



**ಸಹ್ಯಾದ್ರಿ ವಿಜ್ಞಾನ ಕಾಲೇಜು, ಶಿವಮೊಗ್ಗ-577 203**  
(ಕುವೆಂಪು ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಘಟಕ ಕಾಲೇಜು)

**SAHYADRI SCIENCE COLLEGE, SHIMOGA-577 203**

(A Constituent College of Kuvempu University)



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## **ACADEMIC AND ADMINISTRATIVE AUDIT REPORT**

**2017-18 to 2021-22**  
(5 years)

**Prepared and Analysed by Internal Quality Assurance  
Cell (IQAC)**



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## **ACADEMIC AND ADMINISTRATIVE AUDIT REPORT**

### **VISION:**

To be the most preferred Institution for basic Education, Conducting Quality Research and Developing Sustainability in education to help the local to become ethically strong globally recognised manpower.

Student-centric education system which contributes directly to transforming the youth power sustainably into an equitable and vibrant knowledge society by providing high-quality education to all.

### **MISSION:**

To prepare students for professional accomplishments and responsible global citizenship while fostering continuous learning and to provide state-of-the-art education through the committed and highly skilled faculty by partnering and collaborating with industry and R&D institutes.

The institute believes in providing quality basic education ensuring that the students have strong fundamentals along with adequate practical exposure. Continuous efforts are made to nurture students to excel in their respective field.

To be the best at serving society by creating basic knowledge and educating students for dynamic and global careers.

## **1. About the Institute**

Sahyadri Science College is a premier institution that rests on strong academic foundation, blended with a contemporary approach that seeks to mould young students into successful role models. Our college began with the aim of fulfilling the dream of economically and socially backward rural students. We aim at nurturing our students by making the teaching-learning process meaningful and interesting. The institute is firmly committed to reach the zenith of success by consciously planning and carefully pursuing the path of value based quality education. This College is a place for students from diverse backgrounds to grow educationally and have meaningful college experience. College represents the society in its true colours. This has been the legacy, for the past eight decades since its establishment in 1941.

Backed by highly-educated and committed teachers, devoted and supportive non - teaching staff members and it provides a strong platform to mould each individual's overall personality, apart from building academic knowledge and grooming the right attitude. The college engages students through different learning styles with personalized feedback on their academic progress and provides a congenial atmosphere to nurture the hidden talents in students. They are encouraged to participate in various curricular as well extra-curricular activities. College has spacious classrooms that are well-equipped with laboratories, a well-stocked library, separate hostel facilities for girls and boys, a food court, sport grounds as well as transport facilities from all parts of Shivamogga District.

The college has NCC, NSS, Rovers and Rangers and Red Cross section that provides overall development of the students. We have a unique placement cell, that caters to the needs of hundreds of students every year. Every rural young mind with the will to achieve is welcome to the college. Our commitment is to provide a student centred environment and the college is dedicated to education covering broad spectrum.

## General Information

Name & Address of the College		Sahyadri Science College B.H. Road Vidyanagara SHIMOGA KARNATAKA-577 203
Name of the Principal of the College, along with Tel. No. and e-mail ID		Prof. RAJESHWARI N <a href="mailto:sahyadriscience@gmail.com">sahyadriscience@gmail.com</a> Web : <a href="http://www.kussc.ac.in">www.kussc.ac.in</a> Phone : 08182 – 240435
<b>Program and Course offered</b>		
Sl. No	Program	Course offered
1	<b>Under Graduate Degree</b>	<b>Bachelor of Science (B.Sc. Degree)</b> Combinations: Physics-Chemistry-Maths (PCM), Physics-Maths-Electronics (PME), Physics-Maths-Electronics (PMG), Physics-Maths-Computer Science (PMCs), Chemistry-Botany-Zoology (CBZ), Chemistry-Botany-Bio-technology (CBBt), Chemistry-Zoology-Bio-technology (CZBt), Chemistry-Zoology-Micro Biology (CZMb), Chemistry-Botany-Environment Science (CBEs), Chemistry-Botany-Bio-Chemistry (CBBc), Chemistry-Zoology-Bio Chemistry (CZBc), Electronics-Maths-Computer Science (EMCs), Industrial Chemistry-Chemistry-Maths (IcCM), Chemistry-Botany-Micro Biology (CBMb), Chemistry-Botany-Seed Technology (CBSt), Chemistry-Zoology-Environment Science (CZEs), Chemistry-Botany-Geology (CBG)
2	<b>Under Graduate Degree</b>	<b>Bachelor of Science (B.Sc. [Hons] )</b> Applied Chemistry
3	<b>Under Graduate Degree</b>	<b>Bachelor of Computer Application (BCA)</b> Computer Application
4	<b>Post Graduate Degree</b>	<b>Master of Science (M Sc.)</b>
		Chemistry
		Industrial Chemistry
		Integrated Chemistry
		Biotechnology
		Physics

## Details of Accreditation

### **2. Academic and Administrative Audit (AAA)**

The main objective of the audit is to review, assess, and evaluate the performance in domains of teaching-learning process, research, extra-curricular and administrative aspects pertaining to departments of the institution.

The review process is usually carried out by internal committee members and the external academicians. As a part of the audit process, the IQAC has structured a proforma for the evaluation based on the Criteria specified by NAAC. The criteria-wise evaluation of the department includes:

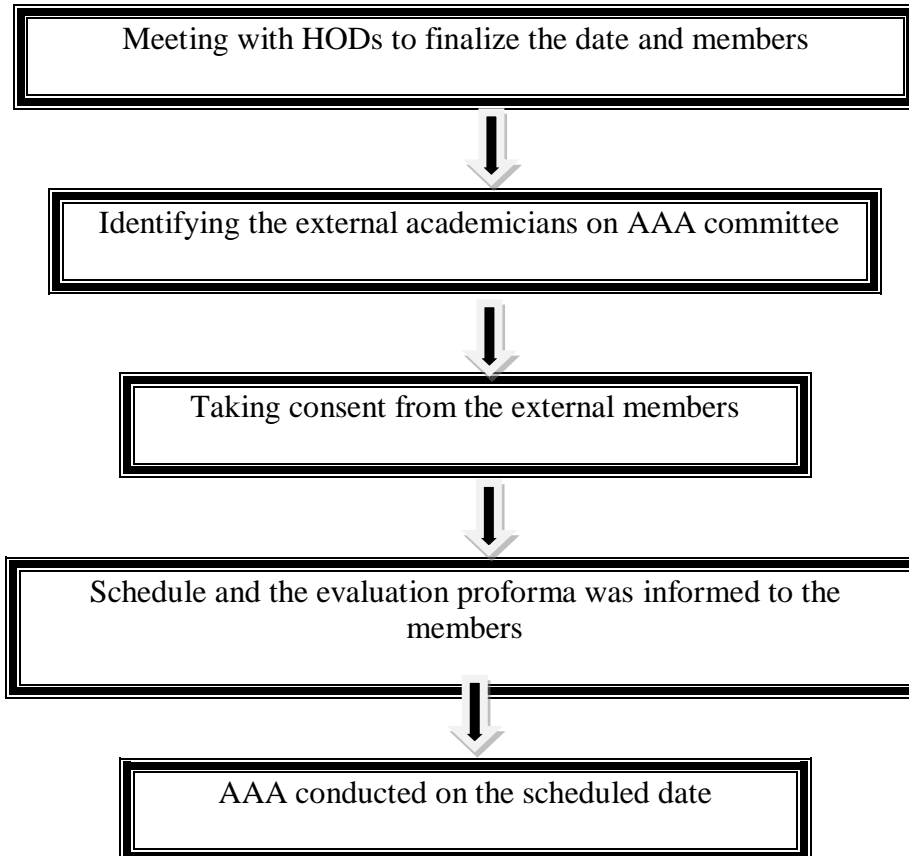
- i. Course content
- ii. Teaching - Learning Process
- iii. Examination and Evaluation system
- iv. Results
- v. Other activities
- vi. Infrastructure
- vii. Department Administration

### **Process**

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	3 star	65-70	2001	5 years
2	2 <sup>nd</sup> Cycle	B++	80.40	2007	5 years
3	3 <sup>rd</sup> Cycle	B	2.75	2014	5 years

**Involved:**

The process involved for the AAA by the external members is given below.



As per the names suggested and their consent, Academic and Administrative Audit Committee for the year 2017-18 to 2021-22 consisting of the following members was constituted by the Principal:

Sl. No.	Name of the Member	Designation	College / University	Position
1	Prof. Rajeshwari N.	Principal and Professor	Sahyadri Science College, Shivamogga	Chairman
2	Prof. N B Thippeswmy	Professor and IQAC Director	Kuvempu University, Shivamogga	External Member
3	Shri Sudhakar H. N.	Assistant Professor and IQAC coordinator	DVS College, Shivamogga	External Member
4	Dr. Krishna Swamy K.	Associate Professor and IQAC coordinator	Sahyadri Science College, Shivamogga	Member
5	Dr. M. N. Chandrashekhara	Associate Professor and NAAC coordinator	Sahyadri Science College, Shivamogga	Member
6	Dr. Vittal Rao	Associate Professor	Sahyadri Science College, Shivamogga	Member
7	Dr. Yuvaraja TCM	Associate Professor and Sports Coordinator	Sahyadri Science College, Shivamogga	Member

The meeting of AAA committee was fixed on 12.01.2022. The AAA committee was assisted by the IQAC members for conducting the audit. The Committee had a formal meeting with the Head of Departments, Faculty members and the coordinators during which Principal presented the overview of the institute, developments and the achievements made. Members of the Committee were briefed about the objective of the audit and the procedure involved.

The Chairman along with members visited the departments, from 19.01.2022 to 21.01.2022 the infrastructural facilities in the department such as classrooms, laboratories and interacted with the teaching staff and the technical staff to know the academic and administrative performance. All the related documents were presented to the members. After

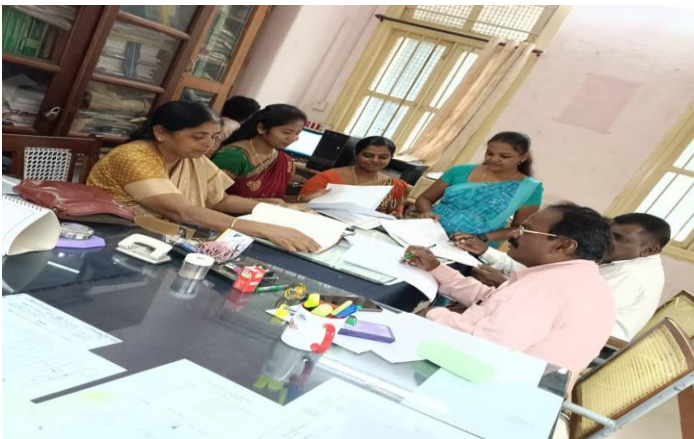
completing all stages of inspection and interactions in the department, AAA Report covering the observations was prepared for the respective departments by the member.

Also, the members visited the central facilities such as Examination section, Office Computer Lab, Placement cell, Library, Auditorium and had interactions with the coordinators and other general facilities were also verified.

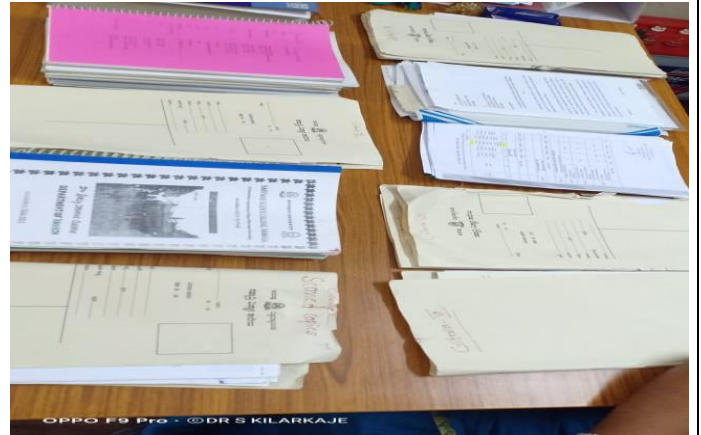
The Committee after completing all stages of inspection and interactions prepared the AAA report for the college covering the summarized observations and recommendations.

## *Glimpses of AAA Committee Visit*

### **MEETING WITH DEPARTMENT CHAIRMANS', SECTION HEADS AND COORDINATORS**



## INSPECTION OF RECORDS AND FILES DURING THE VISIT



## DISCUSSION WITH DEPARTMENT HEADS



### 3. Report of AAA committee:

Category	Description	Available
Approvals and Accreditation Documents	Autonomous by UGC	Yes / No
	Affiliation/Constituent by University	Yes / No
	NAAC Certificate	Yes / No
Governance	Governing Body Notification	Yes / No
	Academic Council Notification	Yes / No
	Finance Committee Notification	Yes / No
	BOS Notification	Yes / No
	Proceedings of Governing Body meeting	Yes / No
	Proceedings of Finance Committee meeting	Yes / No
	Proceedings of BOS meeting	Yes / No
	Examination Section	Yes / No
	IQAC and its Proceedings	Yes / No
	Anti-Ragging Committee	Yes / No
	Anti-Sexual Harassment Committee	Yes / No
	Grievance Redressal Committee	Yes / No
	SC/ST cell	Yes / No
	Alumni Association	Yes / No
	Budget sanctioned and Audit report	Yes / No
	Student Scholarship details	Yes / No
	Institution Website	Yes / No
	Notice Boards	Yes / No
Other Facilities	CCTV Security	Yes / No
	Projectors in Class Rooms	Yes / No
	Medical facility	Yes / No
	Canteen facilities	Yes / No
	Sports Facilities	Yes / No
	Hostels	Yes / No
	Vehicle Parking	Yes / No
	Xerox Facilities	Yes / No
	Backup Electric Supply	Yes / No
	Sewage Disposal system	Yes / No
	Drinking water Facilities	Yes / No
	Solid waste management	Yes / No
	e-waste management	Yes / No
	Rain water recharging	Yes / No
	Green Campus Initiatives	Yes / No
	Botanical Garden	Yes / No
	Training and Placement facility	Yes / No
Library facility	Yes / No	

Signature of the Audit Committee Chairman

Signature of IQAC Coordinator

Signature of Principal

### Score for AAA

Criteria	Key Indicators	Max. Marks	Marks Awarded
	1.1 Curricular Planning and Implementation	<b>20</b>	
	1.2 Academic Flexibility	<b>30</b>	
	1.3 Curriculum Enrichment	<b>30</b>	
	1.4 Feedback System	<b>20</b>	
	<b>Total</b>	<b>100</b>	
2. Teaching – Learning and Evaluation	2.1 Student Enrolment and Profile	<b>30</b>	
	2.2 Catering to student Diversity	<b>50</b>	
	2.3 Teaching - Learning Process	<b>50</b>	
	2.4 Teacher Profile and Quality	<b>80</b>	
	2.5 Evaluation Process and Reforms	<b>50</b>	
	2.6 Student Performance and Learning outcomes	<b>40</b>	
	2.7 Student Satisfaction Survey	<b>50</b>	
	<b>Total</b>	<b>350</b>	
	3.1 Resource Mobilization for Research	<b>10</b>	
	3.2 Innovation Ecosystem	<b>10</b>	
	3.3 Research Publications and Awards	<b>20</b>	
	3.4 Extension Activities	<b>60</b>	
	3.5 Collaboration	<b>20</b>	
	<b>Total</b>	<b>120</b>	
	4. Infrastructure and Learning Resource	4.1 Physical Facilities	<b>30</b>
4.2 Library as a Learning Resource		<b>20</b>	
4.3 IT Infrastructure		<b>30</b>	

	4.4 Maintenance of Campus Infrastructure	<b>20</b>	
	<b>Total</b>	<b>100</b>	
5. Student support and Progression	5.1 Student support	<b>50</b>	
	5.2 Student Progression	<b>45</b>	
	5.3 Student Participation and Activities	<b>25</b>	
	5.4 Alumni Engagement	<b>10</b>	
	<b>Total</b>	<b>130</b>	
6. Governance, Leadership and Management	6.1 Institutional Vision and Leadership	<b>10</b>	
	6.2 Strategy Development and Deployment	<b>10</b>	
	6.3 Faculty Empowerment Strategies	<b>30</b>	
	6.4 Financial Management and Resource Mobilization	<b>20</b>	
	6.5 Internal Quality Assurance System	<b>30</b>	
	<b>Total</b>	<b>100</b>	
7. Institutional values and Best Practices	7.1 Institutional values and social responsibilities	<b>50</b>	
	7.2 Best Practices	<b>30</b>	
	7.3 Institutional Distinctiveness	<b>20</b>	
	<b>Total</b>	<b>100</b>	
	<b>TOTAL SCORE</b>	<b>1000</b>	

Signature of the Audit Committee Chairman

Signature of IQAC Coordinator

Signature of Principal

### **ACADEMIC AND ADMINISTRATIVE AUDIT REPORT**

We, the members of the Academic and Administrative Audit team have conducted Academic and Administrative Audit for the academic year 2017-18 to 2021-22 of Sahyadri Science College, Shivamogga on 21.01.2022.

The marks obtained ..... out of 1000. (\_\_\_\_\_%)

### **Observations of Auditors**

1. Departmental objective has to maintained in one standard format.
2. Student Monitory Record has to be standardized and maintained in the same format by all departments.
3. Faculty should use statistical tools based on analysis in their respective subject.
4. Tree sapling as a gift to guest Instead of Bouquet of flowers is a good practice
5. Record keeping and retrieving is well maintained
6. Good demonstration by all during the audit
7. Qualified and experienced faculty members.
8. Vibrant and disciplined student community.
9. 100 % student admission every year.
10. Good harmony among faculty members.
11. Well planned Lesson plan execution by the faculty
12. Well connected campus.
13. Active student cooperation with the Institution.

### **Signature of Auditors**

<b>Sl. No.</b>	<b>Name of the Member</b>	<b>Position</b>	<b>Signature</b>
1	Prof. Rajeshwari N	Chairman	
2	Prof.. N B Thippeswamy	External Member	
3	Shri Sudhakar H N	External Member	
4	Dr. Krishna Swamy K	Member	
5	Dr. M N Chandrashekhara	Member	
6	Dr. Vittal Rao	Member	
7	Dr. Yuvaraja TCM	Member	

IQAC Coordinator

Principal