



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		DIVEKAR COLLEGE OF COMMERCE AND P.G. (M.COM) CENTRE, KARWAR.
Name of the head of the Institution		Dr. B.H. NAYAK
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		08382225221
Mobile no.		9448530780
Registered Email		kwtcdckarwar@gmail.com
Alternate Email		bhnayak@gmail.com
Address		NH-66 Kodibag
City/Town		KARWAR, UTTARA KANNADA
State/UT		Karnataka
Pincode		581301

<b>2. Institutional Status</b>					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Semi-urban			
Financial Status		Self financed and grant-in-aid			
Name of the IQAC co-ordinator/Director		Prof. S. N. DAFEDAR			
Phone no/Alternate Phone no.		08382225221			
Mobile no.		9448331555			
Registered Email		iqacdckkarwar@gmail.com			
Alternate Email		sndafedar@gmail.com			
<b>3. Website Address</b>					
Web-link of the AQAR: (Previous Academic Year)		<a href="https://divekarcollege.ac.in/wp-content/uploads/2020/03/AQAR-2017-18.pdf">https://divekarcollege.ac.in/wp-content/uploads/2020/03/AQAR-2017-18.pdf</a>			
<b>4. Whether Academic Calendar prepared during the year</b>		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		<a href="https://divekarcollege.ac.in/wp-content/uploads/2020/09/2.7.1-Acadamic-Calendar.pdf">https://divekarcollege.ac.in/wp-content/uploads/2020/09/2.7.1-Acadamic-Calendar.pdf</a>			
<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	B	2.76	2009	31-Dec-2009	30-Dec-2014
3	B	2.47	2016	17-Mar-2016	16-Mar-2021
<b>6. Date of Establishment of IQAC</b>			01-Jul-2004		
<b>7. Internal Quality Assurance System</b>					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries		

Induction Ceremony for fresher's	02-Jul-2018 1	75
Prepare calendar of Events & Action Plan	07-Jul-2018 1	21
Career Opportunities program by Nirakar Industry Karwar	16-Jul-2018 1	80
Workshop on Mutual Funds	21-Aug-2018 1	72
Swachhata Andholana Saptaha	02-Oct-2018 1	210
NSS Annual Special Camp	06-Feb-2019 7	50
Special lecture on Women Rights	08-Mar-2019 1	125
National Level Seminar	25-Mar-2019 1	160
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Sports	General Assistance	UGC	2018 1	24500
<a href="#">View File</a>				

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

5

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

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

1. The overall discipline of the college is always under the surveillance of IQAC. 2. Conduct of IQAC meetings at regular intervals 3. IQAC has built a good coordination and rapport along with all the departments and committees of the college for smooth implementation of respective concerned programs. 4. The IQAC coordinator and members of the college involved in the collaboration with social oriented extension activities. 5. The IQAC through the various committees tries to connect and bridge up with stakeholders, parents, alumni and students of our college.

[View File](#)

**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
To continue all the existing good practices.	All existing practice like: Blood Donation Camp, Inducation Programme, Activities relating to Universal Values and Ethics etc.
To Focus on career related activities by organizing workshops/training programmes/coaching classes for competitive exams.	Career Guidance and Placement Cell has organised Workshops/Training Progrmmes relating to Career. Coaching Classes for Compitative Exams are also conducted.
Formation of various Committees	As per the direction of principal, the various committees were formulated and the same resolutions was done for smooth functioning of the college.
To encourage the faculty to undertake research projects on behalf of various GOs/ NGOs and register for Ph.D., NET/SLET.	Faculty who are pursuing Ph.D are encouraged to prepare and submit the thesis at the earliest.
IQAC and Examination committee meetings	IQAC along with the examination committee conducted a meeting and discussed all the issues and solutions relating to conducting of examination.
"To promote community services by involving Youth Red Cross Unit, N.S.S, Scouts & Guides and other associations. The focus is on: a. Health camps and Awareness programmes. b. Tree plantation and Cleanliness. "	"In association with N.S.S., Y.R.C., Scouts and Guides and other association the college has organised: a.Health Camps and Awareness Programmes for Students, Faculty and Community. b. Cleaning of College Campus by all staff members. "
To organize seminar / Workshops on quality parameters for students and staff.	One Day National Level Seminar on "Innovation in Banking & Finacial Sector".
To encourage Alumni members to sponsor for meritorious and poor students.	01 of the Alumnus have volunterely sponsored for meritorious students.

[View File](#)

14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1"> <thead> <tr> <th>Name of Statutory Body</th> <th>Meeting Date</th> </tr> </thead> <tbody> <tr> <td>KANARA WELFARE TRUST, ANKOLA</td> <td>19-Sep-2018</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	KANARA WELFARE TRUST, ANKOLA	19-Sep-2018
Name of Statutory Body	Meeting Date				
KANARA WELFARE TRUST, ANKOLA	19-Sep-2018				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2018				
Date of Submission	12-Dec-2018				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	Yes, our college has management information system, few works of administration are done through MIS, like Casual leave, Salary certificate, Study Certificate, Transfer Certificate, Character Certificate etc.				

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

As institution is affiliated to Karnatak University, Dharwad, it follows the curriculum designed and prescribed by the Karnatak University, Dharwad. Accordingly, the college prepares semester wise calendar of events in the beginning of both Odd & Even semesters and is given to all departmental heads for planning and effective and efficient delivery of the curricular. The college has made best efforts to develop action plans an implementation through conducting meeting with respective department faculty and HOD's. Every faculty maintains the academic dairy, in which he/she records the date, time, class-division, syllabus taught, seminar, assignments, etc., and is monitor by the HOD. ICT based teaching with PPT, Video Clips etc, are used by the staff members for better understanding of the topic to the students. Supplying of syllabus to the students at beginning of academic session and identification of relevant textbooks for teachers and students with respect to relevant subjects. Conducting special classes who find difficulty in understanding concepts and bring them on par with rest of the class. Periodical meetings are conveyed at the departmental level by the head of department to ensure smooth conduct of teaching learning process. To encourage the low income students by providing free books facilities. To offer students with variety of career programs to

increase employability. Principal also conducts meetings at regular intervals to know the quantum of syllabus completed and time required for completing the remaining syllabus. Some of the faculty members of the college are also on the Board of Studies and Board of Examination of the University and they attend the meetings and give suggestions relating to enriching the curriculum. Special lectures and workshops are also organized regularly by inviting eminent personalities from academics, corporate sectors, banking sectors etc., to make the curriculum more application oriented. Staffs and students are deputed to attend the workshops, seminars/conferences to update and renew their knowledge with regard to curriculum.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Yoga	Yoga Course	21/06/2018	30	Pranayam, Dhyana Surya namaskar	Mind Relaxing, Sharpens concentrations Increase Body awareness

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BCom	NIL	15/06/2018
<a href="#">View File</a>		

#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	RETAIL MARKETING	17/06/2018
BCom	SERVICE MARKETING	15/12/2018

#### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

### 1.3 – Curriculum Enrichment

#### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Cursive Handwriting skill	11/02/2019	50
<a href="#">View File</a>		

#### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MCom	Field Project	27
<a href="#">View File</a>		

## 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)

### Feedback Obtained

The institution has the practice of collecting the feedback from the stakeholders viz., the students, faculty members, parents, alumni etc.,. The feedback is taken in a transparent manner where in the concerned individuals feedback is taken in an anonymous way that is the individuals identity won't be revealed in the form, hence the individuals without any holdback can frankly give their feedback. The collected feedbacks are analyzed and submitted to the principal. The analyzation is done on the bases of the score allotted by the feedback giver. On the bases of analyzation feedback report is made and same is brought in to the concerned head of the institution. Any loopholes, are plugged an actions are taken for further improvement in the upcoming years.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MCom	Accounting and Taxation	30	15	30
BCom	Income Tax and Cost Accounting	240	113	91

[View File](#)

### 2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	258	57	5	2	7

### 2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
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11	6	19	8	7	3
<a href="#">View File of ICT Tools and resources</a>					
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### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The institution has adopted a well defined mentoring system for students, both at undergraduate and post graduate levels. Each faculty members are allotted the mentorship with the responsibility attached to it. The mentor is responsible for the overall aspects of the class allotted to them. The mentor has to maintain a record of profiles of their allotted class. The mentor act as bridge between students and college. The mentor tries to identify and understand the strength and weaknesses of the students and chalk out plans and strategies to overcome the weakness if any. The mentors also organize orientation programs, seminars and conferences in order to sensitise the students about various activities of the institution. Whatever problems the students face they bring it to the notice of their concerned mentor, the mentor try to solve by themselves. Only when the problem cannot be solved it is brought to the concern of the student's grievance cells. The students can share all the problems relating to the academic to the cell. The principal and IQAC coordinator monitor the mentors' works at regular intervals.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
315	7	1 : 45

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
15	3	12	0	2

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	NIL	Assistant Professor	NIL
2019	NIL	Assistant Professor	NIL

[View File](#)

## 2.5 – Evaluation Process and Reforms

### 2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MCom	C	IV SEM	18/06/2019	05/08/2019
MCom	C	II SEM	18/06/2019	08/09/2019
MCom	C	III SEM	17/01/2019	17/02/2019
MCom	C	I SEM	17/01/2019	10/02/2019
BCom	K	VI SEM	26/05/2019	24/06/2019
BCom	K	IV SEM	26/05/2019	12/07/2019



BCom	K	II SEM	26/05/2019	30/07/2019
BCom	K	V SEM	15/10/2018	10/01/2019
BCom	K	III SEM	15/10/2018	25/01/2019
BCom	K	I SEM	15/10/2018	14/02/2019
<a href="#">View File</a>				

#### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The institution has a college level examination committee. The exam committee takes the overall responsibility of conducting the Internal Assessment test, preparation of time table, question papers and seating arrangement declaration of IA test results. Internal assessment is the part of the academics, where marks are also allocated. Students also participate very actively in the assessment as they can obtain marks for it. Continuous assessment provides feedback on the efficiency of the teaching and learning process and learning outcomes of the each course. This is in the form of assignment, internal test, seminar etc. the award of IA marks is the result of two written tests, assignments, attendance, skill development which are conducted as per university norms. Two internal tests of 20 marks will be conducted and the same is reduced to 10 marks, 05 marks for assignments, 05 marks for attendance will be allotted. As per the university calendar and events the institute is conducts academic activities among the students. Since it is inception the institute is taking all possible measures to improve the students as well as the teaching staff through such healthy practices, which goes a long way in excelling the reputation of the institution among the other institution and universities.

#### 2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college prepares academic calendar at the beginning of every semester and distribute it to all the departments. The institution at its level conducts the HOD's meeting where in the principal proposes for the preparation of calendar of events of each department. HOD's in due course takes initiative in conducting orientation/induction programs for the new incoming students. Where the information is passed authentically to the students regarding tests, assignment etc. This will help and support to HOD's of each department in preparations and executing the academic calendar of events ensuring the activities. The university mails the academic calendar of events for the year concerning to each course. The institution at its level conducts the HOD's meeting where in the principal suggests the students oriented programs and activities of each department. The total number of working days is mentioned all the National festivals and Birthdays of freedom fighters and religious festival are mentioned. The tentative dates of placement cell activities are mentioned.

### 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://divekarcollege.ac.in/wp-content/uploads/2020/11/PROGRAMME-OUTCOMES.pdf>

#### 2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
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C	MCom	Accounting and Taxation	29	26	89.66
K	BCom	Income Tax and Cost Accounting	82	82	100
<a href="#">View File</a>					

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://divekarcollege.ac.in/wp-content/uploads/2020/09/Feedback-2018-19.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	0	NIL	0	0
Major Projects	0	NIL	0	0
<a href="#">View File</a>				

### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
INNOVATION IN BANKING AND FINANCIAL SECTOR	Department of M.Com	25/03/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	30/04/2019	NIL
<a href="#">View File</a>				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	NIL	NIL	NIL	NIL	15/06/2018
<a href="#">View File</a>					

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
0	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	0	0	0
International	0	0	0
<a href="#">View File</a>			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
English	1
Sports	1
<a href="#">View File</a>	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Information Seeking Behaviour of Rural Students: A study of selected degree colleges with special reference to Uttara Kannada District	Suresh B. Gudimani	Journal of Advances in Library and Information Science	2018	0	Divekar College of Commerce, Karwar. Karnataka, India.	0
<a href="#">View File</a>						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
0	0	0	2018	0	0	0
<a href="#">View File</a>						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	2	0	2
Presented papers	2	5	0	0

Resource persons	0	0	0	0
<a href="#">View File</a>				

### 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Blood Donation	YOUTH RED CROSS WING	4	20
NSS SPECIAL CAMP	NSS UNIT	11	50
Blood Donation	SCOUTS GUIDES	2	25
<a href="#">View File</a>			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
0	0	0	0
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachha Bharat	NSS Unit with District Administration Karwar	Beach Cleaning	14	105
AIDS AWARENESS	YOUTH RED CROSS WING	Rally	8	225
<a href="#">View File</a>				

### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
0	0	0	0
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
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Journals	3	6900	0	0	3	6900
e-Journals	0	0	0	0	0	0
Digital Database	0	0	0	0	0	0
CD & Video	65	0	3	0	68	0
Weeding (hard & soft)	0	0	0	0	0	0
<a href="#">View File</a>						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	15/06/2018
<a href="#">View File</a>			

#### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	44	24	9	1	0	5	0	2	5
Added	0	0	0	0	0	0	0	0	0
Total	44	24	9	1	0	5	0	2	5

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

2 MBPS/ GBPS
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4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	<a href="#">NIL</a>

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
325000	321586	1105000	1102868

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The institution has the policy of maintaining the infrastructure in good condition and utilization of all available resources to the optimal extend. Up-
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gradation, renovation, repairs etc., is undertaken on need bases. Various committees are constituted for the purpose of proper maintenance of facilities and up keep the infrastructure. Surveillance cameras are also installed throughout the campus and are maintained in good condition. The college has its own fulltime gardeners and sweepers and all teaching and non-teaching staff members weekly join their hands in cleaning the campus. The plumbers and electricians are hired as and when the need arises. For maintenance and repairs of computers, laboratories and other office equipments professional persons are hired.

- Academic facilities: our college provides a friendly environments for learning, with students centric approach, which enables our students learn through their experience and expertise.
- Sports committee: this committee maintains the both indoor and outdoor sports facilities and utilize all sports facilities in an optimum manner by co-ordinating between academic and sports activities.
- Library Advisory committee: this committee is actively functioning in the college, which maintains the library and its resources in a proper manner the students are well oriented with the use of library at the beginning of the academic session. Requirements of books, journals, magazines, news papers, e-library resources are planned well in advance based on the students enrolment and availability of the students and availability of the staff and procured well in time to cater to the diverse needs of the readers. The technology supporting library activity is serviced, upgraded and optimally.
- Career and placement cell: the faculty of the college has been providing all employment opportunities to the students by arranging campus interview/job festival etc.,
- Parking Shed: we have a separate parking space for bicycles and two wheelers for faculties and students.
- Maintenance of classrooms: for proper maintenance of classrooms, the college is appointed sweepers for cleaning purpose and they have been paid regularly. College has selected some students in each class as class representatives and instructions are given to them to take care of their classrooms voluntarily. Faculty members also taken care of classroom like checking projectors, projector screens while taking class and instruction has been given to the students. All the committees are headed by the principal of the college as the chairman of the committees. The college annual stock verification is also conducted. The budget for maintenance is prepared well in advance and approval is also obtained from college governing body. The budgeted amount is appropriated properly.

<https://divekarcollege.ac.in/infrastructure/>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	KWT's Financial Assistance for Education, KDCC Sirsi, Sitaram Jinadal Foundation Bangaluru (M.Com), Sanchi Honnamma Scholarship Dharwad, Social Welfare SC/ST Scholarship, Karnataka Teacher's Association Welfare Fund, E-Pass Fee Concession, others.	222	935165

<b>Financial Support from Other Sources</b>			
a) National	MHRD, Post Metric Minority Scholarship, Vidya Sarathi	41	314000
b) International	0	0	0
<a href="#">View File</a>			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Preparation for Competitive Examination	15/06/2018	30	Dept. of Post Graduation
Yoga	22/06/2018	20	Baba Ramdeva Yoga Group, Karwar
<a href="#">View File</a>			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	PGCET	30	30	25	0
2018	General Knowledge Test	122	122	99	0
<a href="#">View File</a>					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
District Employment bureau (Udyoga Mela)	75	15	Udyoga Mela	50	10
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	1	B.Com	Commerce	ICAI, Hubballi	C A
2018	2	B.Com	Commerce	KLE M S Sheshagiri College Belagavi	MBA
2018	5	B.Com	Commerce	IBMR, Hubballi	MBA
2018	1	B.Com	Commerce	VTU, Belagavi	MBA
2018	1	B.Com	Commerce	KLE Gokte Institute of Technology	MBA
2018	1	B.Com	Commerce	Suvarna College Bengaluru	MBA
2018	1	B.Com	Commerce	PESIT, Bangaluru	MBA
2018	1	B.Com	Commerce	BVB Hubballi	MBA
2018	2	B.Com	Commerce	Shrinivas University Mangaluru	MBA
2018	1	B.Com	Commerce	RCU Balagavi	MBA
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	0
SET	0
SLET	0
GATE	0
GMAT	0
CAT	0
GRE	0
TOFEL	0
Civil Services	0
Any Other	0
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
----------	-------	------------------------

Cultural	Inter Class Level	35
Tennis	Single Zone Tournament (M)	18
Cricket	Inter Class Level	66
Athletics	Inter Class Level	85
Long Jump	Inter Class Level	17
High Jump	Inter Class Level	28
Discuss Throw	Inter Class Level	34
Javelin Throw	Inter Class Level	28
Debate Competition	Inter Class Level	24
Food Festival	Inter Class Level	30
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### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	0	National	0	0	0	0
2019	0	National	0	0	0	0
<a href="#">View File</a>						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students are the integral parts of the college. The purpose of the college itself is to serve the students. Hence students are given first priority and also to prepare the students to face the real world with greater confidence by inculcating the leadership quality, managerial skills, team spirit, social values etc,. Based on this the students representatives are elected. The electing is done by students itself, which is done with expert supervision of the principal and all the teaching faculties. From each class two class representatives are elected, one student to represent Gymkhana Secretary, one student to represent General Secretary, one student represent ladies representative. The student's involvement, suggestions and support are taken for the various committees wherever it is required. The committees are college union, Gymkhana, Cultural forum, Library, Ladies Association, NSS, Scouts Guides, Youth Red Cross Wing. The college provides ample of opportunities to the students to exhibit their hidden talents. The students representatives take active part by contributing their innovative inputs in designing, planning, budgeting and organizing activities of the college. Their active involvement helps them to shoulder the responsibility, develop the problem solving skills, create genuine interest and cultivate empathy, courage and integrity.

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

2100

5.4.3 – Alumni contribution during the year (in Rupees) :

100000

5.4.4 – Meetings/activities organized by Alumni Association :

2

## **CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 – Institutional Vision and Leadership**

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The institution has always believed in inclusive and participate management and decentralization of authority, which aims at healthy and constructive growth of the college by involving all the stake holder. The primary aim of the institution is to provide quality education to the rural students and make to them enable to lead a better life. For effective decentralization of functions various committees are been formulated. Each committee have co-ordinators and members. The senior most member of our department is consider to be the department head, wherein he/she as a head has to take care of the department in connection with various aspects like time table, allotment of classes, conducting internal assessment, online entry of marks etc. All the major and minor committees have co-ordinators who effectively carryout instructions of the principal. The role and responsibility of each faculty is briefed in the meeting by the principal and head of the department of the concerned subjects and are responsible for discharging the entire academic task assigned to them. Various committees are found for effective and efficient delivery of the curriculum and the authority the required to perform the given task is also delegated to the co-ordinators of the committee. The board of management, college governing body, principal, IQAC and faculty plays a vital role in the design and implementation of the plans and policies of the institution. The institutional policies are formulated and implemented as per the norms guidance and support of the management. The principal with the support and guidance of the college governing body implements the plans and policies of the institution efficiently effectively and smoothly. Thus, the management and college governing body play the role of facilitator and the principal and staffs plays the role of executors. The management delegates the authority to the principal, in turn the principal delegate the authority to the head of the department and administrative staff for efficient implementation of the college activities.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

### **6.2 – Strategy Development and Deployment**

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Our college is affiliated to Karnatak University Dharwad. As our college is not autonomous we cannot do curriculum development fully. But never the less but partially our college tries to influence the curriculum development to the university to which it is affiliated. The faculty members

contribute their views in framing the syllabus and have put forward their opinion about curriculum development.

Teaching and Learning

The institution follows learner centred education through appropriate methodology which facilitates effective learning. The institution follows a strategy of planning and organizing the teaching learning evaluation schedules the develop skills like interactive learning, collaborative learning, independent learning among the students. The ICT and other available facility are used by the faculty for effective teaching. Opportunities are given to the students and faculty to enhance the level of knowledge and skills. The institution creates the condition and atmosphere that helps the learner to acquire, apply and retain the knowledge.

Examination and Evaluation

As the institution is affiliated to Karnatak University, Dharwad it follows the semester examination schedule offered by the university. The college conduct two internal assessments for 20 marks each. The college examination committee plans and announce the time table for internal assessment in accordance with guidelines of the affiliated university. The examination committee collect the question papers and conducts the exams in a systematic, disciplined and transparent manner. The teachers complete the evaluation process and submit the marks list. On the bases of the students performance, attendance, submission of assignments, seminars and their active participation in curricular and co-curricular activities. Final internal assessment marks are assigned in all the subjects of the semester and the same is submitted to the university website.

Research and Development

There is a provision for research and development in under graduate level as well as in post graduate level. The faculties are given all the amenities to do research and development activities in the national and regional levels.

Library, ICT and Physical Infrastructure / Instrumentation

The efficiency of our institution is tremendously influenced by the quality service provided by our college. Our college library is equipped with huge resources. It is providing all the

support facilities to the faculty and students in developing their knowledge and skills. The library uses e-library software which has a collection books, journals, competition examination books and free internet with wi-fi facility. The goal of management is to provide quality education. To achieve this, management has provided necessary infrastructure and add to the infrastructure on need base to facilitate effective teaching learning process.

**Human Resource Management**

In our institution, every employee is considered as a precious asset and special care is taken to tap the talent of every employee. Employees at all level are encouraged to improve their qualification, upgrade their knowledge and skills to bring out the potential. Our faculty members are encouraged to enhance their performance by participating in seminar, workshops and conferences. The necessary funds are provided along with duty leave to participate in faculty development programmes. For students the college conducts soft skill development programmes, Multiple choice question etc. this will enable our students to excel in higher education and increase their employability.

**Industry Interaction / Collaboration**

Most of the college alumni are well known industrialist. The college invites these industrialists as a resource person who interacts with students and guides them on self employment and provide the necessary information to start a new venture. Thus, alumni industrialists are helping the institution in establishing institute industry interface.

**Admission of Students**

Admission is given as per the norms of the university. The college provides admission to the student's primarily on merit base and follow government rules for SC/ST/OBC and Minority section of the society. The admission process is given publicly through college website, news paper advertisements and social media. The college provides all the information about the course and facilities available through its prospectus and handbook. The students are supposed to pay the fees mentioned by the college and also on the bases of category to which they belong.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	Preparation of action plan, preparation of calendar of events, preparation of annual budget, preparation of time table are being done by the institution.
Administration	The college is doing regular meetings with the staff and discuss about the plans and development strategies required by the college. The administration of the college is headed by the principal along with the management of college. The administration is not completely through e-governance, it also has paper work.
Finance and Accounts	The college has e-banking system with regards to finance and accounts. There is total transference in this process. It is partially through paper work as well.
Student Admission and Support	Our college provides admission and support activities by issuing prospectus, receiving application, generation of admission channel, generation of students profile, library services, educational CD's etc. This data is used for further students supports programs like fee concision, scholarship, examination etc.
Examination	Yes this is through e-governance. The student's examination applications details are uploaded, online approval is taken by the university. Various activities like generation and submitting of OMR, generation and issue of hall ticket is done with the help of e-governance.

**6.3 – Faculty Empowerment Strategies**

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Nitin S. N.	Practice of Corporate Social Responsibility in Nationalised Bank Upshot Financial	0	0

		Exclusion organized by Government College of Arts, Science and Commerce, Khandola, Goa		
2018	Shubham Talekar	Two Day National Seminar on Social Security in India: Issues, Challenges and Prospects. Organized by Rani Chennamma University Belagavi.	0	0
2018	Shridhar V. Nayak	Two Day National Seminar on Indian English Literature-past, present future organized by Davanagere University, Davanagere.	0	0
2018	Megha Nayak	One Day National seminar on Digital Transaction: An inevitable future of economy. Organized by GFGC Ankola, Pujageri Uttara Kannad Zilla Vijnana Kedra, Karwar	0	0
2018	Dr. Keshava K.G.	International Conference on "GOING GLOBAL IN HIGHER EDUCATION (GGHE-2K19)" held at Govt. Arts Science College (Autonomous) Karwar,	0	0
2018	Suresh B.	International	0	0

	Gudimani	Conference on "GOING GLOBAL IN HIGHER EDUCATION (GGHE-2K19)" held at Govt. Arts Science College (Autonomous) Karwar,		
2018	Dr. B.R. Tole	One Day Multi-disciplinary national Conference on Sustainable Development Knowledge management in Higher Education. Organized by GFGC Shiralakoppa.	0	0
2018	Dr. Keshava K.G.	XXXI Academic Conference on the theme "TOWARDS SCIENTIFIC AND EQUITABLE EDUCATION FOR ALL" Organized by JAC (MUTA, TNGCTA AUT) Kanyakumari Tamilnadu	0	0
2018	Suresh B. Gudimani	XXXI Academic Conference on the theme "TOWARDS SCIENTIFIC AND EQUITABLE EDUCATION FOR ALL" Organized by JAC (MUTA, TNGCTA AUT) Kanyakumari Tamilnadu	0	0
2018	Shubham Talekar	Two Day National Seminar on Social Security in India: Issues, Challenges and Prospects. Organized by	0	0



Rani Chennamma  
University  
Belagavi.

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Computer Literature		03/09/2018	04/09/2018	12	0

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
REFRESHER COURSE	1	19/09/2018	09/10/2018	21
REFRESHER COURSE	1	23/10/2018	12/11/2018	21

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Chit Fund, Ex-gracia, ESI PF facility, first aid appliances.	Chit Fund, Ex-gracia, ESI PF facility, first aid appliances.	KWT's Financial Assistance for Education, drinking water, well furnished classrooms, canteen, first aid appliances and toilet facility.

## 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The institution conducts both internal external audit regularly. The kanara welfare Trust appoints the auditors to audit the accounts of the college annually. Internal audit is responsible for both internal audit and concurrent audit. The external audit is undertaken by the regional joint director of collegiate education and office of the principal Accountant General, Bangaluru. Through this auditing the inspects and report the entire accounting transaction

of the institution and also provide their valuable guidance through their findings and audit objections.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
JEETESH TAMSE	205000	Cycle Stand
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

30960
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## 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	CA	Yes	CA
Administrative	Yes	KWT, ANKOLA	Yes	KWT, ANKOLA

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

<p>1. Feedback is taken from parents based on which the holistic development of the college can be done. 2. Counselling the students at the time of admission. 3. Career guidance 4. Honouring meritorious students</p>
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6.5.3 – Development programmes for support staff (at least three)

<p>1. Special Guest lectures are organized for academic and professional improvement of the staff. 2. The college provides all the official leave benefits to the faculty in order to attend all professional courses which are organized by government and non-government bodies. 3. Staff council of our college effectively solves the staff grievances and issues.</p>
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

<p>1. Strengthened research papers publications of students and staff. 2. Reconstitution of IQAC as per the guidelines. 3. The discipline committee is put in to the task of supervising discipline of the college in each level and also with proper conducting of the classes.</p>
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6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Career Opportunity Programme by Nirakar	16/07/2018	16/07/2018	16/07/2018	50

	Industry, Karwar				
2019	Workshop on Shaping your mind to shape your career	16/01/2019	16/01/2019	16/01/2019	70
2019	Career Opportunity Programme with collaboration Vidya Poshak Dharwad.	04/02/2019	04/02/2019	04/02/2019	40
2019	One day National seminar on Innovation Banking Financial Sector	25/03/2019	25/03/2019	25/03/2019	110

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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Women Empowerment	23/02/2019	23/02/2019	45	28

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

1. Tree plantation,
2. Swachha Bharat Abhiyan,
3. Say No to plastic
4. Eco Friendly Campus.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Provision for lift	No	0
Ramp/Rails	Yes	0
Braille Software/facilities	No	0
Rest Rooms	No	0
Scribes for examination	No	0
Special skill development for differently abled students	No	0

Any other similar facility	Yes	0
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#### 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	02/10/2018	1	NSS	Beach Cleaning	150
2019	1	1	07/02/2019	1	NSS	Medial Awareness at Kadawad	70
2019	1	1	09/02/2019	1	NSS	Police Rules Awareness at Kadwad	65
2019	1	1	10/02/2019	1	NSS	Dredging of Pond at Kadwad	40

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#### 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Prospectus	01/06/2018	It contains details regarding history of the institution, Board of Trustees, College Governing Body, teaching and non-teaching staff, Vision, Mission, and Objectives of the institution , admission procedures, Scholarship facilities, General Instruction to the students, Syllabus of all semesters, internal test details, calendar of semester.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Yoga Day	21/06/2018	21/06/2018	75
Vanamahostava Day	12/07/2018	12/07/2018	65
UNESCO Conventional Day	12/08/2018	12/08/2018	15

National Sports Day	29/08/2018	29/08/2018	150
National Library Week	14/11/2018	20/11/2018	250
National Consumer's Day	28/12/2018	28/12/2018	75
National Youth Day	12/01/2019	12/01/2019	90
International Women's Day	08/03/2019	08/03/2019	120
<a href="#">View File</a>			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Plastic Free Campus
- Dust bin in Classes Campus
- Leaves Composting in Campus
- Planting of Sapling in campus
- Gardening
- Wormy Compost Pit
- Clean Campus Mission
- Using less paper.

## 7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Our college has several best practices. At the beginning of the college, the principal nominates class mentor whose duty is to maintain the student's details like profile of the students of both personal and academic details and also maintain regular contact with the students so as to solve any grievances regarding college matters. To celebrate the national heroes on occasion of their birth anniversary by conducting a competition based on the event and also exhibition of books. Parents meetings are conducted regularly and feedbacks are taken, based on their opinion college can be improved. The research committee makes various groups for final year students and allot each project work to each group. Various committees are formed such as, time table committee, examination committee, discipline committee, UGC committee, cultural committee, IQAC committee, NSS committee, Library Advisory Committee etc., which are all headed by principal of the college. Every year auditing is done by trust and local authorised auditor. There is CCTV cameras in all the class rooms, based on this there is transparency regarding the conducting of the classes. The college has been providing scholarship facility for meritorious and poor students every year. College has ICT facilities in each class rooms which is useful in enhancing virtual communication, in better and clear understanding concepts, to create interest in learning, to make learning attractive and impressive, to save time in delivering information. It also boosts self-esteem and self confidence of the students. The use of ICT in teaching and learning has witnessed significant change in the learning outcome of the students. The teachers too have been benefited to a large extent in providing a comprehensive idea of the subject. The institution practices ICT through the following ways like, Use of Laptops, Smart boards and projectors in the class rooms.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://divekarcollege.ac.in/wp-content/uploads/2020/11/BEST-PRACTICES.pdf>

## 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Keeping the Vision, Mission and Objectives of the college all teaching and non-teaching faculty are continuously trying to achieve the set goal. In order to impart quality education our college has good competent teaching faculties. The students in the college are given both academic as well as inspire to develop

good moralistic, ethical and leadership qualities. The college has good atmosphere and ICT enable classrooms to give the students best efficient teaching. Every year the alumni and parents meeting are arranged in which feedbacks are taken from them. There is good Automated library system by means of which students can improve their general knowledge and academic knowledge as well. There are extension activities in the college and in general also the students are inspired to be socially responsible person. Overall the college intends to make the students to be responsible citizen and to make them realise their dreams in terms of education by inspiring by counselling them. Overall make them to reach the zenith of success.

Provide the weblink of the institution

<https://divekarcollege.ac.in/about-us/vision-mission-objectives/>

### **8.Future Plans of Actions for Next Academic Year**

The future action plans for the academic year 2019-20 are as follows.

- Smooth conducting of classes where in the students regularly attends the classes, for this master time table is prepared for all the courses of UG and PG level. The classes are allotted to both permanent faculty and guest faculty immediately at the reopening of the college, so as to avoid any dealing of classes.
- A meeting is called in which instructions are given to both teaching and non-teaching faculty pertaining to holistic contribution for effective functioning of the college.
- Various committees are formed and committee's work is allotted with the acknowledgement to the faculty about their role in the committee's by being respective co-ordinator and member of it.
- Each department is instructed to submit their respective action plans pertaining to their department.
- To promote state, national level teachers and students paper presentation on current topics.
- To telecast subject related movies, documentary and review of the same.
- To conduct employability training programmes for students and prepare them for the placement drives.
- Extension programs and mega activities are planned up so as to implement it fruitfully.
- The NSS unit program officer along with its volunteers makes an effort and plans for the overall cleanliness and hygienic atmosphere of the college as well as the community at large.
- For the youthful improvement and sportsmanship spirit, the sports committee plans up activities in such a way that it doesn't disturb the academic calendar.
- To give hands to community service in term of extension activity.
- To strengthen go green, pollution free and waste management activities.
- The examination committee plans the schedule for the conducting of internal assessment in the concerned way.
- The library committee discusses its plan with all the faculty and non-teaching faculty and based on the minutes of the meeting regarding, the up-gradation of library resources in terms of books, journals, e-journals, magazines newspapers etc. so as to students and teachers can make maximum benefit of the library.
- The IQAC monitors all plans well effectively for growth.