



ST ALOYSIUS COLLEGE (AUTONOMOUS), MANGALURU – 575 003
Re-accredited by NAAC with 'A' Grade with CGPA 3.62/4
Ranked 95 in College Category – 2021 under NIRF, Ministry of Education, Government of India
Recognised as Centre for Research Capacity Building under UGC-STRIDE Scheme
Recognised under the DBT – BUILDER Scheme, Government of India
College with “STAR STATUS” conferred by DBT, Government of India
Recognised by UGC as “College with Potential for Excellence”

BEST PRACTICES



Best practice 1:

‘Decentralization of governance and evolving and effective support system’

Best practice 2:

‘Social concern and commitment’

Best practice 1.

1. Title of the Practice: ‘Decentralization of governance and evolving and effective support system’

2. Objectives:

The main objectives and intended outcomes of the system are:

- Effective implementation of the Vision and Mission of the College.
- Extension of decision making powers at different levels to make the Management more effective.
- Enhancement of efficiency and pace of administration.
- Build better rapport between the Management, faculty and the stake holders.
- Facilitating the overall growth of the students and the staff.
- Providing quick and effective solutions to the grievances of students and the staff.
- Promoting collective leadership.

The principles and concepts

- Involvement of all the stake holders in the decision making.
- Democratic approach in decision making and its implementation.
- Create men and women for others.

3. Context:

Status of Autonomy: Introduction of Autonomy in the year 2007 has brought in over all change leading to restructuring of academic aspects with social relevance.

Starting of new UG and PG courses: The College runs 19 PG programmes and 6 UG programmes with various subject combinations in 6 Faculties.

Expansion of the College: Every year there is a steady increase in the student strength. AIMIT Centre houses 4 PG programmes which necessitates the change in administrative structure.

There is a need to foster close monitoring of various schemes of the State and Central government, local bodies and social organizations.

The College aims at providing quality education to all its students and thereby focus on overall development of individuals. It is to be done by introducing various schemes and programmes, which are to be monitored by collective leadership.

4. The Practice:

The administrative structure of the College to perform it’s regular activities is given below. Here authority flows down and accountability flows up.

Principal:

- The Principal exercises all administrative and academic powers in consultation with registrar and other officiating bodies under Autonomous structure. The Principal is the implementing authority of the College.
- The Principal as the Head of the institution plans, executes duties, and supervises other duties connected with admission, appointments, infra structure, finance, and exercises powers as prescribed by the regulations.
- The Principal reports details of all academic matters and programmes to the governing bodies and the university.

Registrar:

- The administrative responsibilities with regard to curriculum design, examination and evaluation are carried out by the Registrar. He is provided with a dedicated office and support staff.
- The Registrar facilitates designing and maintaining educational course requirements for Graduate and Post Graduate programmes. This is done through Course scheduling, constitution of the BOS for every course, supervising new course registration, getting approval through Academic Council, and ensuring that all the curricular procedures are being executed by the appropriate academic bodies as per statutes.

Finance officer:

- He is in charge of the financial matters and decision making regarding sanctioning of finances in consultation with the Principal and the Management. There is a separate office and support staff to meet this purpose.
- The finance officer is the authorized signatory for all the cheques issued for payments up to ` 50,000.
- Budgeting for the financial year in consultation with the finance committee.

Director:

- The Director of the AIMIT Centre is the overall in charge of administrative and financial matters of the campus. He carries the responsibility of implementing the decisions taken by the governing bodies, under the direction of the Principal.

Directors and Deans:

- There are four Directors one for each block in the main campus. They as the Principal's representatives are responsible for the maintenance of discipline and academic matters of both the students and the staff in the respective blocks. Leave of the staff members is sanctioned by them.
- There are 11 Deans nominated for each faculty and research. They assist Principal in admissions of the students and recruitment of new staff and also in charge of the academic matters like distribution of marks cards of internal tests, keeping track of attendance position of students, dealing with shortage of attendance and meeting parents on disciplinary issues and to take decisions in consultation with Principal.
- Directors have weekly meeting with the Principal and the Deans along with Directos meet twice a month.

Heads of the Department

- The Head of the Department of each subject assists the Principal and the Registrar in the administrative and academic matters of the department.
- Under Autonomous system the HOD is the Chairperson of the BOS and BOE, handling responsibilities of framing the syllabus, organizing BOS and BOE meetings and the activities of the department.

The Heads of the UG and PG departments form the Staff Councils.

Supporting System: For the smooth administrative and academic functioning of the institution several supporting systems are functioning with specific designations, powers and responsibilities.

1. Internal Quality Assurance Cell:

- IQAC takes stock of the quality improvement in the College by monitoring quality of the academic and extension activities like staff training, review meetings of all the departments, deputation to short term Courses.
- Through the centralized system it operates all the meetings on a priority basis and gives information about scholarships, research opportunities, seminars, meetings and all the other events of the campus to every staff member through email.

2. Class Guide and Mentoring System:

- Staff members are assigned as Class Guides for each class to interact with the students' about the over all discipline and academic performance.
- They are assigned with signing of leave notes, keeping track of attendance and academic performance.
- They guide and supervise inter class, intercollegiate competitions in sports and extracurricular activities.
- Mentoring system as a compulsory part of the curriculum is practised where every faculty is a Mentor, assigned with a group of students to whom he or she is a friend, philosopher and guide.
- Through regular interactions, group activities, mentees are guided, motivated, and encouraged, to reach their full potential and achieve their goal.

3. Student Welfare Officers:

There are block wise student welfare officers to look into the welfare issues related to students like financial assistance in the form of freship, scholarships, education loan, midday meals, counseling facilities, anti ragging, information about career opportunities like placement, training programmes, etc.

4. Student Council:

- It is a platform for the students to develop their skills and leadership qualities.
- The Students Council members come together and discuss issues, innovative ideas related to the growth and welfare of the student community and the institution. They are also the partners in organizing various student and campus activities like College day, Degree day, sports day, Fests etc.

5. Human Resource Development Department:

- It is a full fledged department with a Director and skilled staff members. The basic objective is to impart scientific, technical and administrative skills of human resources to both the staff and the students. This will make them more competitive, productive and useful to the institution, society and the country.
- Input sessions by external or internal resource persons is incorporated in V and VI semester students' regular time table. Orientation and training programmes are also given periodically for the staff members.

6. The College Research Centre:

- The research activity of the College is coordinated by the Dean of Research with the Research Committee members who monitor all the research activities in Science, Commerce and Humanities.
- It encourages departments to conduct UGC-NET coaching classes.

- Encourages qualified staff to apply for guideship and co ordinate with the Universities of Tumkur, Hampi and Mangalore.
- It monitors minor/major research projects, organizes orientation programmes, screens the project proposals of the staff and the students and recommends them to the Management and for the other funding agencies.

7. Counselling Service:

- Counselling service is extended to the needy students by the trained staff members and a professional counselor on variety of concerns like adjusting to the campus environment, relationship with friends, family, faculty, decision making, dealing with problems like loneliness, addiction, abuse and depression.
- The Students are also referred to professional counselling on the basis of need.
- The Four different grievance cells address the grievances of the students and take necessary action.
- Industry Interaction Cell has been established.

Best practice 2

1. Title of the Practice: 'SAHAAYA' for UG and 'RURAL EXPOSURE' for PG students

2. Objectives of the Practice:

- To foster social responsibility among individuals irrespective of class, caste, religion, age and gender.
- To develop positive relationship of an individual, group and organization with the society.
- To facilitate the students of the College establish and strengthen contact with their immediate environment i.e, link between educational institutions and the community at large, and also establish network.
- To sensitize the staff and the students on social responsibilities contributing to their holistic development.
- To sensitize the urban youth to the life and needs of rural India.
- To apply theoretical concepts and inputs to conserve and enhance the natural resources in the rural environs.

3 Context:

- The College encourages and sensitises the youth to be aware of social issues and concern of the society and stimulate them to extend their voluntary services. So Sahaaya is a platform to extend and execute such services towards the upliftment of the underprivileged sections.
- In the present day society, students brought up in the nuclear families are unaware of social problems and issues. They are not aware of sufferings of the deprived sections. Hence to give them a firsthand experience in working with the underprivileged, the College has introduced 2 programmes viz, SAHAAYA at the UG level and Rural Exposure at the PG level.
- Rural exposure programme aims at sensitizing the Post Graduate students of the College by providing a week long living experience with socially deprived class. When these individuals become responsible citizens of the nation they will work towards the betterment of the underprivileged sections. Globalisation and Industrialisation has widened the gap between the rural and the urban. These programmes aim at bridging this gap.

4 Practice:

a. SAHAAYA

Every Undergraduate student from all disciplines is involved in 20 hours of social service in every semester in registered social organizations in and around the city, accompanied and supervised by the staff mentors. Every staff member including the Principal is assigned 10 to 15 students for mentoring activity. Such community service brings about sustainable changes in the lives of the people with respect to attitude, literacy, health, and women empowerment. This also exposes and sensitizes the students to the real world-contexts and helps them to be responsible citizens. Students visit orphanages, rehabilitation centers, hospitals, old age homes and interact with the inmates. They also take up social work in collaboration with the NGOs. The students utilize public/semester holidays, Saturday afternoons and Sundays for the Sahaaya Programme. The College seeks prior written permission from the different organizations where the students intend to go. A Sahaaya card is issued to every member who records all his/her visits and every visit is countersigned by the Mentor for documentation.

b. Rural Exposure

In order to expose the urban youth to the life and needs of rural India and develop societal concern, every PG student of this institution undergoes a rural exposure programme in North Karnataka region, coordinated by the staff incharge. Every year the students with staff coordinators go in batches, stay for a week with individual families in the villages of Mundugod, Anekal, Raichur and Bijapur. This programme has resulted in upgrading of the civic facilities of the villages like roads, trees, agriculture and also creating awareness regarding health and hygiene through counselling. Students stay with the families sharing their life style like food habits and work schedules. Once they come back they submit a report to their individual departments. The management also conducts evaluation of the programme. This programme not only enables our youth to experience the village life at the grass root level but also develops societal concern. It also gives an opportunity for the villagers to interact with the urban youth.