V.V.Sangha’s

Veerashaiva College, Ballari.

Ethics and Code of Conduct.

Veerashaiva College established by veerashaiva vidyavardhaka sangha in 1945 is a premier higher education Institute of madras presidency in Hyderabad Karnakata region aimed at providing quality education to all irrespective of caste, creed, class etc. Quality education is the mantra of the institution. Keeping in view the latest objectives of higher education, emphasis is laid on the development of critical, analytical and creative thinking skills among the students. Research is promoted on the campus in collaboration with Kannada University, Hampi. The college has been producing nationally and internationally recognized luminaries who are serving the nation in different capacities. Along with imparting quality education inculcating values, ethics and morals are accorded much importance in routine activities.

Human values and professional ethics like truth, honest, loyalty, love, tolerance, respect, sacrifice, non-violence, accountability, responsibility etc play an important role in life. They are to be imbibed by every human being to attain success and avoid bad practices and misconduct. They contribute to the goodness of man and society at large. They lead people in a right path. Efforts are made to in still values and ethics into the minds of the students to facilitate the holistic approach among them towards personal and public life.

Code of Ethics for Governing Body

The Managing committee executes the functions of the college through its governing body.

The chairman of the governing body will be nominated by the elected managing committee and the governing body consist of chairman and two executive local members. The president of the sangha, the secretary and the treasurer at has the ex-officio members of governing body. The head of the Institution shall be the executive secretary. The chairman of the governing body shall be the chief of the administrative committee. The governing body performs several functions. The chairman of the governing body can prepare budget of the college and submit it to the managing committee for approval and release of funds.

1. Fairness is to be maintained in all business dealings.
2. They should enable the staff and students to attain highest standards of achievement.
3. The governing body is to support the vision and mission of the college and act for their achievement.
4. They should safe guard the interest of all the stake holders who are a part of the college.
5. They should adopt and respect integrity. Honesty, openness and fairness for the progress of the institution.
6. They should monitor administrative and academic activities, financial transactions, allocation and utilization of funds fairly.
7. The governing body should adopt fair practices in all its judgements.
8. They should encourage research activities and provide incentives to staff and students involved in research.
9. They are expected to provide incentives and rewards to the teachers and students who made achievements in academic and sports events.

Code of Ethics for Principal

The Principal should always be honest fair, objective, enthusiastic, supportive, protective and law abiding. In addition to these traits, he/she should also observe the following rules.

1. Implement the vision and mission of the institution by chalking out policies and plans prepared in the beginning of the academic year.
2. Establish linkages with industries, organisations and universities to promote research activities.
3. Make the staff and students to become aware of rules, policies and codes of conduct framed by the college and enforce them strictly.
4. Maintain cordial and co-operative relationship with the management, higher officials, staff, students and other stakeholders.
5. Forward data and information to the depts. concerned and management at the earliest without any delay for bringing about reformation in the system.
6. Monitor, Manage and educate teaching and non-teaching staff and take remedial measures/ action on the basis of stakeholder’s feedback.
7. Implement student’s supportive services on time.
8. Redress the grievances of staff and students at optimum level without any delay.
9. Decentralise power amongst subordinate staff to excel their efficiency and involvement.
10. Encouraging the faculty to organize seminars, conferences, workshop etc.
11. Providing sophisticated teaching aids to the staff so as to speed up the process of quality improvement.
12. Providing updated technological infrastructural facilities
13. Continue prescription of e-journals, e-books, magazines, periodicals for the use of staff and students interested in research and wish to collect additional information.
14. Monitoring and implements continuous internal evaluation system for the sustenance of quality.
15. Serve as a bridge between the management, the staff and students.
16. Calling meeting of staff council and student’s council quarterly to assess teaching and learning out comes.
17. Allocation of budget need to be done on the basis of the requirements of all the departments.
18. All purchases should be executed in accordance with latest rules.
19. External and internal financial audit shall be done at the end of the financial year. A copy of it may be submitted to the management.
20. Repairing work, construction of new building and expansion of existing infrastructure could be undertaken as per the latest procedures.
21. Internal screening committee is to be constituted to evaluate the proposals of promotion of the staff before forwarding to the authorities concerned.
22. Implement staff welfare activities without any delay.
23. Calling emergency meeting of both teaching and non-teaching staff when the college is asked to provide any information urgently by the government or management
24. Sanctioning sufficient grant to implement extension activities.
25. Measures shall be adapted to take up project works on local issues.

General Guidelines for Teachers

1. Always do best for your students. Students should be given first priority in teaching- learning process.
2. Focus on establishing meaningful and co-operative relationships with your students, colleagues, administrators, management and parents so as to unlock student’s hidden potentialities.
3. Getting updated with the latest information in your subject to improve the quality of teaching and learning.
4. Be fair and consistent in your duties.
5. Maintain self control at all times to keep up your image and reputation.
6. Get into personal support with your students to monitor and improve their learning capabilities.
7. Work in cooperation with other teachers. Take the advice of colleagues when needed. Share your innovative ideas and best practices with other teachers.
8. Teaching is always changing. Try to embrace change instead of resisting it. Include the changing trends of knowledge in the domain of teaching and learning.
9. Help the students in pursuing their goals under your wise direction and guidance.
10. Be enthusiastic and passionate about the content of teaching to make the students respond positively.
11. Encourage students to participate in extracurricular activities and assist them to build up their career.
12. Recognise and help the students in meeting their needs inside and outside of the class room.
13. Learn to priorities your tasks and take advantage of technology to improve the performance of your students in learning.
14. Ignite the spark of knowledge in your students to make them interested in self learning.

Responsibility and Accountability

1. Providing quality education to students by adopting innovative teaching methods.
2. Teachers should complete the syllabus in time. They are expected to get good results in their respective subjects and accountable for the same.
3. Mentor system should be implemented effectively. Teachers shall monitor the progress of mentees allotted to them.
4. Home assignments should be given to the students at the end of each unit. The assignment books shall be returned to them with local and global comments after evaluation.
5. Two internal tests shall be conducted in each semester of the course. Teachers should attend invigilation work compulsory for the smooth conduct of the tests and examinations. Consolidated statement of marks is to be put up on the notice board for the information of the students.
6. Teachers should carryout academic, co-curricular, extracurricular and extension activities as per the academic calendar of the college and the university.
7. Teachers should execute all the work assigned to them by the head of the institution, the heads of the departments and management honest and sincerely. Simultaneously, obey all the orders of superiors.
8. Teachers are not allowed to carry on any other trade, business or activity which is against the service rule.
9. Teachers shall not involve in any organized institutional and social activities and shall not promote, assist or motivate any groupism or unhealthy activities.
10. Teachers shall not collect any money under any pretext from any one including students unless he/she is officially permitted by the head of the institution or management in writing for any particular fund rising programme.
11. Teachers shall take advance from the college for conducting seminars, workshops, special talk and other programmes. The account should be settled within 7 days after completion of the programme.
12. The principal or the management may terminate the service of any probationary or confirmed teacher, if he/she is found guilty of any of the acts like professional incompetence, violation of code of conduct, negligence towards duty, failure in performing tasks due to inefficiency and any other breach of code of conduct and does not abide by the service rules.
13. Teachers should refrain themselves from involving in any kind of political activity inside or outside the campus.
14. Use of mobiles for personal purpose is strictly prohibited inside the class rooms and exam halls.
15. Teachers should actively involve in research activities and apply for grant to government and private funding agencies. All necessary research facilities will be provided by the management. Each teacher must publish at least one research article in recognised journals every year. Guide field works and projects.
16. Teachers must encourage the exchange of ideas amongst to the students.
17. Teachers must report to duty at 8.00 am and stay in the college 2.00 pm . Those who have practicals should work in afternoon hours or till the completion of lab work. They should be available in the campus unless and otherwise any duty is assigned elsewhere.
18. Teachers should take written permission from the principal at least a day in advance while availing casual leave or official duty.
19. Only 25% of the staff in a department shall be allowed to avail leave on a particular day.
20. EL or CL can be availed as per the provision made in KCSR or department rules
21. Teachers must report to duty on reopening day and the last working day of each semester.
22. The management has got discretionary power to grant study leave to any teacher who is interested to go for higher studies.
23. Teachers should actively participate in the activities like celebration of national and internal days, seminars, cultural day, sports meet, ethnic day, birth days of national heroes, Reformers and other important activities held in the college.
24. Prior permission of the principal is required to send circulars or distribute hand bills to the staff and students or organize meetings in the campus.
25. Along with regular classes, take certain classes of value added and add on courses whenever necessary.
26. Involve in writing text books, articles to news paper and present papers in seminars and conference.
27. Teachers should attend orientation and refresher course, FDP and quality improvement programmes to update their knowledge. Absence during the period of attending these programmes will be treated as OOD.
28. Teacher can undertake consultancy services through establishing linkages with industries. All such activities / practices will be awarded at the discretion of the management.
29. Heads of the departments must maintain stock register of the properties belonging to their departments. Any loss or damage to the department property must be informed to the principal in writing immediately.
30. Teachers in charge of cells/ committees/ associations should chalk out plan of action well in advance in the beginning of the academic year. All the activities should be implemented before the last working day. Submit annual report to IQAC.
31. Meetings of the departments, cells and committees shall be convened only after 2.30pm (Not during class hours)
32. The management expects all the staff members to work with team spirit for the development of the institution and transform the college as one of the best learning centres.
33. Teachers should use e-books and e-journals as source of information for their academic and research work.
34. Foster critical thinking and rational attendance among your students.
35. Internalise values and morals which are complimentary to the interests of the society.

Ethics and code of conduct for Non-Teaching staff

Non- teaching has also equal responsibility in the growth and development of the institution. Balanced co-ordination between academic and administrative activities serves the vision and mission of the institution. Working with a time sense is very essential for transforming a system. Indeed, the involvement of non-teaching staff with utmost consciousness for creating promoting and sustaining quality of education at the institutional level is equally desirable.

1. Non-teaching should remain on duty in office hours i.e 10.00am to 5.00pm. Late coming invites disciplinary action. Prior written permission of the principal should be taken a staff wants leave the college in working hours on guanine ground to attend personal work and the same should be recorded in the movement register.
2. Non-teaching staff allotted to labs should keep labs neat and clean.
3. Any loss or damage to the equipments, furniture, fixtures and other valuables in the labs or class rooms should be reported to the principal immediately.
4. Enter the details of articles, equipments and chemicals purchased in each year in the stock register of the department. It should be submitted to the HOD after obtaining the signature of the principal at the end of the semester.
5. Non-teaching staff should wear ID badges during office hour.
6. Attenders in labs should maintain a register to write down the details of equipments broken by the students during the time of conducting practicals. Appropriate fine must be collected from the students concerned. Fine particulars need to be mentioned in the book. All collected fine should be credited into college account at the end of each semester.
7. Attend training programmes arranged by college authority, now and then, for improving your performance and updating computer knowledge.
8. Utilise welfare services meant for non-teaching staff properly.
9. Maintain statistics pertaining to admission, result, scholarship, grants, purchases etc. A copy of it should be submitted to IQAC.

Code of Conduct of Students

Students constitute a main part of educational institution. They are nuclear in the entire process of teaching and learning. The first and foremost aim of HEI is to produce knowledgeable citizens with social sensitivity. Acquiring knowledge itself is not sufficient to the survival of man . Discipline and expected behaviour are equally important to reach the destiny and to get recognition. In order to achieve this end, code of conduct is prescribed for the students to follow on the campus and off the campus.

1. Students must follow the dress code of the institution. They should wear uniforms on all the working days except Thursday. On this day they can wear regular dresses. Violation of dress codes will be viewed seriously inviting strict action.
2. Use of mobile phones in the class rooms, library, labs , programmes etc is strictly banned.
3. The students must carry identity card while staying in the campus and they must show it whenever asked by the authorities. They should collect ID card within 15 days from the date of admission. In the case of the loss of ID card it should be reported immediately to the HOD and the librarian with an application and obtain a new one from the office by paying prescribed fee.
4. The students must develop eco- friendly attitude. They must keep the campus neat and clean and maintain the greenery. Don’t through any waste material anywhere in the campus except in the waste baskets kept. Avoid using plastic bags in the campus and outside the campus to contribute yourself to plastic free India drive.
5. Smoking is strictly prohibited in the college premises. Also, consumption of intoxicants and other harmful subs tan substances such as panmashala, Gutuka, alcohol, tobacco products are not allowed under any circumstances.
6. Save electricity and water. Use water judiciously and economically as it has been becoming scarce in the last few decades. Switch off lights and fans in classes and labs after the work is over.
7. No student shall enter or leave the class room or lab while the theory class /practical work is going on without the permission of the teacher Students should attend all the sessions as per the time table. Minimum 75% attendance is required to get eligibility for final examination and internal tests.
8. Students should not seen outside during lab / class hours.
9. Students should not wander or gather in verandah, corridor and staircase etc. Spending much time in canteen is not allowed as the time is precious.
10. Students can leave the campus during class hours only after taking permission from the principal, HOD and the teacher concerned. Permission will be granted on genuine reasons.
11. It is mandatory for all the students to attend class room seminars and presentation of field work reports of the class concerned for the entire session.
12. Students should submit all leave applications (Regular and Medical) well in advance for sanction to the HOD and teachers concerned. Application for medical leave shall be submitted along with medical certificate issued by the competent authority.
13. Students must attend special classes arranged by any teacher to complete the syllabus on time.
14. It is strongly advised to refrain from undesirable activities such as scribbling or noting on wall ,door or furniture which could deface the college and destroy the academic ambiance.
15. Handle furniture, equipments, fixtures and appliances and other valuables in labs carefully. Careless handling or misuse of equipments could result personal injuries or damage to property. Follow safety measures in labs.
16. In the case of damage of property the responsible students will have to bear the cost of replacement /repair with fine.
17. Students must participate in academic co-curricular, extracurricular and extension activities in order to grow physically fit, academically competent, mentally sound and socially sensitive.
18. Any act of indiscipline or misbehaviour will attract severe punishment.
19. Park vehicles in the parking stand only. Breach of this rule invites punishment particularly in the form of fine.
20. Students are strictly forbidden from indulging in anti-institutional, anti-national and anti-social communal, immoral or political activities within the campus and hostels. Involvement of students in these activities would attract punishment in any form.
21. Study tours or industrial visits of a duration of 3 days or above shall be organized only during vocation after talking permission from the parents indemnity bond. Teachers of the department concerned should accompany the students.
22. Resorting to criminal activity or violating the law and disturbing the orderliness in the campus will be reported to the police.
23. Be attentive, fair and co-operative to teachers and peers on various academic and non-academic activities.
24. Believe in loving, sharing and caring
25. No student is allowed to carry mobiles gadgets, calculators and other electronic devices inside the examination hall.
26. Loss or theft of mobiles, valuables and other belongings will be at student’s risk.
27. Action shall be initiated against the students indulged and abetted in ragging as per the directions of Horrible supreme court of India. Those who involve in ragging will get punishment in the following ways.

* Criminal prosecution
* Expulsion or suspension from the college
* Fine with public apology
* Withholding the scholarship
* Debarring from representation in University and college events
* With holding results.
* Suspension or expulsion from hostel.
* Do not get admission in any institution of India

1. Possessing or having access to any papers, books or notes inside the examination hall would amount to malpractice.

* Removing / Tearing off any sheets from the answer book or adding/ substituting any sheet to the answer book other than the one supplied by the university would amount to malpractice.
* Candidates are forbidden to smoke or use any edibles and beverages in the examination hall. However drinking water will be provided on request.
* The candidate who disobeys any instruction issued by the chief suptd/ invigilator or who is guilty or rude or exhibit disobedient behaviour will be expelled immediately.

1. Students must upload academic integrity respect all persons and their rights and property and safety of others.
2. Students should adhere to the fundamental rights and duties enshrined in the constitution.
3. All kinds of discriminations are not allowed to practice
4. Students should not interact with media persons or invite them on to the campus without the permission of the principal
5. Theft or abuse of computers and other electronic devices is liable for punishment
6. Students should treat library resources and facilities with appropriate care and respect.

* Comply with library rules
* Should ID card whenever asked by the authority
* Two books will be issued on card
* Avoid noise, loud conversations using cell phones etc
* Damage to library assets is liable for punishment.
* No student is allowed to carry books outside the library without the permission of the authority.
* Keep bags or other belonging in the shelf.
* Damaging books/ Journals including activities like highlighting, writing removing pages and taking pictures are prohibited.

Code of Ethics for Principal

**Procedures and policies for maintaining and utilizing, physical, academic and support facilities - laboratory, library, sports complex, computers class rooms etc.**

Maintenance and proper utilization of physical, academic and support facilities is more important than creating them. The institution allocates a sufficient grant in its annual budget for the maintenance and up keeping of infrastructure and other facilities. The top management approves the estimation of budget and accords permission for utilizing the grant. The grant will be used for adding new facilities or augmenting the existing infrastructure or implementing curricular and co curricular activities.

Various kinds of facilities are provided on the campus right from the day of admission to the day of completion of course. About 21 cells and committees are constituted to assist the students in solving personal and academic problems.

Library:- In the beginning of the academic year, the principal calls the staff council meeting in which he informs all the HOD’s to submit a list of books required for their departments as per the syllabus. The list of books along with required budget will be placed in the meeting of college governing body for seeking approval and sanctioning of grant. After taking the approval, the purchase order will be sent to the reputed wholesale book distributor. The staff of the library allot accessory number to new books and enter in stock register. INFLIBNET facility is provided in central library which the students use regularly to obtain additional and latest information and data for their study.

The students should return books to library within due date and get no dues before the commencement of the final examinations. If any student fail to return the book within the due date a minimum fine will be collected from him. Tearing out/ removing pages from books/journals/magazines is strictly prohibited. In such cases, fine will be collected from the violators of rule.

Dust sucking machine is used from maintaining cleanliness. Sweepers and assistants clean the cupboards, bookshelves and reading hall.

Laboratory:- The heads of the departments look after the maintenance of laboratories. According to necessity, they prepare indent of equipments, chemicals and stationary after discussing in staff meeting and submit it to the principal. After taking the approval of governing body, the Principal place the purchase order to a reputed firm which quotes reasonable price.

Technicians will be hired from outside for repairing sophisticated and advanced equipments. The attenders repair simple equipments themselves with the help of skill obtained through experience. Advanced microscopes are used in botany and zoology departments. These are cleaned regularly and maintained in good condition. Wastes from labs disposed in a specified place to avoid damage to environment.

Sports : Sports equipments are always kept ready for the use of students. The equipments will be purchased every year according to the requirements. All the new equipments will be entered into stock register with firms name, receipt number and bill amount immediately after receiving from the suppliers. At the end of the academic year stock verification will be done by constituting a committee headed by a senior faculty. Sweepers are appointed to maintain cleanliness in indoor stadium, Gym, sports office and swimming pool. An assistant is taken to maintain sports equipments and stock register. Sports facilities of all kinds have been created on the campus and utilized by the sports men and women to improve skills and techniques in their respective events.

Computers:- Computers are installed in labs, browsing centres, library, language lab, department staff rooms, office etc. Internet facility is provided in the entire campus for the benefit of staff and students. The staff and students use this facility regularly for study and research purposes. The teaching and non-teaching staff of computer science department is given the responsibility of maintaining systems and taking care of internet facility. They will do minor repairs on their own. Whenever the service of technician is required he will be called for repairing the systems. A staff expert in hardware and software is assigned the duty to maintain college website, up gradation, biometric service, procurement of hardware and software and such other computer related problems.

Class Rooms: Spacious and well furnished class rooms with sufficient air and ventilation serve the goals of teaching and learning process. ICT facility is available in 10 class rooms and 04 laboratories. The attendar who is in charge of principal’s Chamber will supervise cleanliness in class rooms and look after fans and bulbs. Four sweepers work under him. Students are strictly advised to refrain from undesirable activities such as scribbling or noting on walls, doors or furniture which could deface the college and destroy the academic ambiance. The students switch off lights and fans after the class is over.

**Compliance of the Minutes of IQAC Meeting held on 30.07.2018**

IQAC Meeting was held on 30.07.2018 in Principal’s chamber. Sri siddaram G Mulaje, IQAC Co-ordinator welcomed the Chairman and the principal and all the members of IQAC . The following compliances were initiated to the decisions made in the meeting.

1. Compliance to Item No-1

The minutes of IQAC meeting have been circulated among the members and informed the persons concerned to implement all the quality improvement activities in letter dated 06.08.2018.

1. Compliance to Item No -2

IQAC team for the academic year 2018-19 is reconstituted as some of the members in the last year team have retired from their service. The chairman of IQAC Dr G Rajashekhar has advised to take new members from teaching staff and local committee. After the reconstitution of new team the IQAC co-ordinator briefed the members about the objectives and functions of IQAC in the same meeting. A letter regarding the reconstitution of IQAC is circulated among all the 19 members on 06.08.2018. Every member as co-operated in carrying out the functions of IQAC effectively. All the 19 members have attended the meetings and contributed their ideas and experiences for quality improvement.

1. Compliance to Item No-3

Strategic perspective plan draft is prepared and approved after holding a thorough discussion with the members of IQAC. A copy of it has been given to all the heads of the departments, conveners of cells and committees on 06.08.2018 requesting for the effective implementation of all the activities. The conveners who were little slow in implementing their part of activity are informed to take up the task at the earliest as per the schedule.

1. Compliance to Item No-4

Academic calendar of events is prepared and displayed on college website and notice board. At the same time, copies of it are submitted to all the departments, cells and committees vide letter dated 06.08.2018. The conveners of cells and the heads of the departments are informed to follow the calendar of events while implementing the activities.

1. Compliance to Item No-5

IQAC co-ordinator called the meeting of the conveners of various units to allocate work of implementation of quality improvement activities. A statement of assignment of work is prepared and submitted to the persons in charge of cells and committees.

**Compliance of the Minutes of IQAC Meeting held on 25.10.2018**

1. Compliance to Item No-01

Copies of the proceedings have been circulated among the members vide letter dated 02.11.2018.

1. Compliance to Item No-02

The convener of examination committee is informed to submit IA marks of all the subjects through online to VSK University Ballari before the expiry of last date in letter dated 02.11.2018. This work has been done systematically well in advance by the examination committee. The non-teaching staff is asked to send additional list of IA marks of those students whose names were not found in the online list.

1. Compliance to Item No-03

In response to the regulation of UGC and NAAC sub-committee passed (constituted by VV Sangha) in its first meeting held on 10.10.2018, it is resolved to insist the teaching staff for the presentation of papers in seminars and conferences. It has been communicated to all the teachers on 02.11.2018. IQAC co-ordinator has requested the principal to sanction registration fee as a token of encouragement for the teachers who participate in seminars.

1. Compliance to Item No-04

IQAC co-ordinator took the permission of the principal for inviting Dr Jagadish Basapur, KCTE, Ballari as a resource person for FDP. He requested Dr Basapur in a letter dated 06.08.2018 to deliver a talk on “Innovative Teaching Skills and Methods”. The talk was delivered on 13.08.2018 and all the teaching faculty got benefited by it.

1. Compliance to Item No-05

In accordance with the regulation of IQAC the co-ordinator informed the convener of examination committee to make necessary preparations for smooth conduct of TEE of odd semester vide letter dated 02.11.2018. He instructed the office staff to get ready orders of invigilation work and submit indent for stationary. All the documents and covers are prepared and kept ready for the smooth conduct of examination.

**Compliance of the Minutes of IQAC Meeting held on 07.01.2019**

1. Compliance to Item No-01

Minutes of the meeting have been circulated among all the members of IQAC vide letter dated 13.01.2019.

1. Compliance to Item No-02

As it was resolved in the meeting, the convener of examination committee is informed to prepare course and subject wise result statement so as to analyse the performance of students in university examinations vide letter dated 13.01.2019. The statement of result analysis was discussed in the staff meeting held on 16.01.2019. Teachers of English and Maths departments were suggested to pay more attention to the slow learners and engage special classes for the students of this category.

1. Compliance to Item No-03

The examination committee is informed to place order for printing banners of rank holders and display them in the main streets of the city vide letter dated 13.01.2019.

1. Compliance to Item No-04

IQAC co-ordinator brought the delay in repairing of class rooms to the notice of governing body chairman in letter dated 13.01.2019 and requested to pass on a word to the contractor for the fast completion of the work. Also, requested the chairman to instruct the contractor for finishing painting work in room no 19 as this room will be used for organizing NAAC sponsored national seminar. The contractor responded positively and completed the work within the specified time.

1. Compliance to Item No-05

Various committees are formed for the organization of national seminar. The conveners of committees are informed to hold meeting with their members for making necessary arrangements for the grand success of seminar vide letter dated 13.01.2019. Brouchers have been posted to the colleges, universities and research centres across the country. The editing committee started its work of preparing and bringing out proceedings of seminar. The reception committee made correspondence with Govt and Non Govt organizations for booking guest houses for delegates. The work of all the committees was found quite satisfactory. The principal convened series of meetings of all committees to review the progress of work.

1. Compliance to Item No-06

The physical director is informed to prepare schedule of sports meet in consultation with physical education committee in letter dated 13.01.2019 is also advised to involve the members of students council to render service on sports day. The sport meet was conducted successfully. The alumini are invited to sports meet. They donate prizes and cups for the winners.

1. Compliance to Item No-07

Sri G Manohar, Head, Dept of zoology is informed to submit proposal of conference to government and non government organisations for seeking financial assistance in letter dated 13.01.2019. He is also asked to start preparation along with department staff for conducting national conference successfully. The principal and IQAC co-ordinator reviewed the progress of preparation of all the committees.

1. Compliance to Item No-08

Sri Siddaram G Mulaje, Head, Dept of Sociology is informed to make necessary arrangements for organizing state level workshop on research methodology vide letter dated 13.01.2019. He is informed to take advance from the accounts section for meeting expenses of the workshop. Brouchers of workshop have been sent to HEIs well in advance. The registration status and preparation for workshop was reviewed by the principal on 28.02.2019.

**Compliance of the Minutes of IQAC Meeting held on 28.04.2019**

1. Compliance to Item No-01

Minutes of IQAC meeting have been circulated among all the members for their information and implementation of decision vide letter dated 04.05.2019.

1. Compliance to Item No-02

Dr B.O.Satyanarayana Reddy and members of review committee are asked to verify data and documents submitted by the departments, cells and committees vide letter dated 04.05.2019. They are also informed to review reports at the earliest and provide categorized data for the preparation of AQAR. All the members worked sincerely and reviewed the reports and documents systematically. They instructed some of the departments to submit unfurnished data with proofs at the earliest as it was urgently required for the preparation of AQAR – 2018-19. Collection and classification of data undertaken by the committee made the task of preparing AQAR easier.

1. Compliance to Item No-03

The convener of examination committee and its members are informed to send IA marks to VSK University through online vide letter dated 04.05.2019.

1. Compliance to Item No-04

IQAC co-ordinator proposed to invite 03 members from VSK University and one member from local degree college. The members are invited on 17.08.2019 for conducting AAA vide letter dated 14.08.2019.The team visited on the scheduled date and verified documents. The recommendations of the team were brought to the notice of the departments concerned vide letter dated 25.08.2019.

1. Compliance to Item No-05

The convener of feedback committee is requested to submit report of analysis on or before 8th May 2019 vide letter dated 04.05.2019.The results of feedback are taken up for discussion in a meeting held on16.05.2019 under the chairmanship of the principal Dr G Rajashekhar. The staff concerned are informed to implement the recommendations of the committee for the improvement of quality.

1. Compliance to Item No-06

IQAC co-ordinator is informed to prepare by laws of alumni association which is to be submitted to the sub-register at the time of registration. He prepared by laws of alumni in the month of August 2019. But it is yet to be submitted to Sub Register along with required documents for registration of association.

1. Compliance to Item No-07

Dr Nagesh Sastri, co-ordinator, AISHE is requested to complete the data upload work of AISHE on or before 10.05.2019 in letter dated 04.05.2019. The work is pursued and executed with in the stipulated period.

1. Compliance to Item No-08

No other matter was discussed under Item No 08.

V.V.Sangha’s

Internal Quality Assurance Cell

Veerashaiva College, Ballari.

Action Taken Report for the Year 2018-19 .

|  |  |  |
| --- | --- | --- |
| Sl.No | Minutes of Meeting | Action taken |
| 1 | Confirmed and recorded resolution  of last meeting in minutes book. | Circulated a copy of minutes among all the members and the convener of cells, committees and departments on 06.08.2018. |
| 2 | Resolved to reconstitute IQAC team. | A new team is constituted and invited the new members for the meeting held on 30.07.2018. IQAC co-ordinator briefed about the structure and functions of IQAC to newly selected members. |
| 3 | Resolved and prepared strategic perspective plan after in depth discussion in the meeting. | Strategic perspective plan is designed consisting of 26 crucial activities for the improvement of overall quality. A copy of it, was circulated among the staff concerned and informed them to implement assigned activities. |
| 4 | Resolved to prepare calendar of events for the year 2018-19 in accordance with the academic calendar of affiliated university. | Displayed on the notice board and informed the staff concerned to conduct curricular, co-curricular and extension activities as per the provisions made in the calendar of events. |
| 5 | Resolved to assign tasks to the staff in charge of cells and committees. | Statement of tasks in accordance with strategic perspective plan is prepared and submitted to the staff for execution. |
| 6 | Resolved to upload IA marks to VSK university before the expiry of last date by involving the heads of the depts. Allowed sports men and women to write IA tests on some other dates and asked to prepare new question papers. | Pursued and executed the heads of the departments are informed to conduct tests separately on some other convenient data and asked to prepare new question papers for all subjects. |
| 7 | Resolved to insist each staff to present at least two papers in seminars and conferences in every academic year. | The meeting of the staff is convened on 16.10.2018 in which all the teaching faculty are informed to present at least two papers in one academic year. |
| 8 | Resolved to organize FDF for teaching staff. | Dr Jagadish Basapur, KSCTE, Ballari is requested in letter dated 06.08.2018 to deliver a talk. He delved a talk on |

|  |  |  |
| --- | --- | --- |
| 9 | Preparation for TEE examinations to be held in November 2018. | Examination committee is given the responsibility of conducting examinations. The meeting of the committee is held in principal’s chamber on 28.10.2018. |
| 10 | Resolved to analyse the performance of the students in university examinations. | The examination committee is informed in letter dated 12.01.2019 to analyse students performance in the examinations and take measures for improvement in the case of slow learners. |
| 11 | Resolved to honour and publicise the achievement of rank holders in university examinations held during 2017-18. | The members of examination committee are informed to place order for printing 04 banners and display them in 04 different places of the city. It is decided to honour the rank holders on talents day to be held on 10.04.2019. |
| 12 | Resolved to complete roof repairing and painting work in room No 19 by the end of Feb,2019. | The management is requested in letter dated 12.01.2019 for the completion of roof repairing work and painting of room No 19 at the earliest. Both the works are completed as per our expected date. |
| 13 | Resolved to organize college level sports meet 2018-19. | The meeting of sports committee is called on 18th January 2019 in principals chamber. The convener of the committee is informed to make necessary arrangements by involving the members of students’ council. The sports meet was conducted quite successfully. |
| 14 | Resolved to organize NAAC sponsored National seminar on 15th and 16th February 2019. | About 8 committees are formed to make necessary preparation for the organization of seminar. The meeting of all the committees was held on 22.01.2019 and assigned work to the committees. The seminar was held on 15th and 16th February, 2019. |
| 15 | Resolved to held self financed National Conference by the department of zoology on 21st and 22nd March 2019. | The meeting of the staff was called on 12th March, 2019 for allocation of preparation work to the staff. |
| 16 | Resolved to inform by examination committee to submit IA marks to VSK university on or before 30th April 2019. | Pursued and done successfully on time. |

|  |  |  |
| --- | --- | --- |
| 17 | Resolved to form AAA team consisting senior faculty in the college | Internal AAA is conducted for the year 2018-19 under the leadership of Dr B.O.Satyanarayana Reddy. The team submitted its report on 25.08.2019 with recommendations for the improvement of quality. The recommendations have been implemented satisfactorily. |
| 18 | Resolved to collect and analyze feedback from all the stakeholders. | Mr.P.Mastanappa, Convener, Feedback committee is asked to complete the process on or before 8th May, 2019. It is executed successfully. |
| 19 | Resolved to organize state level workshop by the department of sociology on Research Methodology on 05.02.2019. | Various committees are formed to make preparation for state level work shop. Dr G Rajashekhar, Principal, reviewed over all preparations made by each committee on 1st February, 2019. The workshop was conducted successfully on the scheduled date. |
| 20 | Resolution is passed to constitute a committee under the chairmanship of Dr B.O.Satyanarayana Reddy to review the annual reports and data submitted by Depts cells and committees. | The chairman of the review committee is informed to complete the process of reviewing at the earliest vide letter dated 27.05.2019. He provided data on time and same has been used for the preparation of AQAR. |
| 21 | Resolved to register Alumni association during summer vocation. | The committee headed by Sri W. Sharanappa prepared the draft of Alumni association in consultation with the legal adviser Sri Ankalayya. Sri W Sharanappa is pursuing the process of registration. It may complete by the end of February 2019. |
| 22 | Resolved to enter all the required data to PFMS at the earliest. | Dr D Nagesh Sastri, co-ordinator, AISHE and Dr.K.C.Sajjan co-ordinator of RUSA were informed to pursue data entry work and do it successfully within the last date. They did it successfully. |

V.V.Sangha’s

Internal Quality Assurance Cell

Veerashaiva College, Ballari.

Collection and Analysis of Feedback for the year 2018-19.

Feedback collection is highly advantageous in improving the teaching- learning process and support services along with the updated infrastructure. A separate committee was constituted under the leadership of a senior professor for looking after the whole process of feedback collection. The committee collects feedback from all the stakeholders once in a year with structured questionnaire. The structured questionnaire has been administered to 10% of the students representing BA/B.Com/B.Sc/ BBA/BCA/PG courses equally. But in the case of alumni and employers samples are taken between 10 and 20.

Apart from it the teachers also collect feedback orally in their regular classes. The members of the feedback committee collected, classified, tabulated and finally analysed the data.

The data is collected on the following aspects.

1. Teaching – learning and evaluation
2. Infrastructure and learning facilities
3. Support services
4. Teachers appraisal
5. Capacity building activities

Table-1

Teaching –learning, infrastructure and support services

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl.  No | Criteria | Ratings | | | | |
| Excellent | Very  good | Good | Satisfactory | Un Satisfactory |
| 1 | Teaching and Learning Process | 56 (31%) | 54 (30%) | 32 (17%) | 26(14%) | 12 (6%) |
| 2 | Conduct of Examination | 138 (76%) | 10 (10%) | 10 (5%) | 10(5%) | 3(1.66%0 |
| 3 | Library facilities | 30 (16%) | 132 (72%) | 6 (3%) | 8(4%) | 4(2%) |
| 4 | Extra Curricular Activities | 53 (29%) | 80 (44%) | 30(16%) | 12(6%) | 5(2.77%) |
| 5 | Sports Facilities | 20 (11%) | 57 (31%) | 48(26%) | 42(23%) | 13(7%) |
| 6 | Security Services | 149 (82%) | 15 (8%) | 7 (3.88%) | 9(5%) | - |
| 7 | Grievances and Redress | 37 (20%) | 127 (70%) | 8 (4%) | 6(3%) | 2 (1%) |
| 8 | Drinking water and wash room facility | 54 (30%) | 86 (47%) | 20 (11%) | 17(9%) | 3(1.66%) |
| 9 | Internet facility | 10 (5%) | 98 (54%) | 37(20%) | 25(13.88%) | 10(5%) |
| 10 | Placement cell | 62 (34%) | 59 (32%) | 44(24%) | 6(3%) | 9 (4.66%) |
| 11 | Mentor system | 53 (29%) | 41(22%) | 32(28%) | 29(16%) | 5(2.77%) |
| 12 | Office staff helpful and cooperative | 3 (1.66%) | 10(5%) | 23(12%) | 44(24%) | 20(11%) |

The above table shows that nearly 78% of the students have rated teaching and learning as very good. However, their response to sports facilities indicate that some measures need to be taken to promote sports activities still in a better way. For all other facilities and supports services the students have given very good opinion.

Table-II

Teachers’ Appraisal by the students

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl.  No | Criteria | Ratings | | | | |
| Excellent | Very  good | Good | Satisfactory | Un Satisfactory |
| 1 | Teachers effectiveness in teaching the subject | 49 (27%) | 71 (39%) | 42 (23%) | 12 (6%) | 6 (3%) |
| 2 | Clarity of teachers voice and communication skill | 42 (23%) | 59(32%) | 44(24%) | 30(16%) | 5(2.77%) |
| 3 | Teachers use of examples and illustration | 30 (16%) | 66(36%) | 47(26%) | 28(15%) | 9(5%) |
| 4 | Teachers help outside the class room | 44 (24%) | 37(20%) | 78(42%) | 17(9%) | 4(2%) |
| 5 | Punctuality of teachers | 38(21%) | 55(30%) | 61(33%) | 22(12%) | 4(2%) |
| 6 | Level of discipline maintain in the class | 19(10%) | 69(38%) | 63(35%) | 27(15%) | 2(1%) |
| 7 | Interaction with students | 23(12%) | 72(40%) | 45(25%) | 26(14%) | 14(7%) |

The statement reveals that most of the students have given very good opinion about teacher’s effectiveness in teaching communication skills, discipline, punctuality and help outside the class. The data in the table indicates that around 3% of the students have expressed dissatisfaction over the discharge of the duties of the teachers in certain aspects.

Table-III

Parents Feedback (20 Samples)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl.  No | Criteria | Ratings | | | | |
| Excellent | Very  good | Good | Average | Poor |
| 1 | Admission Procedure | - | 10(50%) | 8(40%) | 2(10%) | - |
| 2 | Infrastructure and lab facility | 5 (25%) | 10(50%) | 4(20%) | 1(5%) | - |
| 3 | Work culture | 3 (15%) | 12(60%) | 2 (10%) | 3(15%) | - |
| 4 | Canteen Facility | - | 3(15%) | 5(25%) | 10(50%) | 2(10%) |
| 5 | Library | 6(30%) | 11(55%) | 2(10%) | 1(5%) | - |
| 6 | Sports and cultural activities | 3(15%) | 8(40%) | 7(35%) | 2(10%) | - |
| 7 | Mentor system and students counselling | 4920%) | 10(50%) | 3(15%) | 2(10%) | 1(5%) |
| 8 | Use of ICT | 2(10%) | 8(40%) | 1(5%) | 7(35%) | 2(10%) |
| 9 | Morality, Ethics and soft skills | 7(35%) | 8(40%) | 3(15%) | 2(10%) | - |
| 10 | Examination system | 5(25%) | 10(50%) | 4(20%) | 1(5%) | - |
| 11 | Evaluation and Feedback | 4(20%) | 12(60%) | 2(10%) | 2(10%) | - |
| 12 | Placement | 3(15%) | 13(65%) | 2(10%) | 1(5%) | 1(5%) |

The above table reveals that parents response for all the facilities and infrastructure is said to be good except canteen facility. About 50% of the parents are of the opinion that canteen facility is not up to the expectation.

Table-IV

Employers’ of the past students Feedback (10 Samples)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl.  No | Criteria | Ratings | | | | |
| Excellent | Very Happy | Happy | Satisfactory | Not Satisfactory |
| 1 | Ability to work | 5(50%) | 3(30%) | 1 (10%) | 1 (10%) | - |
| 2 | Planning and organization of skill | 4(40%) | 2(20%) | 2(20%) | 2(20%) | - |
| 3 | Communication and soft skills | 3(30%) | 5(50%) | 1 (10%) | 1 (10%) | - |
| 4 | Leadership, team spirit and initiative | 5(50%) | 2(20%) | 2(20%) | 1 (10%) | - |
| 5 | Relationship with colleagues | 6(60%) | 2(20%) | 1 (10%) | 1 (10%) | - |
| 6 | Willingness to learn new techniques and adopt new ideas | 3(30%) | 4(40%) | 1 (10%) | 1 (10%) | 1 (10%) |
| 7 | Ability to solve work place problems | 5(50%) | 4(40%) | 1 (10%) | - | - |
| 8 | Innovativeness and creativity | 6(60%) | 3(30%) | 1 (10%) | - | - |
| 9 | Involvement in social activities | 7(70%) | 2(20%) | 1 (10%) | - | - |
| 10 | Respect for values in life | 6(60%) | 3(30%) | 1 (10%) | - | - |

The response of the employers’ in the above table shows that 75% of them have expressed happiness over the relationship maintained with the colleagues. They also expressed happiness over the involvement of the students in social activities. The performance and the skills of our learners was considered appreciable.

Table-V

Teachers’ Feedback (28 Samples)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.  No | Criteria | Ratings | | |
| Strongly Agree | Agree | Disagree |
| 1 | The courses have a balance between theory and application | 20 (71%) | 6 (21%) | 2(7%) |
| 2 | Objectives are well defined | 10(35%) | 17(60%) | 1 (3%) |
| 3 | Reference books cover the entire syllabus | 24 (85%) | 4 (14%) | - |
| 4 | Subject taught the interest and knowledge | 22(78%) | 5(17%) | 1 (3%) |
| 5 | Freedom to adopt new techniques of teaching | 25(89%) | 3(10%) | - |
| 6 | Freedom to assess the performance of students | 26(92%) | 2(7%) | - |
| 7 | Examinations a tests are conducted in time | 24 (85%) | 4 (14%) | - |
| 8 | Opportunities to update skills and qualification | 18(64%) | 10(35%) | - |
| 9 | ICT facilities are adequate | 26(92%) | 2(7%) | - |
| 10 | Toilets / wash rooms are clean and properly maintained | 5(17%) | 10(35%) | 13(46%) |
| 11 | Class rooms are clean and well maintained | 27(96%) | 1 (3%) | - |

The above table reveals that majority of the teachers have strongly agreed with the application of syllabus, learning facilities, opportunities to update knowledge and skills. But the response of the teachers to criteria 9 suggests that ICT enabled class rooms need to be increased.

Table-VI

Alumni Feedback (20 Samples)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl.  No | Criteria | Ratings | | | | |
| Excellent | Good | Satisfactory | Poor | - |
| 1 | Transparency in admission procedure | 8(40%) | 9(45%) | 3(15%) | - | - |
| 2 | Learning environment | 7(35%) | 10(50%) | 2(10%) | 1(5%) | - |
| 3 | Infrastructure and Lab Facilities | 12(60%) | 7(35%) | 1(5%) | - | - |
| 4 | Library Facilities | 13(65%) | 6(30%) | 1(5%) | - | - |
| 5 | Academic Facilities | 9(45%) | 5(25%) | 5(25%) | 1(5%) | - |
| 6 | Scope for additional inputs | 7(35%) | 4(20%) | 6(30%) | 3(15%) | - |
| 7 | Development of soft skills and employability skills | 4(20%) | 15(75%) | 1(5%) | - | - |
| 8 | Curriculum in getting jobs | 5(25%) | 6(30%) | 7(35%) | 2(10%) | - |
| 9 | Quality of teaching | 7(35%) | 9(45%) | 3(15%) | 1(5%) | - |
| 10 | Support from office staff | 2(10%) | 8(40%) | 7(35%) | 3(15%) | - |
| 11 | Placement | 9(45%) | 7(35%) | 4(20%) | - |  |

The table shows that the alumni have rated most of the criteria has excellent and very good. However, their response to criteria 10 and 8 is just satisfactory. It clearly indicates that support staff in the office needs to change their attitude towards attending the queries of the students on time.