



INSTITUTIONAL ASSESSMENT AND ACCREDITATION **(Effective from July 2017)**

Accreditation - (Cycle - 1)

PEER TEAM REPORT ON **INSTITUTIONAL ACCREDITATION OF** **MANGALORE ACADEMY OF PROFESSIONAL STUDIES** **MANGALORE** **Karnataka** **575003**

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P.O. Box No. 1075, Nagarbhavi, Bengaluru - 560 072, INDIA

Section I:GENERAL INFORMATION

1.Name & Address of the institution:	MANGALORE ACADEMY OF PROFESSIONAL STUDIES MANGALORE Karnataka 575003	
2.Year of Establishment	2006	
3.Current Academic Activities at the Institution(Numbers):		
Faculties/Schools:		
Departments/Centres:	2	
Programmes/Course offered:	2	
Permanent Faculty Members:	18	
Permanent Support Staff:	8	
Students:	404	
4.Three major features in the institutional Context (Asperceived by the Peer Team):	1. A private Self-Financing College with more number of girl students. 2. A college with professional aptitude 3. Effective stakeholder relationship are evident	
5.Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure):	From : 26-10-2018 To : 27-10-2018	
6.Composition of Peer Team which undertook the on site visit:		
	Name	Designation & Organisation Name
Chairperson	DR. SURENDRA KUMAR SINGH	Vice Chancellor,Lalit Narayan Mithila University Darbhanga, Bihar
Member Co-ordinator:	DR. PRASANNA KUMAR BISWASROY	FormerProfessor,BERHAMPUR UNIVERSITY
Member:	DR. VANAJA C S	Professor,BHARATI VIDYAPEETH
NAAC Co - ordinator:	Dr. A.V. Prasad	

Section II: CRITERION WISE ANALYSIS

Observations (Strengths and/or Weaknesses) on each qualitative metrics of the key Indicator under the respective criterion (This will be a qualitative analysis of descriptive nature aimed at critical analysis presenting strength and weakness of HEI under each criteria)

Criterion1 - Curricular Aspects (Key Indicator and Qualitative Metrics(QIM) in Criterion1)	
1.1	Curricular Planning and Implementation
1.1.1 QIM	The institution ensures effective curriculum delivery through a well planned and documented process
1.2	Academic Flexibility
1.3	Curriculum Enrichment
1.3.1 QIM	Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum
1.4	Feedback System

Qualitative analysis of Criterion 1

The college follows a well-framed mechanism of curriculum designed and developed by the affiliating university. The curriculum contains skill development inputs as a result of which inbuilt flexibility of courses are ensured for development of skill and as well as strengthening knowledge. It shows the curriculum is geared to facilitate entry to further higher education as well as employment in organised and unorganised sector. The Head of Department conducts meeting at the beginning of each semester for syllabus implementation, work allotment and time table. Teaching methods include conventional methods, demonstrations, group discussion, seminars and interactive sessions. Guest lectures and educational excursions are organized by the college to enhance knowledge of students.

Being an affiliated college, it has limitation to integrate cross cutting issues like gender, environment and sustainability, human values and professional ethics in the curriculum. Gender issues are normally discussed and solved through awareness programmes organised by Women Cell of the college. Human rights, Constitution of India, Gender Equity and Environmental Sciences subjects are a part of curriculum. The foundation course on CA and CS was conceived for UG classes in order to impart knowledge for successful completion of professional courses.

Criterion2 - Teaching-learning and Evaluation (Key Indicator and Qualitative Metrics(QIM) in Criterion2)	
2.1	Student Enrollment and Profile
2.2	Catering to Student Diversity
2.2.1 QIM	The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners
2.3	Teaching- Learning Process
2.3.1 QIM	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences
2.3.4 QIM	Innovation and creativity in teaching-learning
2.4	Teacher Profile and Quality
2.5	Evaluation Process and Reforms
2.5.1 QIM	Reforms in Continuous Internal Evaluation(CIE) system at the institutional level
2.5.2 QIM	Mechanism of internal assessment is transparent and robust in terms of frequency and variety
2.5.3 QIM	Mechanism to deal with examination related grievances is transparent, time-bound and efficient
2.5.4 QIM	The institution adheres to the academic calendar for the conduct of CIE
2.6	Student Performance and Learning Outcomes
2.6.1 QIM	Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students
2.6.2 QIM	Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution
2.7	Student Satisfaction Survey

Qualitative analysis of Criterion 2

The college takes care of its students based on the learning capability and grasping power through individual departments after admitting them to the programme concerned. Students are also advised to recapitulate, revise and follow text books and other solicited material available online to keep themselves informed about the material on specific topics related to the syllabus. Beside the slow learners are individually encouraged, counselled and guided on the individual levels by teachers in form of tutorials, laboratory instructions and quiz. The advanced learners need to be encouraged to take up tasks like applying for Govt. funded Mini Projects, presenting papers in seminars/conferences, participating in various intercollegiate competitions and appearing in competitive examinations. The college recognises and appreciates the university rank holders.

Faculty members are informed well-in-advance about the courses allotted to them along with their departmental timetables. The main teaching-learning method adopted by the faculty members are lectures, experimental exercises and interactive sessions. Seminars, projects, quiz and excursions are also part of the teaching-learning process. Faculty members use computer-assisted learning devices such as LCD projectors in classes. The class rooms in Marvoor Campus need to be equipped with LCD projectors. Interactive boards need to be introduced in class rooms. Facelift of class rooms with better furniture and whiteboards need to be considered. The college needs to develop some initiatives for innovation and creativity in teaching-learning.

All the evaluated answer books of CIE are usually shown to the students enabling them to grasp their shortcomings. The schedule for internal assessment is finalized at the college level and is communicated to all

students, faculty members and administrative staff. The cases related to non-evaluation of answer books, scrutiny and re-evaluation are dealt by the University level as per University norms. The college adheres to its academic calendar planned in accordance with the 'Mangalore University Academic Calendar' to conduct the internal exams smoothly.

Programme outcomes, programme specific outcomes and course outcomes for programmes and courses are not seen stated and displayed on the college website and communicated to students and teachers. However, the course outcomes and student progression data with regards to enrolments are duly sent to Karnataka. Directorate Higher Education Department and kept in the faculty office data centre. All the programmes conducted by the college are evaluated with regards to pass percentage, student progression and divisions thus obtained.

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Criterion3 - Research, Innovations and Extension (Key Indicator and Qualitative Metrics(QIM) in Criterion3)	
3.1	Resource Mobilization for Research
3.2	Innovation Ecosystem
3.2.1 QIM	Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge
3.3	Research Publications and Awards
3.4	Extension Activities
3.4.1 QIM	Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years
3.5	Collaboration

Qualitative analysis of Criterion 3

The college has planned to establish a separate Cell to incubate and take up ideas that are worthwhile and need attention of the academia. The college needs to create an eco-system for innovations including Incubation centre and other initiatives for creation and transfer of knowledge.

The college runs two units of NSS. They actively take part in extension activities in the neighbour community to promote societal services with regard to: environmental awareness, greening of surrounding environs, tree plantation and in the college campus, drug abuse, ban on the use of plastics, mosquito eradication, gender sensitization, save the girl child, AIDS awareness, traffic awareness exercise and adult education. They have also taken up rallies for: Swacchh Bharat Abhiyan, awareness about harmful effects of E-wastes and awareness about human rights. They have also been active in taking part in Blood Donation Camps organized by the college.

Research activities need to be strengthened. Faculty members need to be motivated to carry out more research and publish more papers in National and International journals

Criterion4 - Infrastructure and Learning Resources (Key Indicator and Qualitative Metrics(QIM) in Criterion4)	
4.1	Physical Facilities
4.1.1 QIM	The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.
4.1.2 QIM	The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities
4.2	Library as a Learning Resource
4.2.1 QIM	Library is automated using Integrated Library Management System (ILMS)
4.2.2 QIM	Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment
4.3	IT Infrastructure
4.3.1 QIM	Institution frequently updates its IT facilities including Wi-Fi
4.4	Maintenance of Campus Infrastructure
4.4.2 QIM	There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Qualitative analysis of Criterion 4

The college has built up its infrastructure and developed learning resources over the past 12 years. The college has a master plan with project expansion of its infrastructure for future development. The college ensures optimum utilisation of its infrastructure facilities by providing academic, curricular, extracurricular activities and space for GOs, NGOs, external agencies on holidays and Sundays. The college campus spreads over an area of 3.5 acres with moderate infrastructural facilities which include administrative, academic buildings, teaching departments, audiology and speech language pathology clinics, auditorium and seminar halls. The college also facilities for outdoor/indoor games, library, and a small computer centre, for academic and administrative support. Ramps, separate restroom facilities and separate section in the library are required for the differently abled students. The college library is housed in a building of 1100 sq. ft area and has 2367 books titles and subscribes to 8 national journals, 5 International Journals, 8 peer review journals. It has back volumes of journals and is partially computerised. Barcoding facility needs to be introduced. The library is having functional software. Library needs a bigger space and a better ambience. The internet browsing facility in the library may be enhanced. Students need to be oriented to use library resources. There are 19 computer terminals in the college. Ten Computers are installed in the computer centre, whereas 9 computers are used for office, library and administrative purposes. Internet facility with 3 terminals in the library and 10 terminals in the computer centre are available to the students and faculty. The college has institutional networking like optical fibre and Wi-Fi connection. A server and LAN connectivity to the departments is available. E-Governance and E-despatch needs to be fully operational. Budgetary allocations should be made for up gradation and maintenance of computers through AMCs. The college has a Development and Maintenance Division which look after the development and maintenance part of the college. The classrooms and clinics need to be in one campus

Criterion5 - Student Support and Progression (Key Indicator and Qualitative Metrics(QIM) in Criterion5)	
5.1	Student Support
5.2	Student Progression
5.3	Student Participation and Activities
5.3.2 QIM	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution
5.4	Alumni Engagement
5.4.1 QIM	The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Qualitative analysis of Criterion 5

The college has a Student Union whose office bearers. The following academic and administrative committees have representation of students: Proctorial Board, Sports Council, Anti-Ragging Cell, Women Cell, Cultural Committee, Hostel Committee and College Magazine Committee. The alumni association needs to be formalised, registered and more functional. The College has a Career Guidance Cell, which has made some attempts for on- campus and off- campus Placements. However, specific infrastructural facilities for the Placement Cell is seen wanting for effective functioning. The institution conducts regular sports and games meets. Students participate in various games and sports meets organised by different bodies. Through the Students' Union and the various clubs, students are encouraged to participate in cultural programmes. They also maintain the ethos and culture of their State in these events. The college has elected bodies of students to support the authority for its different activities. The college has provision for financial aid under different schemes and Government scholarships. The college has a Grievance Redressal Cell, Complaints' Committee for Sexual Harassment and an Anti-Ragging Cell. A structured mechanism to monitor students' progression to higher education and employment needs to be evolved. The college has constituted an alumni association. The alumni are well-placed. They have the potential to serve the college in future years. There is a lot of scope to avail the services of the alumni for the overall development of the college.

Criterion6 - Governance, Leadership and Management (Key Indicator and Qualitative Metrics(QIM) in Criterion6)	
6.1	Institutional Vision and Leadership
6.1.1 QIM	The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution
6.1.2 QIM	The institution practices decentralization and participative management
6.2	Strategy Development and Deployment
6.2.1 QIM	Perspective/Strategic plan and Deployment documents are available in the institution
6.2.2 QIM	Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism
6.2.4 QIM	Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions
6.3	Faculty Empowerment Strategies
6.3.1 QIM	The institution has effective welfare measures for teaching and non-teaching staff
6.3.5 QIM	Institution has Performance Appraisal System for teaching and non-teaching staff
6.4	Financial Management and Resource Mobilization
6.4.1 QIM	Institution conducts internal and external financial audits regularly
6.4.3 QIM	Institutional strategies for mobilisation of funds and the optimal utilisation of resources
6.5	Internal Quality Assurance System
6.5.1 QIM	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes
6.5.2 QIM	The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms
6.5.5 QIM	Incremental improvements made during the preceding five years (<i>in case of first cycle</i>) Post accreditation quality initiatives (<i>second and subsequent cycles</i>)

Qualitative analysis of Criterion 6

The college established in 2006. Vision and Mission in consonance with the stated objectives of Higher Education. The Principal and the Management Committee provide leadership and guidance for achieving the Goals and Objectives of the Institution. The College authorities are aware of the changing context of higher education and the future challenges that are to be faced by the students. Accordingly steps are taken to prepare the students to face the challenges. The management's dynamic leadership with a supportive decentralised management system helped in achieving the goals of the institution in meeting the challenges of holistic and inclusive education and growth. The Institution has introduced few internal academic reforms to make the teaching-learning process effective. The management encourages and promotes decentralised and participatory' management through various academic, administrative committees. The management monitors and evaluates its plans, policies and strategies periodically and reformulates them as per the changing needs of the stakeholders. The college has identified and formulated need-based strategies for implementation within the next 5 years. Feedback from students on teacher's appraisal and general issues needs to be structured for

effective implementation. Goal-oriented long-term perspective plan needs to be envisioned by the college to draw the future road map. A system of External Academic Audit is to be introduced to evaluate the quality of the programmes. Performances of the teachers are monitored through SAR. The performance of the non-teaching staff is monitored by the Principal. For the funds received from self-financing courses, the Budget is prepared every year to ensure optimum utilisation. The IQAC of the college formalise MIS to select, collect and integrate data. Structured Internal Quality Assurance System (IQAC) composition, responsibilities and action plan is in vogue. Feedback taken from stake holders be analysed for interpretation.

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Criterion7 - Institutional Values and Best Practices (Key Indicator and Qualitative Metrics(QIM) in Criterion7)	
7.1	Institutional Values and Social Responsibilities
7.1.2 QIM	<p>1. Institution shows gender sensitivity in providing facilities such as:</p> <ol style="list-style-type: none"> 1. Safety and Security 2. Counselling 3. Common Room
7.1.5 QIM	<p>Waste Management steps including:</p> <ul style="list-style-type: none"> • Solid waste management • Liquid waste management • E-waste management
7.1.6 QIM	Rain water harvesting structures and utilization in the campus
7.1.7 QIM	<p>Green Practices</p> <ul style="list-style-type: none"> • Students, staff using <ol style="list-style-type: none"> a) Bicycles b) Public Transport c) Pedestrian friendly roads • Plastic-free campus • Paperless office • Green landscaping with trees and plants
7.1.18 QIM	Institution organizes national festivals and birth / death anniversaries of the great Indian personalities
7.1.19 QIM	The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions
7.2	Best Practices
7.2.1 QIM	Describe at least two institutional best practices (as per NAAC Format)
7.3	Institutional Distinctiveness
7.3.1 QIM	Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Qualitative analysis of Criterion 7

The college takes care of gender sensitivity. Meetings and counselling are convened at regular intervals. The college organises various events on gender issues to sensitise them regarding women empowerment. The college takes utmost care of girl students for their safety and security. The college is conscious of its responsibility towards environment management. Steps have been taken up for a green and clean campus with the support of the State Government. The college initiated steps-to have a Solar Power System and it has also initiated measures for energy conservation. The college organises memorial lectures to perpetuate the memory

of the renowned sons of the soil. The college celebrates all most all national festivals with pomp and royalty. Faculty, students and supportive staff takes a great deal of interest in observing the festivals and at the same time the birth/death anniversary of visionaries. The college constituted various academic and administrative committees for smooth functioning of the institution. The management believes in decentralisation of power and accountability of stake holders.

‘Decentralized Administrative Set-Up’ and Excellence in Promoting Professionalism are the best practices of the institute.

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Section III:OVERALL ANALYSISbased on Institutional strengths.Weaknesses,Opportunities & Challenges(SWOC)(up to 500 words)

Strength

Strength

- Being centrally located in the city.
- Offering CA/CS coaching along with B.Com
- Vibrant outreach activities.
- Participation of the students in co- and extra-curricular activities
- Offering certificate courses/add on courses for skill development of students

Weakness

- Offers only two UG programs and there is no research focus
- Lack of adequate number of computer systems with internet connectivity in proportion to the number of students, for effective access to e-learning resources.
- Limited linkages with industries / institutions (National/International) for promoting research / consultancies
- Multi-campus located at distance of 2 to 8 kms

Opportunities

- To offer new programmes in the thrust areas, through contributions and support from industries / NGOs/PTA.
- To develop linkages with industries especially banking to give additional exposure to students
- To expand clinical services to cater to the needs of persons with swallowing/balance problems
- To introduce more program in the field of audiology and speech language pathology considering the enormous scope of Audiology and Speech Language Pathology in India and abroad
- Scope for introducing several short-term Diploma / Certificate courses, on a flexible 'community College' model, as an appendage of the regular College; and provide opportunities for enriching the career potential of the campus students and members of the community as well.

Challenges

- Creating research environment in the college
- Initiating consultancy and research projects
- Increasing case load in Audiology and Speech Language Pathology Department to provide clinical training for students
- Increasing space to accommodate activities of in the single campus
- Continuous upgradation of computer and audiology and speech language pathology labs to keep pace with the time

Section IV: Recommendations for Quality Enhancement of the Institution

(Please limit to **ten major ones** and use telegraphic language) (It is not necessary to indicate all the ten bullets)

- More programs especially PG programs should be added
- Improve infrastructure for staff
- Improve infrastructure for learning resources especially library and computer lab
- Strengthen/expand ICT thrust in teaching / learning process
- More efforts for continuous faculty development in new emerging knowledge area/teaching pedagogy
- Establishment of language lab to improve communication skills of students
- The college needs to make strong efforts to integrate Industry Interface in teaching-learning / research / placement.
- The Alumni Association needs to be registered, formalized and strengthened to promote academic excellence.
- The college needs to participate in NIRF ranking exercise of MHRD and publicise their ranking on college website for information of all stakeholders.
- The college may develop a perspective plan for future development for next 10 years.

I have gone through the observations of the Peer Team as mentioned in this report

Signature of the Head of the Institution

Seal of the Institution

Sl.No	Name		Signature with date
1	DR. SURENDRA KUMAR SINGH	Chairperson	
2	DR. PRASANNA KUMAR BISWASROY	Member Co-ordinator	
3	DR. VANAJA C S	Member	
4	Dr. A.V. Prasad	NAAC Co - ordinator	

Place

Date

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