FATHER MULLER COLLEGE, MANGALORE

(A Unit of Father Muller Charitable Institutions)

ANNUAL QUALITY ASSURANCE REPORT (AQAR)

2014-15

Contents

Document revised by: Mrs. Shwetha, NAAC Coordinator, Prof. Akhilesh, Principal of FMC, Mangalore

The Annual Quality Assurance Report (AQAR) of the IQAC

Father Muller College, Mangalore is Accreditated by "NAAC" will be submitting an Annual Self-reviewed progress Report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year i.e. January 1, 2014 to September 30, 2015).

Part – A

1. Details of the Institution

1.1 Name of the Institution

Father Muller College

1.2 Address Line 1:

Father Muller Road

- Address Line 2

Kankanady

- City/Town

Mangalore

- State

Karnataka

- Pin Code

575002

- Institution e-mail address

fmcnaacmangalore@gmail.com

- Contact Nos.

0824-2238328

- Name of the Head of the Institution:

Prof. Akhilesh P.M.

- Tel. No. with STD Code:

0824-2238295/2238296

- Mobile:

9448260826

- Name of the IQAC Co-ordinator:

Mr. Thomas Zacharia

- Mobile:

7204546153

- IQAC e-mail address:

aslpmuller@gmail.com

1.3 **NAAC Track ID** (For ex. MHCOGN 18879): **FMCM15077**

1.4 Website address:

www.fathermuller.com

Web-link of the AQAR: **http://www.fathermuller.com/images1/AQAR201415.pdf**

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.89	25.10.2013	24.10.2018
2	2nd Cycle	-	-	-	-
3	3rd Cycle	-	-	-	-
4	4th Cycle	-	-	-	-

1.6 Date of Establishment of IQAC: DD/MM/YYYY

01.04.2012

1.7 AQAR for the year:

2014-15

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC *(for example AQAR 2010-11submitted to NAAC on12.10.2011)*

   i.   AQAR 2013-14 submitted to NAAC on **09-01-2015**
   ii. AQAR_____ _____ (DD/MM/YYYY)
   iii. AQAR_____ _____ (DD/MM/YYYY)
   iv. AQAR_____ _____ (DD/MM/YYYY)

1.9 I. Institutional Status:

   a) University: State ✓   Central -   Deemed -   Private -

   b) Affiliated College: Yes ✓   No -

   c) Constituent College: Yes -   No ✓

   d) Autonomous College of UGC   Yes -   No ✓

   e) Regulatory Agency approved Institution   Yes ✓   No -
   (e.g. AICTE, BCI,MCI, RCI, PCI, NCI)

   II. Type of Institution: Co-education ✓   Men -   Women -

   Urban ✓   Rural -   Tribal -

   Financial Status: Grant-in-aid - UGC 2(f) ✓ UGC 12B -
   Grant-in-aid + Self Financing -   Totally Self- Financing ✓

1.10 Type of Faculty/Programme:

   Arts -   Science -   Commerce -   Law -   PEI (Phys Edu) -

   TEI (Edu) -   Engineering -   Health Science ✓   Management -

Others (Specify):   Bachelor in Audiology and Speech Language Pathology (BASLP)

1.11 Name of the Affiliating University (for the Colleges):

Mangalore University, Mangalagangothri Mangalore, Karnataka

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

Autonomy by State/Central Govt. / University | - |

University with Potential for Excellence | - | UGC-CPE | - |

DST Star Scheme | - | UGC-CE | - |

UGC-Special Assistance Programme | - |

UGC-Innovative PG programmes | - |

Any other (*Specify*) | - |

UGC-COP Programmes | - |

2. IQAC Composition and Activities

2.1 No. of Teachers | 02 |

2.2 No. of Administrative/Technical staff | 01 |

2.3 No. of students | 01 |

2.4 No. of Management representatives | 01 |

2.5 No. of Alumni | 01 |

2. 6 No. of any other stakeholder and
Community representatives | 01 |

2.7 No. of Employers/ Industrialists | 01 |

2.8 No. of other External Experts | 02 |

2.9 Total No. of Members | 10 |

2.10 No. of IQAC meetings held | 04 |

2.11 No. of meetings with various stakeholders: No. | 07 | Faculty | 04 |

Non-Teaching Staff Students | 02 | Alumni | 02 | Others | 01 |

2.12 Has IQAC received any funding from UGC during the year: | 2014-15 |

Yes | - | No | ✓ |

If yes, mention the amount | Nil |

2.13 Seminars and Conferences (only quality related): Nil

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

Total No's: | 03 | International | - | National | - | State | 01 |

Institution Level | 02 |

(ii) Themes:

1. Recent Assessment and Management of tinnitus.
2. Assessment and Management of paediatric Dysphagia.
3. Electrophysiology in hearing evaluation.

2.14 Significant Activities and contributions made by IQAC:

- NABH Training programme was conducted for both faculty and students.
- Hospital Infection Control (HIC) training programme was conducted.
- One state level Conference and two institutional level workshops were conducted.
- Feedback on Teachers and courses was collected twice a year from students.
- Orientation programme was conducted for newly recruited staff on soft skills.
- Orientation programme was conducted for teaching and non teaching staff on Employees Rights and Responsibilities.

2.15 Plan of Action by IQAC/Outcome:
The plan of action chalked out by the IQAC in the beginning of the year towards
Quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
• To improve the infrastructure of the department	• The therapy cabins are re-fabricated with the modification of furniture's and fixtures for therapy activities. • A two room for audiology lab is constructed.
• To improve the research activities	• Independent research projects by staffs and interns • Research methodology class for all the staffs
• To conduct National and International Conferences and seminars	• One state level conference is conducted during this academic year.
• Enhance participation and collaboration with government agencies and NGOs	• Detection of hearing loss in newborns and geriatrics - programme in collaboration with Rotary club and Red Cross, Puttur during this academic year. • Outreach program through Sarva Shiksha Abhiyan (SSA)
• Collaborative Research	The college has research collaborations with: • National Institute of Technology Karnataka, Surathkal • Father Muller Medical College Mangalore
• To get NABH Accreditation	• Speech and hearing services are accredited by NABH

* Please find the Academic Calendar of the year as Annexure- I

2.16 Whether the AQAR was placed in statutory body   Yes ✓   No -

Management ✓   Syndicate -   Any other body -

- Presented the AQAR for the year 2014-15 in Governing Board Meeting.
- Recommendations of the governing body are incorporated.

PART – B
CRITERION – I
1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	-	-	-	-
UG	01	Nil	Nil	Nil
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	**01**	-	-	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options:
   (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	01
Trimester	-
Annual	-

1.3 Feedback from stakeholders*   Alumni -   Parents -   Employers -   Students ✓
(On all aspects)

Mode of feedback   :   Online -   Manual ✓   Co-operating schools -
(For PEI)
*Please find the feedback analysis as Annexure - II

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

- No Recent Revision of Curriculum.

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

- A new outreach program for speech diagnostics and speech therapy has begun in St Mary's Special school, Kinnigoli for differently abled.

CRITERION - II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
9	01	1	1	06

2.2 No. of permanent faculty with Ph.D.

Nil

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	-	-	-	-	-	04	-	04	-

2.4 No. of Guest and Visiting faculty and **Temporary** faculty

Nil   Nil   08

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	3	7	9
Presented papers	2	3	-
Resource Persons	-	2	-

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

- Students are posted in various departments of the hospital.
- Spot case presentations are conducted to improve the knowledge of the student and the presentation skills.
- Topic related quiz is conducted in class after completion of each unit.
- CCTV monitored speech therapy sessions are used to improve the quality of clinical learning.
- Students are given mock cases to identify various speech and hearing disorders.

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

295

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

- Bar Coding system has been introduced, to maintain the transparency in the assessment of answer papers
- Photo copy of the assessed answer paper, issued to the student on demand.
- Re-evaluation and re-totaling of answer papers are available on demand
- The evaluation pattern is centralized so as to ensure results on time.
- MCQ after every unit
- Mock case assessment is done during practical examination

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

03	-	-

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students:

90

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BASLP 3rd Year	24	13	54	17	4	88
BASLP 2nd Year	32	3	38	47	6	94
BASLP 1st Year	33	-	70	30	-	100

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

- Prepared an academic calendar
- Mentorship dairy is maintained for each student
- Feedback is taken from each student at the end of every semester.
- Arranged teachers training programs to develop teaching skill.

2.13 Initiatives undertaken towards faculty development:

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD Programmes	08
Orientation programmes	08
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	6
Others CME	9

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	02	-	-	-
Technical Staff	02	-	-	-

CRITERION – III
3. Research, Consultancy and Extension

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

- Staffs are encouraged to carryout research projects.
- Internee students to carry out one independent research under the guidance of the staff.
- Orientation pragrammes on research methodology and statistics for staff.
- Incentives for publications by staff in indexed journal
- Seed Money – to undertake research projects;
- Research grants – Staff to write grant proposals for funding from the National/ International research funding agencies.
- Extension services at Kinigoli are started - twice in a month
- Twice a week SSA postings in district school for speech and language therapy.
- Faculty services are provided to St Agnes Special School and Physiotherapy department of Father Muller Medical college

3.2   Details Regarding Major Projects

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

3.3   Details Regarding Minor Projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	09	-	-
Outlay in Rs. Lakhs	-	1	-	-

3.4   Details on Research Publications:

	International	National	Others
Peer Review Journals	05	01	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	01	-

3.5 Details on Impact factor of publications:

Range | - | Average | - | h-index | 01 | Nos. in SCOPUS | - |

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	Institutional Funded	100,000	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

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

ii) Without ISBN No. | - |

3.8 No. of University Departments receiving funds from:

UGC-SAP | - | CAS | - | DST-FIST | - |

DPE | - | DBT Scheme/funds | - |

3.9 For colleges   Autonomy | - | CPE | - | DBT Star Scheme | - |

INSPIRE | - | CE | - | Any Other (specify) | - |

3.10 Revenue generated through consultancy: | - |

3.11 No. of conferences organized by the Institution:

Level	International	National	State	University	College
Number	-	-	1	-	2
Sponsoring Agencies	-	-	1	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons: | 02 |

3.13 No. of collaborations: International | - | National | - | Any other | 02 |

3.14 No. of linkages created during this year | 02 |

3.15 Total budget for research for current year in lakhs:

From funding agency | - | Management of University/College | 1, 00,000 |

Total | 1, 00,000 |

3.16 No. of patents received this Year:

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

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

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

3.18 No. of faculty from the Institution
    who are Ph. D. Guides

-

    and students registered under them

-

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

-

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

JRF   - 　　SRF   - 　　Project Fellows   - 　Any other   -

3.21 No. of students Participated in NSS events: Nil

University level   - 　　State level   -

National level   - 　　International level   -

3.22 No. of students participated in NCC events: Nil

University level   - 　　State level   -

National level   - 　　International level   -

3.23 No. of Awards won in NSS: Nil

University level   - 　　State level   -

National level   - 　　International level   -

3.24 No. of Awards won in NCC: Nil

University level   - 　　State level   -

National level   - 　　International level   -

3.25 No. of Extension activities organized: Yes

University forum   - 　Collegeforum   -

NCC   - 　　NSS   - 　Any other   02

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

- The college extends rehabilitative service to the individuals with special needs in collaboration with Sarva Shiksha Abhiyan (SSA), Mangalore. Weekly twice speech and language therapy is given to children identified at SSA school in Mangalore.
- The college has provided extension programs at St Mary Special School, Kinnigoli and Thumbay Hospital. A total of 190 individuals have benefitted from this program.
- Swatch Bharath Abhiyan for cleaning up of the hospital premises and surrounding areas.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	-	-	-	-
Class rooms	4	-	-	4
Laboratories	5	1	Institutional Funded	6
Seminar Halls	1	-	-	1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	32,32,347	21,85,563	Institutional Funded	54,17,910
Others	-	-	-	-

4.2 Computerization of administration and library:

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1) Computerization of Administration:
   a) Admission Procedure
   b) Examination Application
   c) Student Registration for Examination
   d) Indent of Question Paper
   e) Hall Ticket
   f) Internal Assessment Marks
   g) Attendance Shortage

2) Computerization of Library:
- Application software used is Easylib.
- Charging and discharging library work is computerized.
- Bar-coding facilities in library. Barcode printer and scanner were added to the circulation section.
- Biometric access control system is installed in the entrance.
- Library Software EPAC (Electronic Public Access Catalogue) was linked to all the departments from the Central Library.
- **Ezproxy:** Remote access to e-resources service is provided to faculty and students.
- ENDNOTE-X7: Reference management software used to manage bibliographies and references is installed in the library.
- Statistical Package for the Social Sciences (SPSS) Version 23.0 used for statistical analysis is installed in the library.

4.3 Library services: **The beginning to 30.08.2014 – 31.03. 2015**

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	437 }	16,16,060	14 }	68,674 }	451	16,84,734
Reference Books	194 ⌡	-	02 ⌡	- ⌡	196	-
e-Books	06	-	-	-	-	-
Journals	17	5,61,572	4	1,23,025	21	6,84,597
e-Journals	22	-	-	-	22	-
Digital Database	1. HELINET 2. DELNET 3. INFLIBNET- N-LIST Programme 4. Uptodate 5. Mangalore University 6. British Council 7. American Library 8. J-Gate – Biomedical Sciences	- - 34,200 - - -	- - - - -- -	- - - - - -	- - - - - -	- 34,200 - -- -
CDs	16	-	03	-		19
Others (specify)	1. Easylib (Library software) 2. D- Space 3. Fedgate (software) 4. Ezproxy (remote access to e-resources) Reprography: . 1.Black & white 2.B/W&/Colour 3. Networking printer 4. Biometric	- - - -	1. ENDNOTE -	- -	- -	- -
	Black volumes - 37	-	06	-	-	42
		-	Softwares SPSS Software			

4.4 Technology up gradation (overall):

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres e-library	Office	Depart-ments	Others
Existing	67	22	100 mbps	-	41	1	3	-
Added	2	-	-	-	-	1	1	-
Total	**69**	**22**	**-**	**-**	**41**	**2**	**4**	**-**

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

- Wi-Fi enabled LAN networking system campus.
- Remote access to e- library to staff.
- Training has been given on the use of MIS & HIS package.
- Computers in all the classrooms and department have been provided with LCD and internet system.
- Expansion of E-technology has enhanced the use of computers in curriculum development, teaching-learning, evaluation and research.
- Students are encouraged to make use of computers for Power Point Presentations of their seminars and projects and also encouraged to make use of e– learning resources.
- Internet browsing is available for teachers and students at the Internet Centre free of cost during the working hours of the library.
- Orientation to students on Basic Computing.
- N-list programme (National Library and Information Services infrastructure for Scholarly Content): It provides access to e-resources. The faculty is extended to the students, researches and faculty with individual user id and passwords.

4.6 Amount spent on maintenance in lakhs:

Amount spent on maintenance for the period from 01.08.2014 to 31.08.2015		
		Total
ICT:		
Software Maintenance	-	
Office Equipments Maintenance	1,17,533	1,17,533
Campus Infrastructure and facilities		
Building Maintenance	2,44,007	
Furniture Repairs	91,799	
Lift Maintenance	-	
Premises Maintenance	-	
		3,35,806
Equipments:		
Equipment Maintenance	2,81,494	
Service Contracts	13,267	
STP Expenses	-	
		2,94,761
Other:	64,692	
Disposal of Bio-Medical Waste	-	
Motor Repairs and Maintenance	-	
Road Tax and Insurance	-	
		64,692
Total		8,12,792

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services:

- Women safety Mobile app awareness programme in collaboration with Mangalore City Police is provided.
- Counselors are available in the institution for students support.
- Department library and central library is available as a good resource for students
- Book bank facility is available for students.
- Provision of Medical Benefits.
- Providing incentives for student research activities.
- New Indoor Sports Complex work in progress.
- Committees like Student Welfare Cell, Prevention of Sexual Harassment, Students Council, Anti-ragging and Grievance Redressal Cell to look after the welfare of students.
- Enquiries from various rehabilitative institutions for the post of audiologist and Speech Language Pathologist are informed to intern students.

5.2 Efforts made by the institution for tracking the progression:

- Mentorship program is maintained for each student. Every month mentor meets the mentee personally and discusses the issues in academics and hostel.
- Best outgoing student is awarded.
- First Rank holder in every class is awarded.
- Best Clinical Conference is awarded.

5.3 (a) Total Number of students.

UG	PG	Ph. D.	Others
123	-	-	-

(b) No. of students outside the state

106

(c) No. of international students

-

Men

No	%
11	9

Women

No	%
113	91

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
6	-	-	27	-	33	2	-	-	31	-	33

Demand ratio: **300%**   Dropout %: **01**

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

No. of students beneficiaries

Nil

-

5.5 No. of students qualified in these examinations

NET | - | SET/SLET | - | GATE | - | CAT | - |

IAS/IPS etc | - | State PSC | - | UPSC | - | Others | - |

5.6 Details of student counselling and career guidance:

- In-house counsellors available
- Regularly publishing vacancies in the department notice boards

No. of students and staff benefitted | 07 |

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	-

5.8 Details of gender sensitization programmes: | 01 |

- Gender Sensitization Programmes conducted for students.

5.9 Students Activities:

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

State/ University level | 1 | National level | - | International level | - |

No. of students participated in cultural events:

State/ University level | - | National level | - | International level | - |

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

Sports: State/ University level | - | National level | - | International level | - |

Cultural: State/ University level | - | National level | - | International level | - |

5.10 Scholarships and Financial Support

	Number of students	**Amount In ₹**
Financial support from institution	-	-
Financial support from government	3	85,000/-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives:

Fairs: State/ University level | - | National level | - | International level | - |

Exhibition: State/ University level | - | National level | - | International level | - |

5.12   No. of social initiatives undertaken by the students: | 3 |

- Swach Bharath Abhiyan in the Father Muller hospital premises and surrounding areas.
- Camps have been conducted at Kinigoli St. Mary special school to bring awareness of speech and language therapy among parents of differently abled children.
- Camps are conducted at Thumbay School to identify hearing loss in young children.

5.13 Major grievances of students (if any) redressed: Nil

Criterion – VI
6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution:

VISION
- To be the trusted destination of quality services for speech and hearing impaired and to be recognized as a global leader in education and research for Audiology and Speech Language Pathology.

MISSION

- To provide state of the art facilities in speech & hearing care services to all.
- To create center of excellence in speech & hearing education.
- To foster excellence in research.

6.2 Does the Institution has a Management Information System:

- Yes, installed Management Information System package. Training has been given to all the staff.

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

   6.3.1   Curriculum Development:

- Institution has given valuable suggestion to Rehabilitation Council of India and Indian Speech and Hearing general body to modify the content of the subject in BASLP syllabus.

   6.3.2   Teaching and Learning:

- CCTV monitored therapy sessions are used to improve the quality of clinical service.
- Department presentations are included in every clinical posting.
- Subject wise quiz is conducted after each unit. MCQs are discussed and given as an assignment.
- Students are given mock cases to identify various speech and hearing disorders.
- Students are given departmental assignment to improve the quality of clinical learning.

6.3.3 Examination and Evaluation:

- Apart from the routine internal assessment examination, clinical practicum evaluation is done for each student by asking them to perform diagnostic procedures independently.
- A unit test and MCQ type of examination is conducted after completion of each unit.

6.3.4 Research and Development:

- The internee students are advised to take an independent project and complete it before the internship program.
- Seed money is provided for the proposed projects are by the staff.
- Travel grants are given for staff presenting papers.
- Staffs are carrying out research projects.
- Incentives are provided for staff for publications.

6.3.5 Library, ICT and physical infrastructure / instrumentation:

- Open access Library.
- Up gradation and modernization of instruments.
- E-resources.
- Internet facility.
- Books, magazines and journals added.
- Computers added.
- Wi -Fi enabled campus.
- Book exhibitions held regularly.
- Book bank facility made available.

6.3.6 Human Resource Management:

- Orientation for non teaching staff.
- Salary Revision.
- Training in NABH was given for all faculties.
- Recruiting, training, performance appraisal of faculty.
- HRD programs for staff are conducted
- Women safety Mobile app awareness programme in collaboration with Mangalore City Police.
- In-house Counsellor
- Grievance Redressal Cell, Suggestion Box, Women guidance Cell.

6.3.7 Faculty and Staff Recruitment:

- Recruitment Policy norms followed.
- Conducive atmosphere for work and professional growth.
- Revision of Pay offering, housing benefits, promotional avenues.
- Benefits like PF, leave, higher studies leave, medical benefits.
- Ensuring wide publicity for larger/better choice through ads for vacancies.
- Maintaining transparency in recruitment.
- All appointment are done according to RCI/University/Government guidelines
- Verification for new employees from previous employers sought.
- Teaching experience and research publications are principal criteria in addition to academic qualifications for selection.

6.3.8   Industry Interaction / Collaboration:

- A talk was organised in an industry regarding the adverse effect of noise in the industrial employees.
- Initiatives have been taken to evaluate the occupationally induced hearing problems in employees who are working in industry.

6.3.9   Admission of Students:

- Students have been admitted based on merits in their qualifying examinations.
- A personal interview was conducted for each candidate who had applied so as to know their interest to perceive this course.
- Web-site.
- Brochures, pamphlets.
- Other Organization bulletins.
- Institutional bulletin.

6.4 Welfare schemes for:

Teaching Staff:	- Provident fund, Gratuity and Pension. - Provision of Medical Benefits for employees. - Accommodation is provided at a subsidized rate. - Credits given to publications of papers, research. - Incentives given for the presentation of papers and research work. - Benefits like special leave, higher studies leave. - Maternity leave facility. - Facility for spiritual growth. - Prevention of Sexual Harassment Committee and orientation programme.
Non-teaching Staff:	- Education loan for Children. - Provident Fund, Gratuity and Pension. - Provision for Medical Benefits. - Female married staff dependents (Parents, children, husband) facility. - Welfare fund loan. - Promotion - Incentives based on performance. - In-service training programmes. - House Building loan. - Emergency contingency loan. - Recognition of dedicated Non Teaching staff. - One increment/incentive if they obtain higher qualification like a degree. - A special Health Card for all staff with 75-100% free healthcare. - Maternity leave facility. - Facility for spiritual growth. - Prevention of Sexual Harassment Committee and orientation programme.
Students:	- Provision of Medical Benefits. - Encouragement to attend workshops and conferences. - Instituting awards for outstanding performance in curricular Activities.

	• Providing incentives for student research activities. • New indoor Sports complex work in progress. • Committees like Student Welfare Cell, Prevention of Sexual Harassment Committee, Students Council, Anti-ragging Committee and Grievance Redressal Cell to look after the welfare of students.

6.5 Total corpus fund generated:　　　　　　　　　Yes ✓　　No -

6.6 Whether annual financial audit has been done:　　Yes ✓　　No -

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	-	Yes	IQAC
Administrative	Yes	-	Yes	-

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

　　　　　　　　　For UG Programmes　　Yes -　　No ✓

　　　　　　　　　For PG Programmes　　Yes -　　No -　　- **NA**

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

> • University conducts semester examinations time to time. The evaluation pattern is centralized so as to ensure results on time.
> • Bar Coding system has been introduced, to maintain the transparency in the assessment of answer papers
> • Photo copy of the assessed answer paper, issued to the student on demand.
> • Re-evaluation and re-totaling of answer papers are available on demand.

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

6.11 Activities and support from the Alumni Association:

> • Alumni meeting are conducted annually.
> • Sharing of thoughts by the alumni in the growth and development of the department.
> • Information regarding the availability of job vacancies are updated by the alumni's who are already placed.

6.12 Activities and support from the Parent – Teacher Association:

> • Periodic meeting are conducted with the parents.
> • Feedback given by the parents will be taken for the individual growth of their ward.

6.13 Development programmes for support staff:

- Conducting Induction programme for staff.
- Training programmes on Bio medical Waste Management.
- Ongoing continuous Training Programme in Infection Control and Fire Safety Management.
- Training programme on Basic life support.
- Orientation and Training Programmes on Rights and Responsibilities of staff towards patients.
- Sports and Games organized during Institution Day.
- Upgradation Training in Management Information System (MIS) and Hospital Information System (HIS).

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

- Plastic free zone, Non smoking zone and No horn zone
- Planting of trees.
- Vanamahotsava Celebrated annually.
- Additional Sewage Treatment Plant. Additional recycled sewage water to the tune of 1.5 lakhs litres per day.
- Lawns and gardens are maintained.
- Solar energy utilization is being actively promoted in the campus.
- Water harvesting system used.
- Upgradation of landscaping of approach driveway and student recreation areas
- Entrance renovated
- Setting up 2 Bus-stop shelters for community.

Criterion – VII
7. Innovations and Best Practices

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

- Evidence Based treatments are used for all the patients with any form of communication disorders.
- National seminar was conducted to increase the practical knowledge of students and Professionals on the Assessment and Management of Tinnitus.
- Clinical researches were carried out by the students under the supervision in subject related topics.

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

Plan of Action	Achievements
1. Research profile of the college can be further improved.	Research encouragement is given to staff and students with incentives and seed money for the research work
2. Nearly half the staffs have one year or less duration of experience.	Senior staff had been recruited. Salary revision and work incentives are introduced to retain the staff
3. Initiation of PG Course.	We have not yet completed the 10 year of UG programme which is the prerequisite for applying PG program
4. Focus on translational research.	Translation researches are under progress.

5.	Enhancement of interactions with external research organizations for conducting research.	We having collaboration with National Institute of Technology Karnataka – Surathkal and Father Muller Medical College for research
6.	Promotion of consultancy	We will pursue consultancy.
7.	Scope to increase case-load	In association with Sava Shiksha Abiyana (SSA)Mangalore. Speech therapy sessions are provided in the schools. Outreach centres are started at St. Mary's Special School, Kinnigoli
8.	High competition in attracting meritorious students, as there are four other colleges of same discipline, within the city.	We are providing quality education and the Brand name have made us to attract good number of students. As the clinical activity is provided in association with a Medical College Hospital which has a very good case load the clinical exposure is vast which compared to other institutes in the city.
9.	To attract & retain qualified and experienced staff/faculty.	Periodic revision in Pay Scale/ Incentives for clinical activities apart from the salary is giving for the staff/faculty.

7.3 Give two Best Practices of the Institution *(Please see the format in the NAAC Self-study Manuals):*

> 1. Interns Research Projects.
> 2. Posting interns in various clinical departments of the hospital.

* Please find the Best Practices as Annexure- III

7.4 Contribution to environmental awareness / protection:

> • Awareness program on speech and hearing disorders is conducted in collaboration with SSA.
> • Initiative has been taken to conduct hearing screening in Puttur in collaboration with Rotary club.
> • Initiative has been taken to conduct various awareness programs such as camps, street plays, brochures to provide information to the general public regarding various communication disorders.
> • Talks and Orientation.

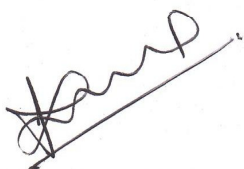7.5 Whether environmental audit was conducted?   Yes   ✓   No   -

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

> Nil

8. **PLANS OF INSTITUTION FOR NEXT YEAR**

- To start specialized clinics for tinnitus and vestibular systems.
- To conduct an International conference on vestibular disorders.
- To improve the infrastructure facilities of the institute.
- To publish Minimum 5 Research Papers in Indexed Journals.
- To carry out intervention research.
- To conduct short courses on soft skills.

Name: Mr. Thomas Zacharia

Name: Prof. Akhilesh P.M.

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Principal
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<u>USED ABBREVIATIONS</u>

SL. NO.	ABBREVIATIONS	FULL FORM
1.	MIS	Management Information System
2.	HIS	Hospital Information System
3.	NABL	National Accreditation Board for Testing and Calibration Laboratories
4.	NABH	National Accreditation Board for Hospitals & Health care providers
5.	MCQ	Multiple Choice Questions
6.	MICU	Medical Intensive Care Unit
7.	RCI	Rehabilitation Council of India
8.	BRNS	Board of Research in Nuclear Sciences
9.	ICMR	Indian Council of Medical Research
10.	LAN	Local Area Network
11.	WAN	Wide Area Network
12.	Wi-Fi	Wireless Fidelity
13.	OSCE	Objective Structured Clinical Examination
14.	OSPE	Objective Structured Practical Examination
15.	INFLIBNET	Information and Library Network Centre
16.	HELINET	Health Science Library and Information Network
17.	DELNET	Developing Library Network
18.	EPAC	Electronic Public Access Catalogue
19.	HIC	Hospital Infection Control
20.	PBL	Problem Based Learning
21.	BOS	Board of Studies
22.	PTA	Parent Teachers Association
23.	SPSS	Statistical Package for the Social Sciences
24.	N-list programme	National Library and Information Services infrastructure for Scholarly Content

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