

**INTERNAL QUALITY ASSURANCE CELL**

**Action Taken Report 2022 – 23**

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

<b>Plan of Action</b>	<b>Outcomes</b>
1. To Prepare Academic calendar of events 2022-23	Academic calendar of events was prepared and approved
2. To Conduct Bridge course, Orientation programs for first year students	Bridge course and Student Induction Programme for the first-year B.A and B.Com freshers was conducted on 05 <sup>th</sup> September 2022.
3. To Conduct Alumni and Parents meet	Alumni and Parents meet is conducted on 10 <sup>th</sup> and 14 <sup>th</sup> December, 2022 respectively.
4. To make necessary preparation for NAAC Peer team visit	Documentation done for NAAC Peer team visit
5. To observe various days to promote institutional values and social responsibility among students	Various National and International days like Youth Day, Voters day, Independence day, republic day, NSS day, Constitution day, World Environment Day etc., were observed.
6. To Conduct certificate courses	Certificate courses conducted for BA and B.Com students
7. To Collect the feedback from stakeholders	Feedback from teachers, students, alumni and employer collected through online, analysed and actions were taken.
8. To Conduct student satisfaction survey	SSS was conducted through a structured questionnaire
9. Re-constitution of various committees	Re-constituted the various committees for the academic year 2022-23.
10. To conduct environmental sensitization programs	Various environmental sensitization programs were conducted.
11. To conduct social extension activities in the nearby villages	NSS camp was conducted at Kunibelakere, Davangere Taluk, from 07.06.2023 to 13.06.2023.
12. To Conduct Campus drive- 2023	The Campus drive- 2023 was conducted in the college in association with Innovative Solutions, Dharwad, dated on 15.06.2023.
13. To conduct various awareness programs in connection with Yoga	Conducted
14. To Conduct Educational Tour and	Students of B.Com visited Maharaja Soap industries and Sri Veerabhadreswara Bakery Products, Davangere, dated on

Industrial Visit	26.06.2023. Students of BA and B.Com went to Educational tour and Industrial visit dated on 30-06-2023 and 01.07.2023.
15. To Conduct Workshops/Seminars/Special Lectures.	<ol style="list-style-type: none"> <li>1. Special lecture program on Overall View of Auditing and Assurance on 24/08/2022.</li> <li>2. Special lecture program on “Learning Life skills through Literature” on 25/08/2022.</li> <li>3. Workshop on “Micro Entrepreneurship and Startups” for final year students, 04/07/2023.</li> <li>4. Workshop on “Competitive Exams preparation strategy and Tips” Dated: 30/05/2023.</li> <li>5. Student Exchange on legal awareness dated:14/06/2023.</li> <li>6. An interactive workshop on “Bank exams/SSC/Railway exams Dated:02/06/2023.</li> </ol>
16. To ensure maximum students participation in sports and cultural events.	Students participated in sports events and secured Gold, Silver and Bronze medals in University level etc.,
17. To execute various gender sensitization, health and social awareness programmes.	Conducted many activities like Birth anniversaries of great leaders, celebrated National festivals, General Health Programmes, Awareness programs on AIDS, Blood donation camp, Dental Check-up camp, Voters awareness campaigns. Women safety programs were organised.
18. To conduct one week administrative training programs on computer awareness.	Organised
19. To conduct awareness program on various scholarships for SC, ST and OBC students.	Organised
20. To conduct more number of capability enhancement programmes.	Conducted
21. To strengthen welfare measures for faculty.	Special lecture on stress management organized for faculty
22. To collect performance appraisal report from teaching and non-teaching staff.	Collected
23. To conduct environmental audit as a regular practice.	Conducted
24. To conduct Library week	Conducted
25. To sign new MOU’s.	Institution signed MOU’s with various institutions for student and teacher exchange programs.
26. To prepare Academic Audit Report.	Academic Audit Report is prepared for 2022-23

27. Submit the data for AISHE 2022-23	Data submitted to AISHE
28. To prepare action plan for the Academic year 2023-24	Prepared

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## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT -2022-23

Date of Audit: 15/06/2023

### *Internal Audit Team*

1	Prof. Neelambika G.C - Chairman & Principal, MSB Arts and Commerce College, Davangere.
2	Prof. Thara Rani .J- Assistant Professor, Head, Department of English
3	Dr. Vijayakumar A.B - IQAC Coordinator and Assistant Professor

### *External Audit Team*

1	Smt. Shailaja A.S. - Dept. of Political Science, Govt. First Grade College for Women, Davanagere.
2	Smt. Sunitha K.B. – Dept. of Commerce, Govt. First Grade College for Women, Davanagere.

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						Observations	Remarks/Suggestions	
College Timings 9.00 AM to 5:00 PM 4.00 PM to 5:00 PM NSS / Sports						College functioning as per the time table		
<b>I. Curricular Aspects</b>						-	-	
1	Programmes offered				Strength			
		I	II	III	Total			
	BA	180	171	97	448			
	B.Com	93	101	94	288			
Total					736			
2	Annual Curricular Plan		Calendar of events is prepared in accordance with the affiliating Davanagere University Calendar.			Satisfactory		
3	Attendance		Attendance is maintained upto date. Students and parents are informed regularly.			Satisfactory		
4	Coverage of Syllabus		The syllabus prescribed by Davangere university is taught within the working days. Special classes are also engaged in some departments.			Satisfactory		

  
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## II. Teaching and Learning

Activity		Observations	Suggestions
1	Teaching Diary and Teaching Notes	Diary is well maintained by faculties of all Departments. It is signed by HOD & Principal once in a week.	Records are well maintained
	No. of Permanent Teaching Staff	09	
	No. of Full time Lectures	09	
	Teacher – Student ratio	1:91	
2	Conduct of Classes	Classes are conducted as per the scheduled time table. Special classes are engaged to compensate the loss incurred during the strike or any other reason.	-
3	Use of supplementary teaching tools and application of ICT	OHP Projector - 03	
4	Students seminars	Students seminars have been conducted by all the Departments.	Satisfactory
5	Remedial Coaching	Slow learners are identified and classes are conducted regularly by all departments.	Satisfactory
6	Students Assignment	Assignments are part of IA which is regularly given to the students.	Satisfactory
7	Students feedback (Analysis done or not)	Feed back is obtained and analysed.	Satisfactory

### III. Student Centric Learning

Activity	Observations	Remarks/Suggestions
NSS	<p><u>NSS annual regular activities:-</u></p> <ul style="list-style-type: none"> <li>• Special lecture program on Overall View of Auditing and Assurance on 24/08/2022.</li> <li>• Special lecture program on “Learning Life skills through Literature” on 25/08/2022.</li> <li>• Kanakadasa Jayanti on 22/11/2022 in presence of teachers and students.</li> <li>• National Unity Day- 19/11/2022</li> <li>• Minority welfare day- 20/11/2022</li> <li>• Language Harmony day- 21/11/2022</li> <li>• Weaker section day- 22/11/2022</li> <li>• Cultural Unity Day- 23/11/2022</li> <li>• Women’s day- 24/11/2022</li> <li>• Environmental Protection Day- 25/11/2022</li> <li>• Constitution Day- 26/11/2022</li> <li>• Workshop on “Micro Entrepreneurship and Startups” for final year students.</li> <li>• Workshop on “Competitive Exams preparation strategy and Tips” Dated: 30/05/2023.</li> <li>• Student Exchange on legal awareness dated:14/06/2023.</li> <li>• An interactive workshop on “Bank exams/SSC/Railway exams, Dated:02/06/2023.</li> </ul>	Satisfactory
Extra-curricular activities	Students regularly participate in college level and Inter collegiate level competitions.	-
Education tour	Students are taken to Education trips.	-

### IV. Evaluation & Results.

Activity		Observations	Remarks/Suggestions
1.	Conduct of Internal Examination	As per the academic calendar of events of the college IA examination is conducted regularly.	Satisfactory
2.	Maintenance of marks Register	Departmental and University Marks	Satisfactory

			registers are maintained	
3.	Result of university Examination			
	Year	Feb/ Mar. 2023	V Semester	Result of Final Year
	2022-23			BA: 92.47% and B.Com: 80.85%
				Satisfactory

## V. Learning Resources.

Activity		Observations	Remarks/Suggestions
1.	Library	Total Books: 26,367 Reference Books: 644  Journals: 15	Number of journals can be increased
4.	Computer & Internet	Computer Students ratio 25:736	Number of computers can be enhanced

## VI. Physical Education.

Activity		Observations			Remarks/Suggestions
Number of awards/medals for outstanding performance on sports activities at university/state/national/international level(award for a team event should be counted as one) during the last five years.					Satisfactory
YEAR	NAME OF THE AWARD / MEDAL	TEAM / INDIVIDUAL	UNIVERSITY /STATE/ NATIONAL / INTERNATIONAL	SPORTS /CULTURAL	NAME OF THE STUDENT
2022-23	2 <sup>nd</sup> place	Individual	University	Sports (Judo)	Karthik V
2022-23	2 <sup>nd</sup> place	Individual	University	Sports (Judo)	Sateesha D.N
2022-23	3 <sup>rd</sup> place	Individual	University	Sports (Judo)	Chandru kumar.C.N

2022-23	1 <sup>st</sup> place	Individual	University	Sports (Wrestling)	Danakavara mallikarjun
2022-23	1 <sup>st</sup> place	Individual	University	Sports (Karate)	Mohd inayathulla
2022-23	2 <sup>nd</sup> place	Individual	University	Sports (karate)	Ravi kumar
2022-23	1 <sup>st</sup> place	Individual	University	Sports (Power lifting)	Somashekhar N
2022-23	2 <sup>nd</sup> place	Individual	University	Sports (Weight lifting)	Balram SK
2022-23	2 <sup>nd</sup> place	Individual	University	Sports (Power lifting)	Jishan D

## VII. Basic Facilities.

Activity		Observations	Remarks/Suggestions
1.	Sanitation	Toilets are provided in every floor. Hygienic environment prevails.	Satisfactory
2.	Drinking water facilities	R.O unit has been installed.	Satisfactory
3.	College canteen	Hygiene food is provided at a reasonable price in the canteen.	Satisfactory

## IX. Office.

Activity		Observations				Remarks/Suggestions
1.	Administration	Administration is good				Satisfactory
2.	Audit Report Internal/External	Internal and external audit is done by JD office and AG office.				Satisfactory
3.	Scholarships	2022-23	SSP- Post Metric Scholarship	No. 258 Students	Amount Rs. 5,40,530	Satisfactory

### Internal Audit Team

Sl. no	Name & Designation		Signature
01	Prof. Neelambika G. C - Chairman & Principal, MSB Arts and Commerce, College, Davangere.	Chairman	
02	Prof. Thara Rani .J - Assistant Professor, Head- Department of English	Member	
03	Dr. Vijayakumar A.B - IQAC Co-ordinator & Assistant Professor	Member	

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