# YEARLY STATUS REPORT - 2020-2021

| Part A | |
|---|---|
| **Data of the Institution** | |
| **1.Name of the Institution** | MILAGRES COLLEGE |
| • Name of the Head of the institution | MICHAEL L SANTHUMAYOR |
| • Designation | Principal |
| • Does the institution function from its own campus? | Yes |
| • Phone no./Alternate phone no. | 08242423822 |
| • Mobile No: | 9845165382 |
| • Registered e-mail | mchm@milagrescollege.edu.in |
| • Alternate e-mail | milagrescollege@yahoo.com |
| • Address | Falnir Road, Hampankatta |
| • City/Town | MANGALURU |
| • State/UT | Karnataka |
| • Pin Code | 575001 |
| **2.Institutional status** | |
| • Type of Institution | Co-education |
| • Location | Urban |
| • Financial Status | Self-financing |

| | | |
|---|---|---|
| • Name of the Affiliating University | **Mangalore University** | |
| • Name of the IQAC Coordinator | **Mr Denzil Celestine D'Costa** | |
| • Phone No. | **08242423822** | |
| • Alternate phone No. | **08242423822** | |
| • Mobile | **8660011342** | |
| • IQAC e-mail address | **iqacnaac@gmail.com** | |
| • Alternate e-mail address | **denzilcosta@milagrescollege.edu.in** | |

| | |
|---|---|
| **3.Website address (Web link of the AQAR (Previous Academic Year)** | https://www.milagrescollege.edu.in/images/AQAR_Report_2019-20.pdf |
| **4.Whether Academic Calendar prepared during the year?** | **Yes** |
| • if yes, whether it is uploaded in the Institutional website Web link: | https://milagrescollege.edu.in/images/Hand-book-2021-22-new.pdf |

**5.Accreditation Details**

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|---|---|---|---|---|---|
| **Cycle 1** | **B++** | **2.79** | **2020** | **08/01/2020** | **07/01/2025** |

| | |
|---|---|
| **6.Date of Establishment of IQAC** | **01/06/2015** |

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

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

| | |
|---|---|
| **8.Whether composition of IQAC as per latest NAAC guidelines** | **Yes** |
| • Upload latest notification of formation of IQAC | View File |
| **9.No. of IQAC meetings held during the year** | **1** |

| | |
|---|---|
| • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | **Yes** |
| • If No, please upload the minutes of the meeting(s) and Action Taken Report | View File |

| | |
|---|---|
| **10.Whether IQAC received funding from any of the funding agency to support its activities during the year?** | **No** |
| • If yes, mention the amount | |

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

| |
|---|
| **E-Content Development** |
| **Internal Academic Audit** |
| **Series of Student Capacity Building Programmes** |

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

| Plan of Action | Achievements/Outcomes |
|---|---|
| **Faculty Development** | **Conducted a guest lecture for the faculty on research publications** |
| **Extension Programmes** | **Programmes like Yoga Day, Fit India, events under NSS, Covid Awarness, Environmental Day, Swachh Bharath Abhiyan** |
| **Student Capacity Building Programmes** | **Conducted series of capacity building programmes for all the students** |

| | |
|---|---|
| **13.Whether the AQAR was placed before statutory body?** | **No** |
| • Name of the statutory body | |

| Name | Date of meeting(s) |
|------|--------------------|
| **Nil** | **Nil** |

**14.Whether institutional data submitted to AISHE**

| Year | Date of Submission |
|------|--------------------|
| **2020-21** | **10/02/2022** |

## Extended Profile

### 1.Programme

| 1.1 | **189** |
|-----|---------|
| Number of courses offered by the institution across all programs during the year | |

| File Description | Documents |
|------------------|-----------|
| Data Template | [View File](#) |

### 2.Student

| 2.1 | **716** |
|-----|---------|
| Number of students during the year | |

| File Description | Documents |
|------------------|-----------|
| Data Template | [View File](#) |

| 2.2 | **263** |
|-----|---------|
| Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | |

| File Description | Documents |
|------------------|-----------|
| Data Template | [View File](#) |

| 2.3 | **232** |
|-----|---------|
| Number of outgoing/ final year students during the year | |

| File Description | Documents |
|------------------|-----------|
| Data Template | [View File](#) |

| 3.Academic | |
|---|---|
| 3.1<br><br>Number of full time teachers during the year | **24** |

| File Description | Documents |
|---|---|
| Data Template | View File |

| 3.2<br><br>Number of Sanctioned posts during the year | **24** |

| File Description | Documents |
|---|---|
| Data Template | View File |

| 4.Institution | |
|---|---|
| 4.1<br><br>Total number of Classrooms and Seminar halls | **17** |
| 4.2<br><br>Total expenditure excluding salary during the year (INR in lakhs) | **37.58** |
| 4.3<br><br>Total number of computers on campus for academic purposes | **57** |

# Part B

**CURRICULAR ASPECTS**

**1.1 - Curricular Planning and Implementation**

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

**Milagres college is affiliated to Mangalore University, the syllabus is prescribed by the affiliating University. The college follows the curriculum and the Academiccalendar prescribed by the University**

**For the effective curriculum delivery the institution has the following Mechanism**

**• Timetable Committee prepares a detailed timetable regarding curricular co-curricular and extra-curricular activities**

- **The teaching plan for its subject is prepared by the subject teacher**

- **Heads of department keep an eye on the program Of The curriculum**

- **The department of activities are continuously monitored and received by the IQAC**

- **Teachers are motivated to participate in seminars workshop and conference and researches**

- **The Institution collect feedback from faculty members, students, Alumni and parents**

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

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

**Before the commencement of each semester, University notifies an academic calendar for all the programs, which contains the date of commencement, last working day of the semester, Internship schedule and dates for semester-end examinations. Events include details like the mandatory working days in Each semester the dates of government holidays, state central, regional and local holidays Are considered. The dates of 2 internal assessment examination which are part of the continuous evaluation system are also incorporated in the Academic Calendar. Orientation programs student Council election and Departmental activities are conducted strictly according to the calendar of events by online and offline modes.The principal, through the Academic committee meetings frequently reviews the semester's programs and provides suitable suggestions.**

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

**1.1.3 - Teachers of the Institution participate in** **C. Any 2 of the above**

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

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

## 1.2 - Academic Flexibility

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

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

4

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

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

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

14

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

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

**716**

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

**716**

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

## 1.3 - Curriculum Enrichment

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

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

**The mandatory courses prescribed by Mangalore University which address cross-cutting issues relevant to Gender Environment and Sustainability. The College establishes gender sensitization and awareness among students in both theory and practice through implementation of the prescribed curriculum in theory while involving students in various activities, in practice. The College is a co-educational institution that focuses chiefly on changing profile of gender in India. The Women's Cell conducts various special lectures on gender related topics on special occasions. Both boys and girls are encouraged to realize the equality in gender, social justice, human rights, and professional ethics. Interactions with successful women have helped our female students realize the**

positioned power of women, and opportunities that are available to them. Associations conduct collage making competitions, debates and essay writing competitions on issues related to women. The subject paper on Environmental Studies creates an awareness of prevailing issues like environmental pollution and global warming. Implementation of value based education imparts holistic education to mold the students to become responsible citizens of tomorrow. Awareness programs on Anti-Ragging, Physical and Sexual Harassment are organized. Inter-class competitions are conducted throughout the year and students are awarded on College day.

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

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

2

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

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

125

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

## 1.4 - Feedback System

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

**D. Any 1 of the above**

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

**1.4.2 - Feedback process of the Institution may be classified as follows**

**C. Feedback collected and analyzed**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| URL for feedback report | **Nil** |

## TEACHING-LEARNING AND EVALUATION

## 2.1 - Student Enrollment and Profile

## 2.1.1 - Enrolment Number Number of students admitted during the year

## 2.1.1.1 - Number of sanctioned seats during the year

**350**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Institutional data in prescribed format | [View File](#) |

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

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

**218**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Number of seats filled against seats reserved (Data Template) | [View File](#) |

## 2.2 - Catering to Student Diversity

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

**Milagres College continuously monitors and evaluates the newly admitted students. Bridge course is conducted Department and language wise to improve the basic knowledge. Usually we begin from the fundamentals moving on to a little more intense into understanding the basic concepts and nuances of the subjects. At the end of the course a test is conducted in order to evaluate the performance. The level of knowledge in the particular subjects is evaluated by conducting diagnostic test. Students are categorised as slow and advance learner based on their performance.**

**Slow learners are identified and difficult portions are retaught through tutorials, doubts are cleared and retests are conducted if needed. They are permitted to borrow extra book from the college library.**

**Advanced Learners are encouraged to read beyond the requirements of the syllabus as well as to take up internships during semester breaks. Participation in national and international seminars and conferences, presentation and publication of research data is also encouraged. Subject video of a students is done and it will be uploaded in the website and LMS for other students' reference. Scholarship and concessions in fee is given to advance learners.**

**Rank holders are felicitated on Annual Day.**

| File Description | Documents |
|---|---|
| Link for additional Information | **Nil** |
| Upload any additional information | [View File](#) |

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

| Number of Students | Number of Teachers |
|---|---|
| **716** | **24** |

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |

## 2.3 - Teaching- Learning Process

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

**Student-centric learning methods are adopted by all the departments. Group discussions, seminars using PPT, participation in national seminars organized by other Institutions encourage interactive and collaborative learning among students. Peer teaching, independent learning through assignment, quizzing and book review are some of the teaching strategies. Research culture is inculcated in the students as they are encouraged to participate and present papers in seminars, conferences organized in the institution and other institutions. Organizing skills, time management, team work and responsibility are learnt when they are involved in helping the teachers in organizing seminars, conferences and fests.**

**Students are motivated to contribute articles to the college magazine 'Milagres Miracle'. students during first four semesters have to participate in at least one curricular and extracurricular activity. Add-on and Certificate and diploma courses are provided to the student.The students are provided with sufficient number of class rooms, modern infrastructure, drinking water, rest room, hostel facilities, outdoor and indoor games. A Gym is established for the fitness of our students.Students are given individual projects and assignments which focus independent learning. They are assigned group projects and activities which promote peer learning and team building. Extension activities, internships and trainings**

**ensure experiential learning for students.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Link for additional information | https://milagrescollege.edu.in/facilities.php |

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

**The academic year 2020-2021 was completely affected by Covid-19 pandemic and therefore it was not only the choice but also the compulsion of the teachers to learn, adopt and practice the ICT enabled tools. The use of laptops and internet became a common practice not only for the teachers but also for the students. The college is well-equipped for the use of the ICT-enabled teaching-learning process. LCD Projectors are installed in all the classrooms and computer labs. All departments are provided with computers and a high-speed internet facility. College conducted faculty training programmes for the development of E-content and the use of e-resources during the year. Teacher uses LCT for conducting classes. LMS facility was provided by college were teacher can upload the lesson video, class materials and assignment which helps the students to learn the concepts even they are absent for class. Students are encouraged to do the lesson video and upload in LMS. Subject related CD's are available in library for student's reference. College is facilitated with e-resources like INFLIBNET which helps the teachers to search the class materials. Students are also encouraged to use LCT for their class seminars and presentations.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | **Nil** |

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

**2.3.3.1 - Number of mentors**

22

| File Description | Documents |
|---|---|
| Upload, number of students enrolled and full time teachers on roll. | View File |
| Circulars pertaining to assigning mentors to mentees | No File Uploaded |
| mentor/mentee ratio | View File |

## 2.4 - Teacher Profile and Quality

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

24

| File Description | Documents |
|---|---|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | View File |
| List of the faculty members authenticated by the Head of HEI | View File |

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

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

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

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

### 2.4.3.1 - Total experience of full-time teachers

106

| File Description | Documents |
|---|---|
| Any additional information | View File |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

## 2.5 - Evaluation Process and Reforms

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

The academic year 2020-2021 was completely affected by Covid-19 pandemic and therefore it was not only the choice but also the compulsion of the teachers to learn, adopt and practice the ICT enabled tools. The use of laptops and internet became a common practice not only for the teachers but also for the students. The college is well-equipped for the use of the ICT-enabled teaching-learning process. LCD Projectors are installed in all the classrooms and computer labs. All departments are provided with computers and a high-speed internet facility. College conducted faculty training programmes for the development of E-content and the use of e-resources during the year. Teacher uses ICT for conducting classes. LMS facility was provided by college were teacher can upload the lesson video, class materials and assignment which helps the students to learn the concepts even they are absent for class. Students are encouraged to do the lesson video and upload in LMS. Subject related CD's are available in library for student's reference. College is facilitated with e-resources like INFLIBNET which helps the teachers to search the class materials. Students are also encouraged to use ICT for their class seminars and presentations.

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Link for additional information | Nil |

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

The evaluation system involves two pronged evaluation strategy at the institutional level and at the university level. Examination

committee of the college looks into the process of conducting examinations, awarding internal assessment marks, and redresses the grievances. Based on the academic calendar of the university, the institution provides the probable dates of internal exams in its academic calendar. Committee prepares the timetable and displays the same on the notice board. It prepares the list of invigilators and communicates the same to the concerned faculty. It also collects question papers from the respective teachers and gives a deadline for valuing the answer scripts and submission of internal marks. It makes necessary arrangements for re-examination.Answer scripts are distributed in the classrooms. Students are allowed to set right the marks if at all totaling errors are there.

At the University level: For the semester examination, hall tickets are issued to the students well in advance. Any grievance related to the hall tickets is addressed to the examination committee. Any end semester examination related grievance is to be addressed to the University. The mechanism of redressal permits a student to opt for either personal seeing, re-totaling or revaluation of the answer script.

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Link for additional information | Nil |

## 2.6 - Student Performance and Learning Outcomes

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

The Course Outcomes are systematically assessed, and are linked to the Programme Outcomes and Programme Specific Outcomes. Therefore, the attainment of Course Outcomes leads to the attainment of Programme Outcomes and Programme Specific Outcomes. The POs are discussed and communicated during the staff meeting at the beginning of the academic year and orientation towards Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) are given by HODs and Co-ordinators of each programme. Orientation programme to students about POs, PSOs and COs, Course curriculum, and assessment plan is also conducted by the departments for each programme separately. Orientation programme is conducted at the beginning of the year in which the HOD explains the programme and course outcomes to the students.

There are 150 courses comprising the four programmes inclusive of languages and foundation courses offered by the College.

Each course has its specific outcome with a definite knowledge component. The Programme Outcomes, Programme Specific Outcomes (PSOs) and Course Outcomes (COs) are published at Institution Website (www.milagrescollege.edu.in) and can be accessed by all the stakeholders. Student's notice board: POs, PSOs and COs of each programme is displayed in the students notice board.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for Additional information | Nil |
| Upload COs for all courses (exemplars from Glossary) | No File Uploaded |

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

The process of attainment of POs, PSOs, and COs, starts with developing appropriate COs for each course in the undergraduate courses. The course outcomes (COs) are developed by the respective faculty in charge based on the curriculum and need of the industry. The assessment weightage of 70% is given to direct attainment and 30% to indirect attainment. The direct and indirect method of attainment of program outcomes and program specific outcomes are:

The student performance in the examinations during the end of each semester in each course is used as a medium to assess the level of attainment of POs and PSOs through the mapping of questions to course outcomes and Programme Outcomes. The linking and mapping of semester examination questions with POs for all the courses in the programme is assessed and maintained by the faculty in charge and program coordinators.

There are two mid-semester internal examinations conducted for each course in a semester. End semester examinations are conducted by the affiliating University focused on attainment of course outcomes and program outcomes through a comprehensive descriptive method. Besides the written examinations assignment/seminars are assigned to each student covering COs and POs throughout the programme in each course.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for Additional information | **Nil** |

## 2.6.3 - Pass percentage of Students during the year

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

**203**

| File Description | Documents |
|---|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | View File |
| Paste link for the annual report | **Nil** |

## 2.7 - Student Satisfaction Survey

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

https://milagrescollege.edu.in/images/SodaPDF-merged-Merging-Result.pdf

## RESEARCH, INNOVATIONS AND EXTENSION

## 3.1 - Resource Mobilization for Research

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

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

**NIL**

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

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

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

**NIL**

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

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

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

**7**

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

**3.2 - Research Publications and Awards**

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

**the year**

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

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

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

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

**1**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List books and chapters edited volumes/ books published (Data Template) | [View File](#) |

## 3.3 - Extension Activities

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

**Multifarious activities in the Institute involving the students with the objective of sensitizing various social issues and strengthening community participation for holistic development are carried out inside the campus under the banner of NSS, YRC and Outreach Programmes.**

**As part of Gender Sensitization programs. A webinar on "Sizzle and Fizzle of Relationships was conducted to create awareness among both male and female students. "International Yoga Day" was celebrated for making the students mentally and physically fit.**

**Following activities are undertaken to engage faculty, students, and staff in the neighbourhood community, viz. Swachh Bharat initiatives, NO to Plastic campaign, planting saplings, Covid-19 awareness campus, Blood donation, Blood Donors Day,**

In keeping with the Swachh Bharat initiatives all across the country, students reached out to campus cleaning, as part of the Outreach Programme. Due to the pandemic, online programs were conducted during this year to aware the students such as "National webinar on Vaccination Drive on Covid19 pros and cons.

The needs of the marginalized people especially women and children from the underprivileged sections of society get priority. Charity Drives were conducted specially during the pandemic foodkits were distributed to the needy and the families of our students.

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

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

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

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

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

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

18

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

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

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

**841**

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

**3.4 - Collaboration**

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

**12**

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

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

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

1

| File Description | Documents |
|---|---|
| e-Copies of the MoUs with institution./ industry/corporate houses | View File |
| Any additional information | View File |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | View File |

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

Milagres College is housed in a four storeyed building constructed in 2016. This building provides a soothing, conducive and pleasing environment for learning. There are 15 classrooms equipped with ceiling mounted LCDs, fixed green chalkboards and Ethernet connectivity for effective learning and dissemination of knowledge. There is a provision for portable LCD projectors.This enables the students to have vivid learning and acquire optimum usage. Apart from classrooms, there are facilities like conference hall, auditorium and library. The entire College building is equipped with CCTV surveillance for security purposes. Fire extinguishersand fire hose lines are installed at every floor. The building has elevator facilities. For the convenience of students, each floor has separate ladies and gents' washrooms and rest rooms. Purified drinking water facilities is available on all floors. All floors have separate ladies and gents' staffrooms with attached washrooms. All the staffrooms have intercom and computer with internet facility to enable them to prepare for their classes. The computer laboratory has 50 computers with internet connection, which serves as a learning aid for students. It is well lit and designed to the needs of the students and enables the lecturers to teach the students. The staff are provided computers with internet connection at the department level.

The College houses a library with 7757 books and INFLIBNET facility to help teachers and students to update themselves. The library subscribes to 12 journals, 12 Magazines and 10 Dailies. The College provides ample opportunities for the Hotel Management students to

develop their culinary and service skills. The food production laboratory can accommodate 40 students at a given time for practicals. The laboratory includes state of the art equipment'sinline with the industrial standards. The food production laboratory serves as an incubation centre in the field of creating innovative products. Food and beverage service training laboratory is equipped with essential cutlery and crockery items. In order to acquaint the students with various types of glassware which is used at the bar or restaurant service provision is available. State of the art Gueridon trolley for teaching the students about flambé method of cooking and live presentation techniques is provided. Students get trained in aspects of cleaning and setting a hotel room at the Housekeeping laboratory and model guestroom. Front office laboratory is based on the model of a hotel where students are trained to carry on aspects of the hotel guest cycle. Food, Nutrition and Dietetics laboratory is where the students conduct experiments in biochemistry, biology and human physiology. Innovative strategies are taken up for students in the laboratory. Students make use of the classroom learning by using the laboratory for blood grouping and thus theory is put into practice. The college also has a well furnished kitchen which is used by the students for cooking and baking purposes There are effective spaces in the college such as auditorium, seminar hall, airconditioned conference hall which are used for various activities. The college building includes a paved rooftop and balconies with elevated platforms.

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

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

The College believes in the adage "mens sana in corpore sano"- a sound mind in a sound body. There are two playgrounds, one within the College campus and another situated around 500-meters away from the College. The ground within the campus consists of outdoor games facilities such as football, basketball, throw-ball and volleyball. The grounds are used on regular basis during the morning and in the evening for practice. Efforts are made to provide the best of facilities to the students be it indoor or outdoor games including athletics. College initiates the students to take part in extra-curricular and co-curricular activities such as sports, games

cultural and intercollegiate activities. The College has sufficient facilities for full-fledged sports activities, which provides necessary facilities for conducting Sports and Games. The institution has a sports room wherein the office of the physical director is located. Sports equipments are stored there. Indoor games are also given prominence where students take active interest in games such as carrom, chess and table tennis. The College has established a gymnasium with necessary equipments. The students and staff make use of this facility. The students make use of this facility very well along with covid protocols. The gymnasium is sanitised everyday before and after the use and this makes our college gymnasium facilities very much systematic and efficient. The gymnasium is also open to the public on membership basis. Keeping in mind the intellectual and mental growth of the students, regular yoga training is provided by external experts. It is also a part of add-on certificate course, which is held every Saturday. A group of teachers identify the talents of the students after proper audition and train them in cultural activities.

The College provides scope for such regular talents exhibition by conducting events like variety entertainment, Talents day, Singing competition, Rangoli competition, etc. Training is provided by professionals in dramatics, dance and singing on a regular basis. The fine arts association conducts Inter collegiate, interclass cultural events at regular intervals. The College has a choir which regularly brings laurels to the College by participating in various intercollegiate and university fests. Students are trained with instruments like Guitar, Keyboard and the traditional instrument Ghumat. The Ghumat, a traditional, cultural form of instrumental music of the coastal Konkani speaking community is revived in the College. With assistance from the Konkani Sahitya Academy, the College organised a diploma course for a group of 50 students. The trained students of Ghumat have performed at various platforms within and outside the city. The College is proud to have revived a dying tradition and significantly creating interest in the youth. A variety of cultural programmes are performed by the students under the guidance of the Fine Arts Association at the Annual Day and other College events. The range of Co-curricular learning is rooted in belonging to different student associations (debating, music, best manager, turncoat, mock interview, eco club, NSS, sports, etc.). Each association has a faculty member and student representative who plan and oversee the execution of the events. In providing adequate facilities for sports, games, academic and cultural the college focuses all its resources aimed at students' holistic development and prepare them to face global challenges boldly.

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

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

**15**

## 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

**15**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | **Nil** |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | [View File](#) |

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

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

**2.39**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Upload audited utilization statements | [View File](#) |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | [View File](#) |

## 4.2 - Library as a Learning Resource

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

**Library is automated using Integrated Library Management System (ILMS)**

**Description of ILMS is as follows:**

- **Name of the ILMS Software : Easy lib.**
- **Nature of automation : Partial**
- **Version : 4.3.3**
- **Year of Automation : 2018-19**

**Milagres College Library is housed in the 3rd Floor of the College building with in an area of 135 sq.mts. Library is equipped with 120 seating capacity and is open from 8:30am to 5:00pm. Library is partially automated. It has a separate reading section for the staff and has access for e-resources and CD's/DVD's.**

**EASYLIB Integrated Library Management Software is used for library transactions. Partial Library automation was started with the purchase of Easy Lib Software, Version: 4.3.3 in 2018**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for Additional Information | **Nil** |

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**     **E. None of the above**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | View File |

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

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-**

**journals during the year (INR in Lakhs)**

`0.28584`

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

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

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

`20`

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Details of library usage by teachers and students | [View File](#) |

## 4.3 - IT Infrastructure

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

**The institution frequently enhances these facilities to innovate teaching, learning and evaluation systems and thus enable the staff and students towards higher achievements. The College aims at providing futuristic facilities to its staff and students so that they can utilize these resources to reach greater heights.Information regarding examinations, meetings, information to staff during vacation, readmission, etc.In case a student is absent from College the same is intimated to the parents through SMS via the ERP app.Information about upcoming events is available on the website www.milagrescollege.edu.in . Following the completion of the event, photographs and minutes of the event are also uploaded. This allows the parents to be aware of the programs being conducted in College as well.The CCTV installed at strategic places helps to monitor the campus activities as well as security purposes.There are classes on Basic Computer – MS Office conducted for the students as an add-on course.INFLIBNET facility provides access to selected scholarly electronic journals and databases in different disciplines**

**to teachers and students. antivirus has been installed to secure the usage.The borrowing of books in the library is digitized by the use of Integrated Library Management System (ILMS) software.**

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

## 4.3.2 - Number of Computers

**57**

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

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

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

## 4.4 - Maintenance of Campus Infrastructure

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

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

**57.15**

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

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

**The College library is well equipped with Integrated Library Management System (ILMS) namely EasyLib Software and NLIST e-Resources.The classrooms, computer Lab, departments, library, principals' chamber and administrative section have Uninterrupted Power Supply (UPS) and have been upgraded with ICT enabled facilities.College Library Advisory Committee includes faculty members of all departments.The Management of the College creates necessary arrangements for adding new academic infrastructure in the College as per the needs of the Departments/College.To have bulk power supply, the College has installed transformer and High-Tension (HT) power controller unit within the campus.Within the College building LED lights and 2 solar lights are installed as a power saving and eco- friendly measure.A record book of physical maintenance requirements is maintained for various services like electrical, plumbing and housekeeping.The laboratory equipment's maintenance is done through the help of the staff and external experts, if necessary.It also carries out the required civil works in the College such as whitewashing, constructing / renovating buildings and other repair works.**

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

**STUDENT SUPPORT AND PROGRESSION**

**5.1 - Student Support**

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

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

**1**

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

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

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

**390**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | View File |

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

**A. All of the above**

| File Description | Documents |
|---|---|
| Link to institutional website | **Nil** |
| Any additional information | View File |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

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

**16**

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

**16**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | View File |

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

**C. Any 2 of the above**

| File Description | Documents |
|---|---|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | View File |
| Upload any additional information | **No File Uploaded** |
| Details of student grievances including sexual harassment and ragging cases | **No File Uploaded** |

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

### 5.2.1.1 - Number of outgoing students placed during the year

**18**

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

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

### 5.2.2.1 - Number of outgoing student progression to higher education

**24**

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

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

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

**examinations) during the year**

**4**

| File Description | Documents |
|---|---|
| Upload supporting data for the same | View File |
| Any additional information | View File |

## 5.3 - Student Participation and Activities

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

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

**9**

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

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

**The Students Council is the most important body representing all the students of the College. The student representatives work as office bearers and members in the council, and works for the general interest, welfare of all the College. It brings grievances and the problem of the students into the notice of the appropriate authorities and organizes various activities in the college. Regular meetings are held to discuss and plan programmes and routine activities. Girls are given a special preference and every committee programme is having a tie up with IQAC. Student Council is involved in making Honesty Counter, social concern programs, mobilizes funds,**

**and conducts assembly in a unique manner.**

**The Inauguration of Student Council was held on March 20, 2021. Chief guest for the day was Sri SL Bhojegowda, Member of Legistative Council, South West Teachers Constituency, Government of Karnataka, Ms Cleeta D'Soura, General Secretary, FIMCAP Asia and JCI Mangalore was the Guest of Honor.**

**Chief Guest addressed the gathering by his encouraging words filled with enlightenment regarding the importance of Education and the role of Educational Institutes and Faculty for the progress of our Country. Ms Cleeta spoke on the Role of Leader on the road to success.**

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

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

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

**47**

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

**5.4 - Alumni Engagement**

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

The college has an Alumni Association known as (MICAA) Milagres College Alumni Association, registered on 4-5-2019 with a registration number DRDK/SOR/23/2019-2020. Human Resource officer and Counsellor of the college gave guidance andalumni meetings were held due to COVID-19 lockdown to connect with teachers and assistance to students.

Membership

MICAA contributes to the development of the institution and it is an active body with many alumni/nae members. It closely associates itself significantly with the development of the Institution through financial and non-financial means from years. MICAA cherishes and preserves its relationship with its alumni/nae by inviting them to all the important events. Many of the alumni/alumnae extend their support the College during the Annual Sports and College Day. The alumni committee members are always in touch with the old students of the college and take active part in the advisory committee meetings of the college.

There is an alumni office within the campus in Milagres Boys Hostel Room No. 001, Door No. 14-5-606-1for the convenience of office bearers to conduct meetings. The alumni committee always keeps in touch with the college and is a close and well-knit body that always has the growth of the organization as its major concern.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://milagrescollege.edu.in/alumni.php |
| Upload any additional information | No File Uploaded |

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**      E. <1Lakhs

| File Description | Documents |
|---|---|
| Upload any additional information | View File |

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

## 6.1 - Institutional Vision and Leadership

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

The governance of the institution is in accordance with the vision and mission statement reflecting the goals and objectives of the institution. The institution strives to impart a holistic education that will enable the students to face the challenges of a rapidly changing society and groom them into empowered, environmentally conscious and socially responsible members of the community. Towards this objective, job-oriented, self-financing degree courses and add-on certificate courses have been introduced to improve the employability of students by making them skilled, self-reliant and globally competent. Moral values of responsibility, leadership and social empathy are inculcated among the students through various social programmes conducted by the Service oriented associations.

Awareness of environmental and ecological issues is generated through a variety of measures like Green Audit exercise, tree planting ceremonies, installation of solar panel and LED lights etc. The imparting of innovative teaching-learning process and technological skills to the students is supported by the provision of state of-the-art technology. In recent times, the institution has specially upgraded itself to take up the challenge of online teaching and e-learning is being effectively carried out with the help of Impart us a virtual platform dedicated to meeting the needs of complete knowledge sharing.

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

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

The Management along with the Principal provides leadership and support in all academic and practices of the institution. Governing Council, and Staff Council also assess the activities and give necessary suggestions at regular intervals. Major decisions are taken by the Principal in consultation with Governing Council, IQAC and Staff Council. Administrative powers and responsibilities are delegated to Head of the Departments, faculty on the basis of their competence, commitment and capacity to meet the institutional objectives. The institution's democratic principles of decentralization and participative management are also reflected through involvement of staff members and students in various extracurricular activities/associations like Commerce, Literary,

Hospitality, Eco &Life Science ,Fine Arts, Youth Red Cross, Sports, NSS, Outreach Program, Parent Teacher , Alumni to carry out different activities. Special attention is given to the grievance of the students through the statutory cell like Student Grievance Redressal, Research and Development, Forum For Human Rights And Anti Ragging, Womens Empowerment and Grievance cell Decision making is decentralized through these committees. IQAC looks after smooth functioning and quality enhancement of the college. Staff members and IQAC, guides and delegates responsibilities of planning and execution of all the academic activities which in turn is monitored by the Principal

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

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Effective leadership is seen across the board, both vertically and horizontally. College has been using ICT for teaching learning purposes since 2016. Along with extensive use of Laptops for classroom, the college had provided Projector enabled classrooms, making ICT an integral part of the teaching process. In 2019-20, the college has upgraded itself to e-learning through Aptra Learning Management System, an online learning platform. It has enabled 'lecture-capture facility' through installation of recording devices and subsequent access to the recorded lectures by the students that allowed better learning outcomes in tandem with the rapid and radical change of curriculum from annual to semester system. Aptra Learning Management System has also aided in recording special lectures or talks delivered by eminent the college has been quick to adopt to online teaching during the pandemic and subsequent lockdown. Online training programmes for both teachers and students were organized with Aptra representatives,trainers to familiarize them with the virtual platform for live classroom teaching. This online portal has aided in smooth running of the teaching-learning process. The college also has set up a YouTube channel called Milagres LMS where the lecturers recorded videos are uploaded for the masses to view.

https://www.youtube.com/channel/UCGFJ5kwSzN6RMlUrqp55cew

**http://ecell-sahyadri.com/AptraEDU/**

**https://mangaloreuniversity.ac.in/**

| File Description | Documents |
|---|---|
| Strategic Plan and deployment documents on the website | **No File Uploaded** |
| Paste link for additional information | **Nil** |
| Upload any additional information | [View File](#) |

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

**The Governing Council of the College plays a proactive role in providing the best system of administration and governance. The management committee members, along with the Principal and governing council members guide and support the day to day functioning of the colleg.**

**The organizational structure of the college involves leadership at several levels. This decentralized system has been highly effective in taking decisions and implementing them. The broad policies of the college are set by the Governing Body and executive decisions on academic matters are taken by the principal and the IQAC. The decisions taken at the department level are communicated to the administrator in the annual review/evaluation meetings. The students give their suggestions through the Students' Council, staff members through the Staff Council, parents through Parent-Teacher Association and Alumni through the Alumni/ae Association.**

**The students take active part in the activities of the college. The Students' Council consists of the President, Vice President and Secretary. Sports Day, Traditional Day, Annual day, Inter-collegiate Fests and other activities are systematically organized due to the decentralization process followed in the college. This results in effective and proper execution of the work and promotes cooperation among the management, staff and students.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Link to Organogram of the Institution webpage | **Nil** |
| Upload any additional information | [View File](#) |

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

**A. All of the above**

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

## 6.3 - Faculty Empowerment Strategies

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

**The Institution has annual performance appraisal system which is set by the Internal Quality Assurance Cell and the Management of the college. The staff are evaluated on the overall performance, quality of work done, etc. through this the institution selects 1 beat teaching and 1 best non-teaching staff and are honored with a cash prize certificate and a memento on the annual day.The teaching staff are provided with 15 days Casual leaves, 10 days of Earned leaves and semester end vacation. The non-teaching staff are provided with 15 days Casual leaves and 20 days of Earned leaves. these leaves are sanctioned by the Catholic board of Education.**

**All the staff including teaching and non-teaching staff are provided with gratuity services which can be claimed after minimum of 5 years of service in the institution.**

**The non-teaching staff are provided with Provident fund and**

**Employees State Insurance.**

**The institution has set up a staff welfare fund where teaching and non-teaching staff can apply for 50% of their monthly salaries amount as loan without any interest.**

**The institution has setup a research seed money which can be utilized by the staff for their research related work.**

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

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

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

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

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

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

**2**

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

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

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

**10**

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

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

**There is an Internal Performance Appraisal system for all its staff members headed by the Principal of the Institution. The Principal monitors and evaluates the performance of all its staff and communicates the areas of improvement or the overall performance annually or as per requirement. The students at the end of their course give an feedback about all the teachers subject wise. There**

are Grievance Redressal and Suggestion box placed at strategic locations in the campus where the students can express their query or concern about teachers which is also considered by the Principal. All these are scrutinized and assessed by the Principal. The Principal further communicates the outcome with the staff members in a completely confidential manner.

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

## 6.4 - Financial Management and Resource Mobilization

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

The annual budget is allotted to the college by the management every year for the requirements of various departmental activities. The income and expenditure from different sources are audited regularly by the internal and external auditors.

Since it is a Self-financing College, both the Internal & External audits are done by the external auditor appointed by the Board of Trustees. Internal audit is done every month by a team sent by the auditor to carry out the following audit activities:

Detailed checking of vouchers, physical verification of cash and Fixed Deposit Receipts, Stock Registers etc. are verified Observations are recorded and discussed with College Accounts Department / Principal and clarifications are obtained

A copy of the internal audit report is forwarded to the Management for the follow up activities till date there is no audit objection. The explanation required for various clarifications are closed immediately with the concurrent of the Management. Final audit report is compiled and submitted to the trust for the approval.

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

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

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

2.04

| File Description | Documents |
|---|---|
| Annual statements of accounts | View File |
| Any additional information | View File |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | View File |

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

The institution is administered by the Governing Body following the best possible practices in the given working scenario. The institution always ensures that the funds/resources are collected on timely basis and are utilized in the best possible way by ensuring judicious investments and restricting to budgeted expenditure. The main sources of receipts are fees collected from students, interest on fixed deposits, fines and other miscellaneous income from sale of old newspapers, magazines, scraps etc. Fee collection is done in a systematic way within a time frame. Students are informed about the time schedule through notifications on college notice boards, website and through text messages. After collection of funds, the surplus is invested in fixed deposits of varied tenures.

All purchases are made after inviting requisite number of quotations and their proper scrutiny. All the expenditures are checked and approved by at least five office bearers and authorities. Internal checks and controls are very much in place which ensures transparency in financial resource management. The resources are carefully allocated to meet overall administrative requirements including recruitment of staff as and when required, infrastructural upgradation and maintenance, enhancement of teaching learning environment, faculty development etc.

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

## 6.5 - Internal Quality Assurance System

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

**IQAC, organizes workshop, training program for faculty members periodically to upgrade teaching learning process.**

**1. As proposed by the IQAC Committee an Earn While You Learn Programme was set up, where the students in their free time will prepare products in the Training Kitchen Lab. sell the same products in the Stall named as MC Delight which is setup by the institution. The profits are then shared by the institution and the college. This process has made the students realize the importance of entrepreneurship. The products prepared are sold to the students of the institution, their parents and also the public as the store is located close to the entrance of the college.**

**2. The college also Organized a series of Online Student capacity building Programmes during the Lockdown period. These programmes were planned to keep the students connected to the education and not loose interest. All the departments organized various SCBP for the students. A total of 14 SCBP's were conducted by the college under the banners of different associations, departments and clubs.**

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

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

**In order to enhance the quality of the institution in all spheres, various quality assurance strategies initiated by The IQAC of the institution are as under:**

The college provides platform for the students to participate in Intra- College and Inter –College level Programmes. Several Add-on courses have been introduced for various subjects and students are free to choose any one as per their will in the respective stream.

Regular meetings of IQAC are conducted under the chairmanship of the Principal with the fixed agenda and suggestions are taken from all the members for improvement and better implementation of curriculum.

All the teachers are encouraged to use latest teaching aids available for effective teaching-learning processes. ICT Facilities are installed in all the classrooms of the college.

The college has set up a YouTube Channel in the name of Milagres LMS where the staff record their lectures and upload the videos on it for the students to view.

The institution also has also provided all the staff with Google workplace official email IDs so they can handle their online classrooms, upload notes, and all the features pertaining to the google classroom without any difficulty.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.youtube.com/channel/UCGFJ5kwSzN6RMlUrqp55cew |
| Upload any additional information | No File Uploaded |

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

| File Description | Documents |
|---|---|
| Paste web link of Annual reports of Institution | Nil |
| Upload e-copies of the accreditations and certifications | View File |
| Upload any additional information | View File |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

**Milagres College has a strong ethical work culture that is based on inclusivity. It observes highest ethical standards in all its activities. Equal opportunities are provided to all individuals. Its unique work culture, healthy traditions and ethos have led to enrolment of 35% women students and 64% women staff. Safety, security and well-being, along with gender equity and friendly working atmosphere are the issues of prime concern to Milagres College.**

**(a)Safety and Security**

- **Security checkpoints at all campus entries and exits.**
- **Extensive surveillance network with 24x7 monitored control rooms.**
- **Strict implementation of Anti-Ragging, Anti-Smoking and Mobile Free Campus.**
- **Separate hostels for men and women with dedicated wardens.**

**(b)Counseling**

- **Formal and informal avenues for counseling male and female students and staff for academic and other issues/problems.**
- **Class and Proctorial Committees are available for counseling of both males and females 'students.**
- **Grievance Redressal Committees for staff and students**
- **Gender sensitization workshops**

**(c)Common Rooms:**

- In most of the Departments, common rooms have been allocated for men and women, which also facilitate meetings and discussions.

(d)Other Measures

- Curriculum and Coursework.
- Co-curricular activities.
- Enrolment of 35% women students and 64% women staff.

| File Description | Documents |
|---|---|
| Annual gender sensitization action plan | **Nil** |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | https://milagrescollege.edu.in/news-display.php?id=377 |

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

**D. Any 1 of the above**

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

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

**The waste is generated by all sorts of routine activities carried out in the College that includes paper, plastics, glass, metals, foods, etc. The waste is segregated at each level and source. The administrative supervisor in each block ensures that the waste in each floor is collected at designated time intervals. The house keeping workers in each floor collect, clean, segregate and compile the waste in the dustbins (Green, Red and Blue) provided at each floor. The floor dustbins are emptied in movable containers/dustbins**

provided for each block and is taken to the dumping yard provided by the College. The College has contacted authorized vendors who collects the waste from the designated place, segregate them, recycles them and disposes them at the landfills authorized by the government. The college has composed pit to make manure and use it for gardening. The waste from kitchen is used to make manure and this process is also taught to the students. Eco-Club students and National service Scheme volunteers are given training for the same.

| File Description | Documents |
|---|---|
| Relevant documents like agreements/MoUs with Government and other approved agencies | No File Uploaded |
| Geo tagged photographs of the facilities | Nil |
| Any other relevant information | View File |

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

C. Any 2 of the above

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

**7.1.5 - Green campus initiatives include**

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

D. Any 1 of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

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

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

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

**C. Any 2 of the above**

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

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

**D. Any 1 of the above**

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

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

To build a nation of youth who are noble in their attitude and morally responsible, the college organizes and conducted several activities to build and promote an environment for ethical, cultural, and spiritual values among the students and staff.

Cultural:

1.Christmas Celebration

The College organise different programmes like Carol singing, Dance, greeting card competition for students.

2.Diwali celebration

Fine arts association organises Rangoli Competition

Regional:

1.Kannada Rajyotsva

The Department of Kannada and IQAC celebrated "Kannada Rajyotsava" virtually. The Resource person Dr. Rohinaksha Shirlalu deliver a talk on The topic Kannada-Karnataka: Possibilities and Challenges".

Linguistic:

1.Hindi Divas:

The honored guest Mr.P.GMalage assistant professor for Hindi at Besant Womens college presented a speech on importance of Hindi and

Hindi diwas.

2.Konkani Day celebration

Rev Fr Michael Santhumayor, Principal of the college addressed the gathering.Konkani students entertained the gathering with melodious Konkani songs.

Communal socioeconomical:

1.Sadbhavana divas:

Dr. Mamatha M R, 2016-17 state and Mangalore university NSS award winner enlightened on the significance of the day and all the NSS volunteers pledged the oath.

2.Contribution towards medical assistance:

The student council has made a generous contribution of Rs 10000/- on 10-03-21 towards medical assistance to Richard Dsouza parent of Rishal D Souza.

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

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

Indiaincludes individuals with different backgrounds cultural, social, economic, linguistic, and ethnic diversities governed and guided by the Constitution irrespective of caste, religion, race sex. Milagres College sensitizes the students and the employees of the institution to the constitutional obligations about values, rights, duties, and responsibilities of citizens which enables them to conduct as a responsible citizen. To equip students with the knowledge, skill, and values that are necessary for sustaining one's balance between a livelihood and life by providing an effective, supportive, safe, accessible, and affordable learning environment. These elements are inculcated in the value system of the college community. The students are inspired by participating in various programs on culture, traditions, values, duties, and

responsibilities by inviting prominent people. The institute conducted awareness programs on Use of mask due to covid-19 Pandemic, cleanliness, Swachh Bharat, etc. involving students. The college establishes policies that reflect core values. Code of conduct is prepared for students and staff and everyone should obey the conduct rules. Events conducted are as follows:

- Covid -19 awareness
- Environment day
- Campus Cleaning
- Fit India
- Yoga Day
- National Days: Independence Day, Republic Day, Gandhi Jayanthi
- Constitution Day
- Ambedkar birth and death anniversary.
- Women's Talk
- Blood Donation camp

| File Description | Documents |
|---|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | View File |
| Any other relevant information | View File |

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

B. Any 3 of the above

| File Description | Documents |
|---|---|
| Code of ethics policy document | View File |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | View File |
| Any other relevant information | View File |

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

**Milagres Collegecelebratesnational and international days, events and festivals throughout the year.**

**Independence Day**

**The NSS and IQAC celebrated 74th Independence Day. The program begins with flag hoisting, followed by singing of the national anthem, saplings were planted.**

**Teachers Day**

**Orientation sessions were conducted on importance of student teacher relationship and positive learning environment for the students.**

**Gandhi Jayanthi Celebration**

**Gandhi Jayanti was celebrated by NSS and IQAC. The celebration was a blend of both physical and virtual events.**

**Pandit Jawaharlal Nehru Jayanthi**

**NSS in association with the IQAC celebrated Pandit Jawaharlal Nehru Jayanthi. A webinar was conducted on the topic "Role of youth in Nation Building".**

**Constitution Day**

**IQAC and NSS celebrated Constitution Day. The NSS coordinator read out the preamble of the Constitution of India**

**Dr. Ambedkar Death Anniversary**

The college pays homage to Bharath Ratna Dr. B R Ambedkar on his 64thMahaparinirvan Diwas on 6th December, 2020.

Republic Day Celebration

Milagres Institutions celebrated the 72nd Republic Day. The student volunteers of the NSS Unit and YRC conducted campus cleaning.

Dr. B. R. Ambedkar Jayanthi

The IQAC in association with NSS celebrated the day. All the staffs and students paid floral tribute to Dr. B. R. Ambedkar.

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

## 7.2 - Best Practices

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

Online Student Capacity Building Programs (SCBP) - It isthe process of equipping individuals with the understanding, skills and access to information, knowledge and training that enables them to perform effectively. In this context, the institute has taken initiatives to provide capacity building programs and has provided the required platform. All the students are provided the necessary logins for practice and participate online programs in all related online platforms. Using Google meet platform to conduct these programs. Over 1657 pupils are benefited through these programs. Total of 15 capacity building programs were conducted by the institution. Providing efficient knowledge to students.

Learning Management System (LMS) - Our institution has practiced this system since 2020-21. Our institution has connected with Aptra Edu software company. It includes class recorded videos of all subjects, conducted internal exams, uploaded marks and attendance. Our faculty members recorded videos of their respected subjects and uploaded in this system. Here the pupils can study by the recorded videos and parents can check the performance of their children. This

**system was very helpful during the lockdown. The pupils and parents appreciated our institution for the same. Around 250 videos are recorded of various subjects and conducted internal exams.**

| File Description | Documents |
|---|---|
| Best practices in the Institutional web site | [View File](#) |
| Any other relevant information | [View File](#) |

## 7.3 - Institutional Distinctiveness

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

**In 2020 – 2021, the college introduced learning management system run by Aptra edu developers for the college. This software allows the students as well as the lecturers to attain E resources, track their curriculum as well as to conduct and assess examinations through online medium.**

**The inclusion of empowerment programme is one of the prime Mission of the institution to provide additional vocational education and empower the girls to become self-employed and economically independent.**

**In 2020-2021, the college backed overall rank, respectively for 1st,2nd and 3rd by the students of BSc.Hs for the Mangalore University which set new heights and challenges for the competing HM colleges in and around Mangalore and Udupi.**

**The value education sessions are held once in every week where the lecturers give value-based education from their self-composed text book designed by the college, where the syllabus is composed of basic ethics and morals and this is made known to the students of the college. Also mentoring sessions are held every fortnight, where the students along with their mentoring group guided by their mentors, where the mentor discusses issues of the students may it be personal or educational aspects and tries to resolve the problems.**

## Part B

**CURRICULAR ASPECTS**

**1.1 - Curricular Planning and Implementation**

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

**Milagres college is affiliated to Mangalore University, the syllabus is prescribed by the affiliating University. The college follows the curriculum and the Academiccalendar prescribed by the University**

**For the effective curriculum delivery the institution has the following Mechanism**

**• Timetable Committee prepares a detailed timetable regarding curricular co-curricular and extra-curricular activities**

**• The teaching plan for its subject is prepared by the subject teacher**

**• Heads of department keep an eye on the program Of The curriculum**

**• The department of activities are continuously monitored and received by the IQAC**

**• Teachers are motivated to participate in seminars workshop and conference and researches**

**• The Institution collect feedback from faculty members, students, Alumni and parents**

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

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

**Before the commencement of each semester, University notifies an academic calendar for all the programs, which contains the date**

of commencement, last working day of the semester, Internship schedule and dates for semester-end examinations. Events include details like the mandatory working days in Each semester the dates of government holidays, state central, regional and local holidays Are considered. The dates of 2 internal assessment examination which are part of the continuous evaluation system are also incorporated in the Academic Calendar. Orientation programs student Council election and Departmental activities are conducted strictly according to the calendar of events by online and offline modes.The principal, through the Academic committee meetings frequently reviews the semester's programs and provides suitable suggestions.

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

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

C. Any 2 of the above

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

**1.2 - Academic Flexibility**

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

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

**4**

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

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

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

**14**

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

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

**716**

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

**716**

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

**1.3 - Curriculum Enrichment**

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

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

**The mandatory courses prescribed by Mangalore University which address cross-cutting issues relevant to Gender Environment and Sustainability. The College establishes gender sensitization and awareness among students in both theory and practice through implementation of the prescribed curriculum in theory while involving students in various activities, in practice. The College is a co-educational institution that focuses chiefly on changing profile of gender in India. The Women's Cell conducts various special lectures on gender related topics on special occasions. Both boys and girls are encouraged to realize the equality in gender, social justice, human rights, and professional ethics. Interactions with successful women have helped our female students realize the positioned power of women, and opportunities that are available to them. Associations conduct collage making competitions, debates and essay writing competitions on issues related to women. The subject paper on Environmental Studies creates an awareness of prevailing issues like environmental pollution and global warming. Implementation of value based education imparts holistic education to mold the students to become responsible citizens of tomorrow. Awareness programs on Anti-Ragging, Physical and Sexual Harassment are organized. Inter-class competitions are conducted throughout the year and students are awarded on College day.**

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

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

**2**

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

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

**125**

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

**1.4 - Feedback System**

| | |
|---|---|
| **1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni** | **D. Any 1 of the above** |

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

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

| File Description | Documents |
| --- | --- |
| Upload any additional information | View File |
| URL for feedback report | **Nil** |

## TEACHING-LEARNING AND EVALUATION

## 2.1 - Student Enrollment and Profile

## 2.1.1 - Enrolment Number Number of students admitted during the year

## 2.1.1.1 - Number of sanctioned seats during the year

**350**

| File Description | Documents |
| --- | --- |
| Any additional information | View File |
| Institutional data in prescribed format | View File |

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

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

**218**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Number of seats filled against seats reserved (Data Template) | View File |

## 2.2 - Catering to Student Diversity

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

**Milagres College continuously monitors and evaluates the newly admitted students. Bridge course is conducted Department and language wise to improve the basic knowledge. Usually we begin from the fundamentals moving on to a little more intense into understanding the basic concepts and nuances of the subjects. At the end of the course a test is conducted in order to evaluate the performance. The level of knowledge in the particular subjects is evaluated by conducting diagnostic test. Students are categorised as slow and advance learner based on their performance.**

**Slow learners are identified and difficult portions are retaught through tutorials, doubts are cleared and retests are conducted if needed. They are permitted to borrow extra book from the college library.**

**Advanced Learners are encouraged to read beyond the requirements of the syllabus as well as to take up internships during semester breaks. Participation in national and international seminars and conferences, presentation and publication of research data is also encouraged. Subject video of a students is done and it will be uploaded in the website and LMS for other students' reference. Scholarship and concessions in fee is given to advance learners. Rank holders are felicitated on Annual Day.**

| File Description | Documents |
|---|---|
| Link for additional Information | **Nil** |
| Upload any additional information | View File |

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

| Number of Students | Number of Teachers |
|---|---|
| 716 | 24 |

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |

## 2.3 - Teaching- Learning Process

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

Student-centric learning methods are adopted by all the departments. Group discussions, seminars using PPT, participation in national seminars organized by other Institutions encourage interactive and collaborative learning among students. Peer teaching, independent learning through assignment, quizzing and book review are some of the teaching strategies. Research culture is inculcated in the students as they are encouraged to participate and present papers in seminars, conferences organized in the institution and other institutions. Organizing skills, time management, team work and responsibility are learnt when they are involved in helping the teachers in organizing seminars, conferences and fests.

Students are motivated to contribute articles to the college magazine 'Milagres Miracle'. students during first four semesters have to participate in at least one curricular and extracurricular activity. Add-on and Certificate and diploma courses are provided to the student.The students are provided with sufficient number of class rooms, modern infrastructure, drinking water, rest room, hostel facilities, outdoor and indoor games. A Gym is established for the fitness of our students.Students are given individual projects and assignments which focus independent learning. They are assigned group projects and activities which promote peer learning and team building. Extension activities, internships and trainings ensure experiential learning for students.

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Link for additional information | https://milagrescollege.edu.in/facilities.php |

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

The academic year 2020-2021 was completely affected by Covid-19 pandemic and therefore it was not only the choice but also the compulsion of the teachers to learn, adopt and practice the ICT enabled tools. The use of laptops and internet became a common practice not only for the teachers but also for the students. The college is well-equipped for the use of the ICT-enabled teaching-learning process. LCD Projectors are installed in all the classrooms and computer labs. All departments are provided with computers and a high-speed internet facility. College conducted faculty training programmes for the development of E-content and the use of e- resources during the year. Teacher uses LCT for conducting classes. LMS facility was provided by college were teacher can upload the lesson video, class materials and assignment which helps the students to learn the concepts even they are absent for class. Students are encouraged to do the lesson video and upload in LMS. Subject related CD's are available in library for student's reference. College is facilitated with e-resources like INFLIBNET which helps the teachers to search the class materials. Students are also encouraged to use LCT for their class seminars and presentations.

| File Description | Documents |
| --- | --- |
| Upload any additional information | [View File]() |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | Nil |

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

**2.3.3.1 - Number of mentors**

22

| File Description | Documents |
|---|---|
| Upload, number of students enrolled and full time teachers on roll. | [View File](#) |
| Circulars pertaining to assigning mentors to mentees | **No File Uploaded** |
| mentor/mentee ratio | [View File](#) |

## 2.4 - Teacher Profile and Quality

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

**24**

| File Description | Documents |
|---|---|
| Full time teachers and sanctioned posts for year (Data Template) | [View File](#) |
| Any additional information | [View File](#) |
| List of the faculty members authenticated by the Head of HEI | [View File](#) |

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

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

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

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

## 2.4.3.1 - Total experience of full-time teachers

**106**

| File Description | Documents |
| --- | --- |
| Any additional information | [View File](#) |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | [View File](#) |

## 2.5 - Evaluation Process and Reforms

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

The academic year 2020-2021 was completely affected by Covid-19 pandemic and therefore it was not only the choice but also the compulsion of the teachers to learn, adopt and practice the ICT enabled tools. The use of laptops and internet became a common practice not only for the teachers but also for the students. The college is well-equipped for the use of the ICT-enabled teaching-learning process. LCD Projectors are installed in all the classrooms and computer labs. All departments are provided with computers and a high-speed internet facility. College conducted faculty training programmes for the development of E-content and the use of e- resources during the year. Teacher uses ICT for conducting classes. LMS facility was provided by college were teacher can upload the lesson video, class materials and assignment which helps the students to learn the concepts even they are absent for class. Students are encouraged to do the lesson video and upload in LMS. Subject related CD's are available in library for student's reference. College is facilitated with e-resources like INFLIBNET which helps the teachers to search the class materials. Students are also encouraged to use ICT for their class seminars and presentations.

| File Description | Documents |
| --- | --- |
| Any additional information | [View File](#) |
| Link for additional information | Nil |

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

The evaluation system involves two pronged evaluation strategy at the institutional level and at the university level. Examination

committee of the college looks into the process of conducting examinations, awarding internal assessment marks, and redresses the grievances. Based on the academic calendar of the university, the institution provides the probable dates of internal exams in its academic calendar. Committee prepares the timetable and displays the same on the notice board. It prepares the list of invigilators and communicates the same to the concerned faculty. It also collects question papers from the respective teachers and gives a deadline for valuing the answer scripts and submission of internal marks. It makes necessary arrangements for re-examination.Answer scripts are distributed in the classrooms. Students are allowed to set right the marks if at all totaling errors are there.

At the University level: For the semester examination, hall tickets are issued to the students well in advance. Any grievance related to the hall tickets is addressed to the examination committee. Any end semester examination related grievance is to be addressed to the University. The mechanism of redressal permits a student to opt for either personal seeing, re-totaling or revaluation of the answer script.

| File Description | Documents |
| --- | --- |
| Any additional information | View File |
| Link for additional information | Nil |

## 2.6 - Student Performance and Learning Outcomes

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

The Course Outcomes are systematically assessed, and are linked to the Programme Outcomes and Programme Specific Outcomes. Therefore, the attainment of Course Outcomes leads to the attainment of Programme Outcomes and Programme Specific Outcomes. The POs are discussed and communicated during the staff meeting at the beginning of the academic year and orientation towards Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) are given by HODs and Co-ordinators of each programme. Orientation programme to students about POs, PSOs and COs, Course curriculum, and assessment plan is also conducted by the departments for each programme separately. Orientation programme is conducted at the beginning of the year in which the HOD explains the programme and course outcomes to the students.

There are 150 courses comprising the four programmes inclusive of languages and foundation courses offered by the College.

Each course has its specific outcome with a definite knowledge component. The Programme Outcomes, Programme Specific Outcomes (PSOs) and Course Outcomes (COs) are published at Institution Website (www.milagrescollege.edu.in) and can be accessed by all the stakeholders. Student's notice board: POs, PSOs and COs of each programme is displayed in the students notice board.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for Additional information | Nil |
| Upload COs for all courses (exemplars from Glossary) | No File Uploaded |

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

The process of attainment of POs, PSOs, and COs, starts with developing appropriate COs for each course in the undergraduate courses. The course outcomes (COs) are developed by the respective faculty in charge based on the curriculum and need of the industry. The assessment weightage of 70% is given to direct attainment and 30% to indirect attainment. The direct and indirect method of attainment of program outcomes and program specific outcomes are:

The student performance in the examinations during the end of each semester in each course is used as a medium to assess the level of attainment of POs and PSOs through the mapping of questions to course outcomes and Programme Outcomes. The linking and mapping of semester examination questions with POs for all the courses in the programme is assessed and maintained by the faculty in charge and program coordinators.

There are two mid-semester internal examinations conducted for each course in a semester. End semester examinations are conducted by the affiliating University focused on attainment of course outcomes and program outcomes through a comprehensive descriptive method. Besides the written examinations assignment/seminars are assigned to each student covering COs and POs throughout the programme in each course.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for Additional information | **Nil** |

## 2.6.3 - Pass percentage of Students during the year

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

**203**

| File Description | Documents |
|---|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | View File |
| Paste link for the annual report | **Nil** |

## 2.7 - Student Satisfaction Survey

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

https://milagrescollege.edu.in/images/SodaPDF-merged-Merging-Result.pdf

## RESEARCH, INNOVATIONS AND EXTENSION

## 3.1 - Resource Mobilization for Research

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

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

**NIL**

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

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

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

**NIL**

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

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

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

**7**

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

## 3.2 - Research Publications and Awards

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

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

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

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

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

1

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

**3.3 - Extension Activities**

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

**Multifarious activities in the Institute involving the students with the objective of sensitizing various social issues and strengthening community participation for holistic development are carried out inside the campus under the banner of NSS, YRC and Outreach Programmes.**

**As part of Gender Sensitization programs. A webinar on "Sizzle and Fizzle of Relationships was conducted to create awareness among both male and female students. "International Yoga Day" was celebrated for making the students mentally and physically fit.**

**Following activities are undertaken to engage faculty, students,**

and staff in the neighbourhood community, viz. Swachh Bharat initiatives, NO to Plastic campaign, planting saplings, Covid-19 awareness campus, Blood donation, Blood Donors Day,

In keeping with the Swachh Bharat initiatives all across the country, students reached out to campus cleaning, as part of the Outreach Programme. Due to the pandemic, online programs were conducted during this year to aware the students such as "National webinar on Vaccination Drive on Covid19 pros and cons.

The needs of the marginalized people especially women and children from the underprivileged sections of society get priority. Charity Drives were conducted specially during the pandemic foodkits were distributed to the needy and the families of our students.

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

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

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

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

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

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

**18**

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

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

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

**841**

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

**3.4 - Collaboration**

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

**12**

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

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

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

1

| File Description | Documents |
|---|---|
| e-Copies of the MoUs with institution./ industry/corporate houses | View File |
| Any additional information | View File |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | View File |

**INFRASTRUCTURE AND LEARNING RESOURCES**

**4.1 - Physical Facilities**

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

Milagres College is housed in a four storeyed building constructed in 2016. This building provides a soothing, conducive and pleasing environment for learning. There are 15 classrooms equipped with ceiling mounted LCDs, fixed green chalkboards and Ethernet connectivity for effective learning and dissemination of knowledge. There is a provision for portable LCD projectors.This enables the students to have vivid learning and acquire optimum usage. Apart from classrooms, there are facilities like conference hall, auditorium and library. The entire College building is equipped with CCTV surveillance for security purposes. Fire extinguishersand fire hose lines are installed at every floor. The building has elevator facilities. For the convenience of students, each floor has separate ladies and gents' washrooms and rest rooms. Purified drinking water facilities is available on all floors. All floors have separate ladies and gents' staffrooms with attached washrooms. All the staffrooms have intercom and computer with internet facility to enable them to prepare for their classes. The computer laboratory has 50 computers with internet connection, which serves as a learning aid for students. It is well lit and designed to the needs of the students and enables the lecturers to teach the

students. The staff are provided computers with internet connection at the department level.

The College houses a library with 7757 books and INFLIBNET facility to help teachers and students to update themselves. The library subscribes to 12 journals, 12 Magazines and 10 Dailies. The College provides ample opportunities for the Hotel Management students to develop their culinary and service skills. The food production laboratory can accommodate 40 students at a given time for practicals. The laboratory includes state of the art equipment'sinline with the industrial standards. The food production laboratory serves as an incubation centre in the field of creating innovative products. Food and beverage service training laboratory is equipped with essential cutlery and crockery items. In order to acquaint the students with various types of glassware which is used at the bar or restaurant service provision is available. State of the art Gueridon trolley for teaching the students about flambé method of cooking and live presentation techniques is provided. Students get trained in aspects of cleaning and setting a hotel room at the Housekeeping laboratory and model guestroom. Front office laboratory is based on the model of a hotel where students are trained to carry on aspects of the hotel guest cycle. Food, Nutrition and Dietetics laboratory is where the students conduct experiments in biochemistry, biology and human physiology. Innovative strategies are taken up for students in the laboratory. Students make use of the classroom learning by using the laboratory for blood grouping and thus theory is put into practice. The college also has a well furnished kitchen which is used by the students for cooking and baking purposes There are effective spaces in the college such as auditorium, seminar hall, airconditioned conference hall which are used for various activities. The college building includes a paved rooftop and balconies with elevated platforms.

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

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

The College believes in the adage "mens sana in corpore sano"- a sound mind in a sound body. There are two playgrounds, one within

the College campus and another situated around 500-meters away from the College. The ground within the campus consists of outdoor games facilities such as football, basketball, throw-ball and volleyball. The grounds are used on regular basis during the morning and in the evening for practice. Efforts are made to provide the best of facilities to the students be it indoor or outdoor games including athletics. College initiates the students to take part in extra-curricular and co-curricular activities such as sports, games cultural and intercollegiate activities. The College has sufficient facilities for full-fledged sports activities, which provides necessary facilities for conducting Sports and Games. The institution has a sports room wherein the office of the physical director is located. Sports equipments are stored there. Indoor games are also given prominence where students take active interest in games such as carrom, chess and table tennis. The College has established a gymnasium with necessary equipments. The students and staff make use of this facility. The students make use of this facility very well along with covid protocols. The gymnasium is sanitised everyday before and after the use and this makes our college gymnasium facilities very much systematic and efficient. The gymnasium is also open to the public on membership basis. Keeping in mind the intellectual and mental growth of the students, regular yoga training is provided by external experts. It is also a part of add-on certificate course, which is held every Saturday. A group of teachers identify the talents of the students after proper audition and train them in cultural activities.

The College provides scope for such regular talents exhibition by conducting events like variety entertainment, Talents day, Singing competition, Rangoli competition, etc. Training is provided by professionals in dramatics, dance and singing on a regular basis. The fine arts association conducts Inter collegiate, interclass cultural events at regular intervals. The College has a choir which regularly brings laurels to the College by participating in various intercollegiate and university fests. Students are trained with instruments like Guitar, Keyboard and the traditional instrument Ghumat. The Ghumat, a traditional, cultural form of instrumental music of the coastal Konkani speaking community is revived in the College. With assistance from the Konkani Sahitya Academy, the College organised a diploma course for a group of 50 students. The trained students of Ghumat have performed at various platforms within and outside the city. The College is proud to have revived a dying tradition and significantly creating interest in the youth. A variety of cultural programmes are performed by the students under the

**guidance of the Fine Arts Association at the Annual Day and other College events. The range of Co-curricular learning is rooted in belonging to different student associations (debating, music, best manager, turncoat, mock interview, eco club, NSS, sports, etc.). Each association has a faculty member and student representative who plan and oversee the execution of the events. In providing adequate facilities for sports, games, academic and cultural the college focuses all its resources aimed at students' holistic development and prepare them to face global challenges boldly.**

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

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

**15**

## 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

**15**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | **Nil** |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | [View File](#) |

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

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

**2.39**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File]() |
| Upload audited utilization statements | [View File]() |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | [View File]() |

## 4.2 - Library as a Learning Resource

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

**Library is automated using Integrated Library Management System (ILMS)**

**Description of ILMS is as follows:**

- **Name of the ILMS Software : Easy lib.**
- **Nature of automation : Partial**
- **Version : 4.3.3**
- **Year of Automation : 2018-19**

**Milagres College Library is housed in the 3rd Floor of the College building with in an area of 135 sq.mts. Library is equipped with 120 seating capacity and is open from 8:30am to 5:00pm. Library is partially automated. It has a separate reading section for the staff and has access for e-resources and CD's/DVD's.**

**EASYLIB Integrated Library Management Software is used for library transactions. Partial Library automation was started with the purchase of Easy Lib Software, Version: 4.3.3 in 2018**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File]() |
| Paste link for Additional Information | **Nil** |

| | |
|---|---|
| **4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-** | **E. None of the above** |

**resources**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | View File |

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

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

**0.28584**

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

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

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

**20**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Details of library usage by teachers and students | View File |

## 4.3 - IT Infrastructure

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

**The institution frequently enhances these facilities to innovate teaching, learning and evaluation systems and thus enable the staff and students towards higher achievements. The College aims**

at providing futuristic facilities to its staff and students so that they can utilize these resources to reach greater heights.Information regarding examinations, meetings, information to staff during vacation, readmission, etc.In case a student is absent from College the same is intimated to the parents through SMS via the ERP app.Information about upcoming events is available on the website www.milagrescollege.edu.in . Following the completion of the event, photographs and minutes of the event are also uploaded. This allows the parents to be aware of the programs being conducted in College as well.The CCTV installed at strategic places helps to monitor the campus activities as well as security purposes.There are classes on Basic Computer – MS Office conducted for the students as an add-on course.INFLIBNET facility provides access to selected scholarly electronic journals and databases in different disciplines to teachers and students. antivirus has been installed to secure the usage.The borrowing of books in the library is digitized by the use of Integrated Library Management System (ILMS) software.

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

## 4.3.2 - Number of Computers

57

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Student – computer ratio | [View File](#) |

## 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

| File Description | Documents |
|---|---|
| Upload any additional Information | No File Uploaded |
| Details of available bandwidth of internet connection in the Institution | [View File](#) |

**4.4 - Maintenance of Campus Infrastructure**

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

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

57.15

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

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

The College library is well equipped with Integrated Library Management System (ILMS) namely EasyLib Software and NLIST e-Resources.The classrooms, computer Lab, departments, library, principals' chamber and administrative section have Uninterrupted Power Supply (UPS) and have been upgraded with ICT enabled facilities.College Library Advisory Committee includes faculty members of all departments.The Management of the College creates necessary arrangements for adding new academic infrastructure in the College as per the needs of the Departments/College.To have bulk power supply, the College has installed transformer and High-Tension (HT) power controller unit within the campus.Within the College building LED lights and 2 solar lights are installed as a power saving and eco- friendly measure.A record book of physical maintenance requirements is maintained for various services like electrical, plumbing and housekeeping.The laboratory equipment's maintenance is done through the help of the staff and external experts, if necessary.It also carries out the required civil works in the College such as whitewashing, constructing / renovating buildings and other repair works.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

**1**

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

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

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

**390**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | View File |

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

| File Description | Documents |
|---|---|
| Link to institutional website | Nil |
| Any additional information | View File |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

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

16

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

16

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | View File |

| 5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees | C. Any 2 of the above |
|---|---|

| File Description | Documents |
|---|---|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | View File |
| Upload any additional information | **No File Uploaded** |
| Details of student grievances including sexual harassment and ragging cases | **No File Uploaded** |

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

### 5.2.1.1 - Number of outgoing students placed during the year

**18**

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

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

### 5.2.2.1 - Number of outgoing student progression to higher education

**24**

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

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

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

**government examinations) during the year**

**4**

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

## 5.3 - Student Participation and Activities

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

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

**9**

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

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

**The Students Council is the most important body representing all the students of the College. The student representatives work as office bearers and members in the council, and works for the general interest, welfare of all the College. It brings grievances and the problem of the students into the notice of the appropriate authorities and organizes various activities in the college. Regular meetings are held to discuss and plan programmes and routine activities. Girls are given a special preference and every committee programme is having a tie up with IQAC. Student Council is involved in making Honesty Counter, social concern**

programs, mobilizes funds, and conducts assembly in a unique manner.

The Inauguration of Student Council was held on March 20, 2021. Chief guest for the day was Sri SL Bhojegowda, Member of Legistative Council, South West Teachers Constituency, Government of Karnataka, Ms Cleeta D'Soura, General Secretary, FIMCAP Asia and JCI Mangalore was the Guest of Honor.

Chief Guest addressed the gathering by his encouraging words filled with enlightenment regarding the importance of Education and the role of Educational Institutes and Faculty for the progress of our Country. Ms Cleeta spoke on the Role of Leader on the road to success.

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

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

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

**47**

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

## 5.4 - Alumni Engagement

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

The college has an Alumni Association known as (MICAA) Milagres College Alumni Association, registered on 4-5-2019 with a registration number DRDK/SOR/23/2019-2020. Human Resource officer and Counsellor of the college gave guidance andalumni meetings were held due to COVID-19 lockdown to connect with teachers and assistance to students.

Membership

MICAA contributes to the development of the institution and it is an active body with many alumni/nae members. It closely associates itself significantly with the development of the Institution through financial and non-financial means from years. MICAA cherishes and preserves its relationship with its alumni/nae by inviting them to all the important events. Many of the alumni/alumnae extend their support the College during the Annual Sports and College Day. The alumni committee members are always in touch with the old students of the college and take active part in the advisory committee meetings of the college.

There is an alumni office within the campus in Milagres Boys Hostel Room No. 001, Door No. 14-5-606-1for the convenience of office bearers to conduct meetings. The alumni committee always keeps in touch with the college and is a close and well-knit body that always has the growth of the organization as its major concern.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://milagrescollege.edu.in/alumni.php |
| Upload any additional information | No File Uploaded |

| 5.4.2 - Alumni contribution during the year (INR in Lakhs) | E. <1Lakhs |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | View File |

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

## 6.1 - Institutional Vision and Leadership

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

the institution

The governance of the institution is in accordance with the vision and mission statement reflecting the goals and objectives of the institution. The institution strives to impart a holistic education that will enable the students to face the challenges of a rapidly changing society and groom them into empowered, environmentally conscious and socially responsible members of the community. Towards this objective, job-oriented, self-financing degree courses and add-on certificate courses have been introduced to improve the employability of students by making them skilled, self-reliant and globally competent. Moral values of responsibility, leadership and social empathy are inculcated among the students through various social programmes conducted by the Service oriented associations.

Awareness of environmental and ecological issues is generated through a variety of measures like Green Audit exercise, tree planting ceremonies, installation of solar panel and LED lights etc. The imparting of innovative teaching-learning process and technological skills to the students is supported by the provision of state of-the-art technology. In recent times, the institution has specially upgraded itself to take up the challenge of online teaching and e-learning is being effectively carried out with the help of Impart us a virtual platform dedicated to meeting the needs of complete knowledge sharing.

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

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

The Management along with the Principal provides leadership and support in all academic and practices of the institution. Governing Council, and Staff Council also assess the activities and give necessary suggestions at regular intervals. Major decisions are taken by the Principal in consultation with Governing Council, IQAC and Staff Council. Administrative powers and responsibilities are delegated to Head of the Departments, faculty on the basis of their competence, commitment and capacity to meet the institutional objectives. The institution's democratic principles of decentralization and participative

management are also reflected through involvement of staff members and students in various extracurricular activities/associations like Commerce, Literary, Hospitality, Eco &Life Science ,Fine Arts, Youth Red Cross, Sports, NSS, Outreach Program, Parent Teacher , Alumni to carry out different activities. Special attention is given to the grievance of the students through the statutory cell like Student Grievance Redressal, Research and Development, Forum For Human Rights And Anti Ragging, Womens Empowerment and Grievance cell Decision making is decentralized through these committees. IQAC looks after smooth functioning and quality enhancement of the college. Staff members and IQAC, guides and delegates responsibilities of planning and execution of all the academic activities which in turn is monitored by the Principal

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

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Effective leadership is seen across the board, both vertically and horizontally. College has been using ICT for teaching learning purposes since 2016. Along with extensive use of Laptops for classroom, the college had provided Projector enabled classrooms, making ICT an integral part of the teaching process. In 2019-20, the college has upgraded itself to e-learning through Aptra Learning Management System, an online learning platform. It has enabled 'lecture-capture facility' through installation of recording devices and subsequent access to the recorded lectures by the students that allowed better learning outcomes in tandem with the rapid and radical change of curriculum from annual to semester system. Aptra Learning Management System has also aided in recording special lectures or talks delivered by eminent the college has been quick to adopt to online teaching during the pandemic and subsequent lockdown. Online training programmes for both teachers and students were organized with Aptra representatives,trainers to familiarize them with the virtual platform for live classroom teaching. This online portal has aided in smooth running of the teaching-learning process. The college also has set up a YouTube channel called Milagres LMS where the lecturers recorded videos are uploaded for the masses

to view.

https://www.youtube.com/channel/UCGFJ5kwSzN6RMlUrqp55cew

http://ecell-sahyadri.com/AptraEDU/

https://mangaloreuniversity.ac.in/

| File Description | Documents |
|---|---|
| Strategic Plan and deployment documents on the website | No File Uploaded |
| Paste link for additional information | Nil |
| Upload any additional information | [View File](#) |

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

The Governing Council of the College plays a proactive role in providing the best system of administration and governance. The management committee members, along with the Principal and governing council members guide and support the day to day functioning of the colleg.

The organizational structure of the college involves leadership at several levels. This decentralized system has been highly effective in taking decisions and implementing them. The broad policies of the college are set by the Governing Body and executive decisions on academic matters are taken by the principal and the IQAC. The decisions taken at the department level are communicated to the administrator in the annual review/evaluation meetings. The students give their suggestions through the Students' Council, staff members through the Staff Council, parents through Parent-Teacher Association and Alumni through the Alumni/ae Association.

The students take active part in the activities of the college. The Students' Council consists of the President, Vice President and Secretary. Sports Day, Traditional Day, Annual day, Inter-collegiate Fests and other activities are systematically organized due to the decentralization process followed in the college. This results in effective and proper execution of the work and promotes cooperation among the management, staff and students.

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Link to Organogram of the Institution webpage | **Nil** |
| Upload any additional information | [View File](#) |

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

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

## 6.3 - Faculty Empowerment Strategies

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

**The Institution has annual performance appraisal system which is set by the Internal Quality Assurance Cell and the Management of the college. The staff are evaluated on the overall performance, quality of work done, etc. through this the institution selects 1 beat teaching and 1 best non-teaching staff and are honored with a cash prize certificate and a memento on the annual day.The teaching staff are provided with 15 days Casual leaves, 10 days of Earned leaves and semester end vacation. The non-teaching staff are provided with 15 days Casual leaves and 20 days of Earned leaves. these leaves are sanctioned by the Catholic board of Education.**

**All the staff including teaching and non-teaching staff are provided with gratuity services which can be claimed after minimum of 5 years of service in the institution.**

**The non-teaching staff are provided with Provident fund and Employees State Insurance.**

**The institution has set up a staff welfare fund where teaching and non-teaching staff can apply for 50% of their monthly salaries amount as loan without any interest.**

**The institution has setup a research seed money which can be utilized by the staff for their research related work.**

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

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

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

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

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

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

**2**

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

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

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

**10**

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

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

**There is an Internal Performance Appraisal system for all its staff members headed by the Principal of the Institution. The Principal monitors and evaluates the performance of all its staff and communicates the areas of improvement or the overall**

performance annually or as per requirement. The students at the end of their course give an feedback about all the teachers subject wise. There are Grievance Redressal and Suggestion box placed at strategic locations in the campus where the students can express their query or concern about teachers which is also considered by the Principal. All these are scrutinized and assessed by the Principal. The Principal further communicates the outcome with the staff members in a completely confidential manner.

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

## 6.4 - Financial Management and Resource Mobilization

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

The annual budget is allotted to the college by the management every year for the requirements of various departmental activities. The income and expenditure from different sources are audited regularly by the internal and external auditors.

Since it is a Self-financing College, both the Internal & External audits are done by the external auditor appointed by the Board of Trustees. Internal audit is done every month by a team sent by the auditor to carry out the following audit activities:

Detailed checking of vouchers, physical verification of cash and Fixed Deposit Receipts, Stock Registers etc. are verified Observations are recorded and discussed with College Accounts Department / Principal and clarifications are obtained

A copy of the internal audit report is forwarded to the Management for the follow up activities till date there is no audit objection. The explanation required for various clarifications are closed immediately with the concurrent of the Management. Final audit report is compiled and submitted to the trust for the approval.

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

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

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

**2.04**

| File Description | Documents |
|---|---|
| Annual statements of accounts | [View File](#) |
| Any additional information | [View File](#) |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | [View File](#) |

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

**The institution is administered by the Governing Body following the best possible practices in the given working scenario. The institution always ensures that the funds/resources are collected on timely basis and are utilized in the best possible way by ensuring judicious investments and restricting to budgeted expenditure. The main sources of receipts are fees collected from students, interest on fixed deposits, fines and other miscellaneous income from sale of old newspapers, magazines, scraps etc. Fee collection is done in a systematic way within a time frame. Students are informed about the time schedule through notifications on college notice boards, website and through text messages. After collection of funds, the surplus is invested in fixed deposits of varied tenures.**

**All purchases are made after inviting requisite number of quotations and their proper scrutiny. All the expenditures are checked and approved by at least five office bearers and authorities. Internal checks and controls are very much in place which ensures transparency in financial resource management. The**

**resources are carefully allocated to meet overall administrative requirements including recruitment of staff as and when required, infrastructural upgradation and maintenance, enhancement of teaching learning environment, faculty development etc.**

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

## 6.5 - Internal Quality Assurance System

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

**IQAC, organizes workshop, training program for faculty members periodically to upgrade teaching learning process.**

**1. As proposed by the IQAC Committee an Earn While You Learn Programme was set up, where the students in their free time will prepare products in the Training Kitchen Lab. sell the same products in the Stall named as MC Delight which is setup by the institution. The profits are then shared by the institution and the college. This process has made the students realize the importance of entrepreneurship. The products prepared are sold to the students of the institution, their parents and also the public as the store is located close to the entrance of the college.**

**2. The college also Organized a series of Online Student capacity building Programmes during the Lockdown period. These programmes were planned to keep the students connected to the education and not loose interest. All the departments organized various SCBP for the students. A total of 14 SCBP's were conducted by the college under the banners of different associations, departments and clubs.**

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of

operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

In order to enhance the quality of the institution in all spheres, various quality assurance strategies initiated by The IQAC of the institution are as under:

The college provides platform for the students to participate in Intra- College and Inter -College level Programmes. Several Add-on courses have been introduced for various subjects and students are free to choose any one as per their will in the respective stream.

Regular meetings of IQAC are conducted under the chairmanship of the Principal with the fixed agenda and suggestions are taken from all the members for improvement and better implementation of curriculum.

All the teachers are encouraged to use latest teaching aids available for effective teaching-learning processes. ICT Facilities are installed in all the classrooms of the college.

The college has set up a YouTube Channel in the name of Milagres LMS where the staff record their lectures and upload the videos on it for the students to view.

The institution also has also provided all the staff with Google workplace official email IDs so they can handle their online classrooms, upload notes, and all the features pertaining to the google classroom without any difficulty.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.youtube.com/channel/UCGFJ5kwSzN6RMlUrqp55cew |
| Upload any additional information | No File Uploaded |

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality**

**audit recognized by state, national or international agencies (ISO Certification, NBA)**

| File Description | Documents |
|---|---|
| Paste web link of Annual reports of Institution | Nil |
| Upload e-copies of the accreditations and certifications | [View File](#) |
| Upload any additional information | [View File](#) |
| Upload details of Quality assurance initiatives of the institution (Data Template) | [View File](#) |

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

Milagres College has a strong ethical work culture that is based on inclusivity. It observes highest ethical standards in all its activities. Equal opportunities are provided to all individuals. Its unique work culture, healthy traditions and ethos have led to enrolment of 35% women students and 64% women staff. Safety, security and well-being, along with gender equity and friendly working atmosphere are the issues of prime concern to Milagres College.

(a)Safety and Security

- Security checkpoints at all campus entries and exits.
- Extensive surveillance network with 24x7 monitored control rooms.
- Strict implementation of Anti-Ragging, Anti-Smoking and Mobile Free Campus.
- Separate hostels for men and women with dedicated wardens.

(b)Counseling

- Formal and informal avenues for counseling male and female students and staff for academic and other issues/problems.
- Class and Proctorial Committees are available for counseling of both males and females 'students.

- **Grievance Redressal Committees for staff and students**
- **Gender sensitization workshops**

**(c)Common Rooms:**

- **In most of the Departments, common rooms have been allocated for men and women, which also facilitate meetings and discussions.**

**(d)Other Measures**

- **Curriculum and Coursework.**
- **Co-curricular activities.**
- **Enrolment of 35% women students and 64% women staff.**

| File Description | Documents |
|---|---|
| Annual gender sensitization action plan | **Nil** |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | https://milagrescollege.edu.in/news-display.php?id=377 |

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

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

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

**The waste is generated by all sorts of routine activities carried out in the College that includes paper, plastics, glass, metals, foods, etc. The waste is segregated at each level and source. The**

administrative supervisor in each block ensures that the waste in each floor is collected at designated time intervals. The house keeping workers in each floor collect, clean, segregate and compile the waste in the dustbins (Green, Red and Blue) provided at each floor. The floor dustbins are emptied in movable containers/dustbins provided for each block and is taken to the dumping yard provided by the College. The College has contacted authorized vendors who collects the waste from the designated place, segregate them, recycles them and disposes them at the landfills authorized by the government. The college has composed pit to make manure and use it for gardening. The waste from kitchen is used to make manure and this process is also taught to the students. Eco-Club students and National service Scheme volunteers are given training for the same.

| File Description | Documents |
|---|---|
| Relevant documents like agreements/MoUs with Government and other approved agencies | No File Uploaded |
| Geo tagged photographs of the facilities | Nil |
| Any other relevant information | View File |

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

C. Any 2 of the above

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

**7.1.5 - Green campus initiatives include**

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

D. Any 1 of the above

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

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

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

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

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

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

| **7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen            reading** | D. Any 1 of the above |
|---|---|

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

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

To build a nation of youth who are noble in their attitude and morally responsible, the college organizes and conducted several activities to build and promote an environment for ethical, cultural, and spiritual values among the students and staff.

Cultural:

1.Christmas Celebration

The College organise different programmes like Carol singing, Dance, greeting card competition for students.

2.Diwali celebration

Fine arts association organises Rangoli Competition

Regional:

1.Kannada Rajyotsva

The Department of Kannada and IQAC celebrated "Kannada Rajyotsava" virtually. The Resource person Dr. Rohinaksha Shirlalu deliver a talk on The topic Kannada-Karnataka: Possibilities and Challenges".

Linguistic:

1.Hindi Divas:

The honored guest Mr.P.GMalage assistant professor for Hindi at Besant Womens college presented a speech on importance of Hindi and Hindi diwas.

2.Konkani Day celebration

Rev Fr Michael Santhumayor, Principal of the college addressed the gathering.Konkani students entertained the gathering with melodious Konkani songs.

Communal socioeconomical:

1.Sadbhavana divas:

Dr. Mamatha M R, 2016-17 state and Mangalore university NSS award winner enlightened on the significance of the day and all the NSS volunteers pledged the oath.

2.Contribution towards medical assistance:

The student council has made a generous contribution of Rs 10000/- on 10-03-21 towards medical assistance to Richard Dsouza parent of Rishal D Souza.

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

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

Indiaincludes individuals with different backgrounds cultural, social, economic, linguistic, and ethnic diversities governed and guided by the Constitution irrespective of caste, religion, race sex. Milagres College sensitizes the students and the employees of the institution to the constitutional obligations about values, rights, duties, and responsibilities of citizens which enables them to conduct as a responsible citizen. To equip students with the knowledge, skill, and values that are necessary for sustaining one's balance between a livelihood and life by providing an effective, supportive, safe, accessible, and affordable learning environment. These elements are inculcated in

the value system of the college community. The students are inspired by participating in various programs on culture, traditions, values, duties, and responsibilities by inviting prominent people. The institute conducted awareness programs on Use of mask due to covid-19 Pandemic, cleanliness, Swachh Bharat, etc. involving students. The college establishes policies that reflect core values. Code of conduct is prepared for students and staff and everyone should obey the conduct rules. Events conducted are as follows:

- Covid -19 awareness
- Environment day
- Campus Cleaning
- Fit India
- Yoga Day
- National Days: Independence Day, Republic Day, Gandhi Jayanthi
- Constitution Day
- Ambedkar birth and death anniversary.
- Women's Talk
- Blood Donation camp

| File Description | Documents |
|---|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | View File |
| Any other relevant information | View File |

| 7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized | B. Any 3 of the above |

| File Description | Documents |
|---|---|
| Code of ethics policy document | [View File](#) |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | [View File](#) |
| Any other relevant information | [View File](#) |

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

**Milagres Collegecelebratesnational and international days, events and festivals throughout the year.**

**Independence Day**

**The NSS and IQAC celebrated 74th Independence Day. The program begins with flag hoisting, followed by singing of the national anthem, saplings were planted.**

**Teachers Day**

**Orientation sessions were conducted on importance of student teacher relationship and positive learning environment for the students.**

**Gandhi Jayanthi Celebration**

**Gandhi Jayanti was celebrated by NSS and IQAC. The celebration was a blend of both physical and virtual events.**

**Pandit Jawaharlal Nehru Jayanthi**

**NSS in association with the IQAC celebrated Pandit Jawaharlal Nehru Jayanthi. A webinar was conducted on the topic "Role of youth in Nation Building".**

**Constitution Day**

**IQAC and NSS celebrated Constitution Day. The NSS coordinator read out the preamble of the Constitution of India**

**Dr. Ambedkar Death Anniversary**

**The college pays homage to Bharath Ratna Dr. B R Ambedkar on his 64thMahaparinirvan Diwas on 6th December, 2020.**

**Republic Day Celebration**

**Milagres Institutions celebrated the 72nd Republic Day. The student volunteers of the NSS Unit and YRC conducted campus cleaning.**

**Dr. B. R. Ambedkar Jayanthi**

**The IQAC in association with NSS celebrated the day. All the staffs and students paid floral tribute to Dr. B. R. Ambedkar.**

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

## 7.2 - Best Practices

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

**Online Student Capacity Building Programs (SCBP) - It isthe process of equipping individuals with the understanding, skills and access to information, knowledge and training that enables them to perform effectively. In this context, the institute has taken initiatives to provide capacity building programs and has provided the required platform. All the students are provided the necessary logins for practice and participate online programs in all related online platforms. Using Google meet platform to conduct these programs. Over 1657 pupils are benefited through these programs. Total of 15 capacity building programs were conducted by the institution. Providing efficient knowledge to students.**

**Learning Management System (LMS) - Our institution has practiced this system since 2020-21. Our institution has connected with**

Aptra Edu software company. It includes class recorded videos of all subjects, conducted internal exams, uploaded marks and attendance. Our faculty members recorded videos of their respected subjects and uploaded in this system. Here the pupils can study by the recorded videos and parents can check the performance of their children. This system was very helpful during the lockdown. The pupils and parents appreciated our institution for the same. Around 250 videos are recorded of various subjects and conducted internal exams.

| File Description | Documents |
|---|---|
| Best practices in the Institutional web site | View File |
| Any other relevant information | View File |

## 7.3 - Institutional Distinctiveness

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

In 2020 – 2021, the college introduced learning management system run by Aptra edu developers for the college. This software allows the students as well as the lecturers to attain E resources, track their curriculum as well as to conduct and assess examinations through online medium.

The inclusion of empowerment programme is one of the prime Mission of the institution to provide additional vocational education and empower the girls to become self-employed and economically independent.

In 2020-2021, the college backed overall rank, respectively for 1st,2nd and 3rd by the students of BSc.Hs for the Mangalore University which set new heights and challenges for the competing HM colleges in and around Mangalore and Udupi.

The value education sessions are held once in every week where the lecturers give value-based education from their self-composed text book designed by the college, where the syllabus is composed of basic ethics and morals and this is made known to the students of the college. Also mentoring sessions are held every fortnight, where the students along with their mentoring group guided by their mentors, where the mentor discusses issues of the students may it be personal or educational aspects and tries to resolve the problems.

| File Description | Documents |
|---|---|
| Appropriate web in the Institutional website | View File |
| Any other relevant information | View File |

| 7.3.2 - Plan of action for the next academic year |
|---|
| **To conduct programmes for building the capacity of the students.** <br><br> **To conduct faculty development programmes for staff to enrich their knowledge on research and publication.** <br><br> **To inculcate savings habit among the students "earn while Learn" concept of developing new products was planned to be executed.** |