year during 2012-2013 is 93% with 196 distinction holders.
- 71 students secured 100/100 marks in various subjects. Cost Account, Financial Management, Corporate Accounting, Business Statistics, Commercial Arithmetic, Computer Application, Principles of Financial Management, Income Tax, Business Law, Principles of Management Accounting.
- Five students of our college have cleared CPT, eight students have passed C.S. Foundation and five students have cleared IPCC Examination.

2. It is to be noted that the furniture and equipments worth **Rs. 11, 36,112/-** have been purchased by the college to provide Additional Facilities to the students.

8. Plans of institution for next year

1. To enhance infrastructural facilities.
2. To provide remedial coaching to the academically weaker students.
3. To continue the Common Proficiency Test (CPT) coaching classes.
4. To conduct workshop on Public Speaking/Personality Development/Dramatic Arts and others.
5. To organise National Seminar/Conference/Workshop etc.
6. To continue the publication of Bi-Monthly CSI-News Bulletin.
7. To seek grants from UGC for conducting career oriented course and certificate course.
8. To revitalize the Career Guidance and Placement Cell Activities.
9. To organise Computer Literacy Programme.
10. To organise IT related programmes and workshops
11. To organise a unique programme to create environmental awareness among the students.

Name: Dr. C.H. Patil

Name: Dr. I.S. Malekar

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure 1
IQAC ANNUAL PROGRAMME FOR THE YEAR
2013-14

Establishment of IQAC	:	10 th December, 2006
Co-ordinator	:	Prof. C.H. Patil
Principal	:	Dr. I.S. Malekar
Members	:	Prof. C.M. Kotturshettar Dr. S.N. Hanchinmani Prof. B.F. Gamanagatti
Alumni	:	Sri. Basavaraj Bikkannavar Sri. Vinay Hebbal Sri. P.M. Mudigoudar Sri. Subhas Patil Prof. V.V. Patil Prof. B.S. Patil Prof. C.V. Koppad Mr. Prabhu Shirur
Students	:	Miss. Samita Meti Miss. Kavita Sulakhe Mr. Sagar Bamboli Mr. Schin Carey Miss. Disha Deshpande Miss. Ankita Madival Mr. Manjunath Malode Mr. Shankrappa Kajagar
Faculty	:	Sri. B.C. Sakkari Prof. (Smt.) R.B. Sakkari Prof. S.V. Hegadal Prof. B.V. Kapparashetty Prof. G.V. Kokkalki Dr. G.M. Hugar Prof. (Smt.) Manasa C. T. Sri. S.R. Williams Sri. Suresh Maben Prof. (Smt.) S.R. Haliyal
Administrative Staff	:	Sri. S.J. Dandin Smt. L.R. Soans
Technical Staff	:	Smt. J.P. Goni
Management Representatives	:	Sri. J.S. Kuri
External Experts	:	Prof. Y.M. Jayaraj
Stakeholder	:	Dr. V.M. Korvi
Industrialists	:	Sri. Mahesh Bellad
Community Representative	:	Rev. D.T. Konesagar

CALENDAR OF ACTIVITIES OF IQAC PROPOSED FOR THE ACADEMIC YEAR 2013-14:

1. To enhance infrastructural facilities.
2. To provide remedial coaching to the academically weaker students.
3. To continue the Common Proficiency Test (CPT) coaching classes.
4. To conduct workshop on Public Speaking/Personality Development/Dramatic Arts and others.
5. To organise National Seminar/Conference/Workshop etc.
6. To continue the publication of Bi-Monthly CSI-News Bulletin.
7. To seek grants from UGC for conducting career oriented course and certificate course.
8. To revitalize the Career Guidance and Placement Cell Activities.
9. To organise Computer Literacy Programme.
10. To enhance ICT facilities.
11. To provide Coaching Classes for competitive examination.
12. To continue the counselling cell for both boys and girls.

PROGRAMMES CONDUCTED DURING THE ACADEMIC YEAR 2013-14AS PER THE IQAC COMMITTEE PROPOSALS:-

1. One day inter-collegiate workshop on 'Art of Public Speaking' was organised in the month of March 2014.
2. UGC sponsored remedial coaching classes was conducted for B.Com I Year students who come from rural background and kannada medium students from July 1st to 27th July 2013.
3. UGC sponsored special Orientation programme organised on 'How to face Competitive Examinations' for SC/ST/OBC/Minority students from 2nd February to 23rd February 2014.
4. CPT coaching classes have been continued to train the students in order to prepare them for CA preliminary examination.
5. UGC sanctioned fund to start the certificate course in 'Business Communication Skills' this year also.
6. Under the banner of 'Systematic Voters Education and Electoral Participation'(SVEEP) voting awareness activities were conducted like 'Oath to Vote', Quiz, Essay and Elocution Competitions were conducted.
7. A Jata to create awareness among the public to vote was organised on 5th April 2014.
8. Blood Donation Camp was conducted on 5th October 2013 in SDM Medical College and Hospital. Nearly 30 students donated blood.
9. 'Health Awareness Week' was observed from 5th to 11th March 2014 for the students to give various useful information's about health.
10. Under the banner of Information Science Forum a seminar on 'Architecture of Android and its Implementation' on 31st August 2013.
11. A power point presentation competition was held on 'History and Generation of Computer' on 4th September 2013.
12. UGC Sponsored workshop on 'Key-board Typing Skills' was held from 18th to 22nd March 2014.

Annexure 2
CSI COLLEGE OF COMMERCE, DHARWAD
CALENDAR OF EVENTS FOR THE YEAR 2013-2014

Month & Year	No. of Sundays and Holidays	Proposed Events / Activities	No. Of Days Available for Teaching
1 st to 16 th June 2013	--	- Admission / Roll Call / Time Table / Conspectus Writing	--
17 th to 30 th June 2013	Sundays – 02 Holidays – NIL	- Commencement of B.Com I, III, V Sem Classes	12 Days
July 2013	Sundays – 04 Holidays – NIL Test – 04	- 1 st Internal Test for I,III,V Sem	23 Days
August 2013	Sundays – 04 Holidays – 02	- Independence Day - Inaugural Function (3 rd Week)	25 Days
September 2013	Sundays – 05 Holidays – 02	- R.S. Bangera Memorial Elocution (1 st Week) - Ladies Association Day (3 rd Week)	24 Days
1 st to 15 th October 2013	Sundays – 02 Holidays – 02	-2 nd Internal Test for I,III,V Sem	06 Days
17 th October to 26 th Dec 2013	Mid-Term Vacation	Final Examination of I,III,V Sem	--
27 th to 31 st Dec 2013	Sundays – 01 Holidays – NIL	- Commencement of II,IV,VI Sem Classes	03 Days
January 2014	Sundays – 03 Holidays – 02	- Language Association Day (3 rd Week) - Praveen Mahajanshetty Memorial Elocution - Youth Red Cross Wing Programme	25 Days
February 2014	Sundays – 04 Holidays – 01	- 1 st Internal Test for B.Com II/IV/VI Semester - Music Association Programme	21Days
March 2014	Sundays – 05 Holidays – 01	- Ladies Association Programme - 2 nd Internal Test for II,IV,VI Sem	21 Days
1 st to 26 th April 2014	Sundays – 03 Holidays – 02	- Valedictory Function (2 nd Week)	20 Days

Total Number of Working Days Available = 180 Days

Annexure 3

**CSI College of Commerce Dharwad
Analysis of responses of outgoing students for the year 2013-14**

Sl No	Item	Very Good	Good	Average	Poor	Very poor
1	Academic Content	35%	60%	5%		
2	Usefulness of teaching materials	25%	58%	17%		
3	Usefulness of study groups in further learning	20%	56%	15%	9%	
4	Timeliness of practical work	22%	44%	20.5%	14%	
5	Giving and getting helpful feedback	20%	55%	22%	3%	
6	Fairness of evaluation	25%	59%	14%	2%	
7	Interaction with faculty	36%	43%	17%	4%	
8	Interaction with administration	30%	49%	15%	6%	
9	Library facilities	43%	42%	14%	1%	
10	Computer facilities	32%	42%	21%	5%	
11	Recreational facilities	20%	57%	1%	5%	
12	Extra- curricular activities	39%	48%	12%	1%	

Annexure 4

Best Practice in our Institution:

1) Title of the Practice:

Conduct of Inter-collegiate workshop on 'Public Speaking Skills' for more than 60 students every year.

2) The context that required the initiation of the practice:

Every year there will be good number of students gifted with gift of God. In the beginning of the year itself we identify them. We intend to train them in the skills of public speaking. Every year the focus will be on one of the components of the public speaking. As we have a busy schedule on all the working days we organize workshop on one of the Sundays in the beginning of the year.

3) The Objectives of the practice:

- To sharpen the skills of students' art of speaking by exposing them to various models of good speeches and providing the platform for them to experiment.
- To enable the students to know other student speakers from their college as well as from the other college and to give and take from one another.

4) The practice:

a) Criterion for the Selection:

- Students having the experience of having taken part in the various literary competitions like Debate, Elocution, etc in their previous courses (II PUC)/ previous classes are asked to enroll for the workshop.
- The other students interested in developing their talents in the art of speech are also enrolled.
- Students of around 12-15 will be invited from the other local colleges.

b) Duration: One day (V Sessions)

c) Basic Premises:

The workshop will enable the students to perform well if they are exposed to some models of good speeches and will sharpen their skills by realizing their own strengths and weakness pointed out by the panel of judges in the criticism session.

d) Design of the course:

It is designed by the college itself. Every year the focus will be on one or the other related component. The content of the course is divided into five sessions:

Session I:

A short inaugural session:

Introduction: An activity: (Ice breaking session)

Session II:

Input : By a resource person (Three areas of importance: Content, Language and Style)

Session III:

Analyzing the great speeches against the given parameters (like the beginning, Development, Use of appropriate language, use of statistics, ending, etc. in a group work.

Session IV:

Working out small speeches in a group keeping in mind principles of good speech. Delivery of speech by a representative in a group. Followed by criticism by peers.

Session V:

Short speeches by participants and criticism by panel of judges.

Conclusion, Feedback and Evaluation

.....
Some Topics for speeches

- My first day in the college
- Independence Day speech

- If I were to be the prime minister of India!
- Love marriages are better than arranged marriage.
- Plastic should be completely banned.
- I wish to live in India and India alone.
- Students should not take part in politics.
- Reservation for women is
- Internet is a boon.
- Mobile is a curse.
- If I were invisible.
- If I were the Head of the Common wealth of India.
- My sole purpose of winning beauty pageant!
- India is land of holidays!

.....

e) Resource persons:

The Teaching staff in charge of Debate Union and two resource persons from the neighbouring colleges are invited.

f) Method employed:

There will be only one session of input by the resource person. A few videos of great speeches will be shown followed by a short discussion Working in group to analyze the great speeches the written form Presentation of speeches from each group on behalf of the group Delivery of short speeches by individual participant and criticism by the panel of judges.

5) Obstacles:

- The students' varying levels of competence.
- Lack of language competency.
- Sometimes if the students' number increases it will be difficult to manage the allotment of time.

6) Resources required:

Financial Resources:

- For making physical arrangements the preparation of the transparencies, worksheets, etc
- Xeroxing of the material (Great speeches / Principles of good speeches)
- Availability of mechanical devices like Tape Recorder, OHP, Audio C.D.s Videos
- Pronouncing Dictionaries/ dictionaries
- Worksheets/Handouts Prepared-the purpose

7) Evaluation of the Course:

- An evaluation sheets covering the following aspects, are given to each student to give feedback about the workshop/course at the end of the course.
- Usefulness of the workshop /course as a whole
- The usefulness of the Input by the resource person
- The helpfulness of the Audio C. D.s Videos

The criticism session:

1. The usefulness of the handouts and worksheets in the course. It also sought their opinion whether the given handouts, would be of any use even after the course.
2. The questionnaire also seeks to gauge interest of students in improving their competency/ skills even after the completion of the workshop /course by using the recommended books and other material.
3. The students are also invited to rate the resource person in terms of grades in four areas namely;
 1. Mastery of the subject

2. Use of audio visual aids
3. Methods employed
4. Commitment to the work

Most of students expressed the usefulness of the course and showered thankfulness for conducting such a course. (A sample of the evaluation sheet is enclosed under the Appendix III)

8) About the Institution:

Name of the institution: CSI College of Commerce, Dharwad.

Year of Accreditation: April 2006, B++

E-mail: principal @csicc.in

Contact person for further details:

DR.I.S.Malekar

Principal, Gr-I

CSI College of Commerce, Dharwad-580001

KARNATAKA

Phone No: 0836-2747029/2740871

Annexure 5

Best Practice in Our Institution:

1) Title the Practice:

Conduct of coaching classes for the final year students for preparing them for the competitive examinations about 100 students every year.

2) The context that required the initiation of the practice:

Having felt the need for equipping the students to face the competitive examination after their graduation, it was thought to organize series of classes spread over four Sundays.

3) The Objectives of the practice:

- To train the students in four components to face any competitive examination like UPSC, KPSC, Entrance test of M. B. A.
- To develop confidence in the students to face the competitive examinations.
- To guide the students in preparing themselves in the next few months.

4) The Practice:

a) Criterion for the Selection:

The students of B. Com. Final year students will be asked to register their names reporting to the staff in charge. Around 100 students attend the coaching classes.

b) Duration: Four hours on four Sundays.

c) Basic Premises:

The students need guidance in preparing for the competitive examinations like UPSC, KPSC, Entrance test of M. B. A. If they are trained they will be able to face the competitive examinations very confidently.

d) Design of the course:

It is designed by the college itself. The four subjects usually prescribed for the competitive examinations like UPSC, KPSC, Entrance test of M. B. A. are taken into account and they are scheduled as follows:

Sl. No.	Subject	Total No of hours
1	General studies	4 hours(Two hours on alternative Sunday
2	General English	4 hours(Two hours on alternative Sunday
3	Quantitative Aptitude	4 hours(Two hours on alternative Sunday
4	Mental Ability	4 hours(Two hours on alternative Sunday

e) Resource Persons:

The well –experienced staff from the Karnatak University/ Private Academies will be invited to conduct the classes. They will be paid well.

f) Method employed:

- The resource person will in the first half an hour will brief the content.
- The previous question papers will be solved along with the students.
- Working in group to analyze the great speeches the written form.
- They are made to work in pairs.

5) Obstacles:

- The students' varying levels of competence.
- Lack of language competency.

6) Resources required:

1. Financial resource:

- For making physical arrangements the preparation of worksheets, handouts etc
 - Xeroxing of the material of question papers of the previous years.
2. Availability of mechanical devices like LCD, Public address system.etc
 3. Worksheets/Handouts Prepared-the purpose.

7) Evaluation of the Course:

An evaluation sheets covering the following aspects, were given to give each student to feed back about the course at the end of the Course;

1. Usefulness of the coaching classes' subject wise and Course as a whole.
2. The usefulness of the Input by the resource person.
3. The helpfulness of the Audio C. D.s Videos

The criticism session;

- The usefulness of the handouts and worksheets in the course. It also sought their opinion whether the given handouts, would be of any use even after the course.
- The teacher also sought to gauge interest in improving their competency even after the completion of the course by using the recommended books and other material.
- The teacher also invited the students to rate the resource person in terms of grades in four areas namely,
 - Mastery of the subject
 - Use of audio visual aids
 - Methods employed
 - Commitment to the work

Most of students expressed the usefulness of the course and showered thankfulness for conducting such a course. *(A sample of the evaluation sheet is enclosed under the Annexure 3)*

8) About the Institution:

Name of the institution: CSI College of Commerce, Dharwad.

Year of Accreditation: April 2006, B++

E-mail: principal @csicc.in

Contact person for further details: DR.I.S.Malekar

Inaugural Function



Address by President BMHEC and Bishop KND Rt. Rev. R. J. Niranjan



German delegates along with President BMHEC and Bishop KND Rt. Rev. R. J. Niranjan Interacting with our students.



Prof. B. B. Kaliwal, Vice-Chancellor of Davangere University
Inaugurating National Seminar.



An Auto Driver being felicitated for his Social Service.



Our students donated Blood at SDM Medical College and Hospital, Dharwad.



Dr. Rajan Deshpande addressing Counselling Centre at our college.



Participants in Youth Festival receiving Runners-Up Award.



The Team of Youth Festival Participants with their awards along with our Principal Dr. I. S. Malekar and other Staff members.

“Systematic Voters Education and Electoral Participation”



Under the banner of “SVEEP” students are taking oath to vote along with staff members.



Students along with staff participated in a Jatha under “SVEEP” program to create awareness among voters.



Legal Awareness Cell was inaugurated by our Principal Dr. I. S. Malekar along with Lawyers and other Staff Members.

Exhibition



Students' participation in Computer Hardware Exhibition by Information Science Forum



Annual Sports Meet held on 23rd January, 2014 at Karnatak University Ground.