



PES Institute of Advanced Management Studies

N H -206, Sagar Road, Shivamogga

Internal quality Assurance Cell (IQAC)

Format for Academic and Administrative Audit (External)

Sl. No.	Determinant of Academic Standard	Standard Set	Actual Performance	Variance/Remarks
A. Academic.				
I. Curricular Aspects				
a.	Curriculum design and periodical revision by the university	Once in three years	- Done -	-
b.	The Institution ensures effective curriculum delivery -Add-& Certificate courses design and revision	Once in a year	- completed -	-
c.	Preparation of Academic Calendar	Beginning of each semester	- completed	-
d.	Faculty participation in curriculum design -workshops/BOS/BOE attended	Min. one from each Dept.	- yes -	-
e.	Percentage of programs in which Choice Based Credit System (CBCS)	CBCS- M.Com- 01 Elective - BBA & B.Com - 02	- yes	-
f.	Institution obtains feedback on the syllabus from all the stakeholders	Once in a year	- yes	-
II. Teaching-Learning and Evaluation				
a.	Percentage of students admitted against the sanctioned intake	100%	82.07	17.93
b.	Student - Full time teacher ratio	1:25	1:25	-
c.	Punctuality: a. Preparation of Lesson plans & writing of Log Book b. Taking classes c. Student attendance d. Completion of syllabus	a. Every Semester b. As per Time-Table c. As per classes engaged d. One week before the last working day	As per standards a. to d. completed	-
d.	Conduct of IA Test	As per schedule	- yes -	-
e.	Conduct of University Examinations	As per schedule	- yes -	-
f.	Overall Result for the AY a. Final Year	a. 90% b. 80%	- 87.60% - 90.07%	overall in 2.4; final year ✓



	b. Second Year c. First Year	c. 70% d. 80%	79.74% 86.28%	Second year ✓ First year ✓
g.	Attainment of POs & COs	100% as set in the PO / Co	- yes -	-
h.	FDP to be attended by each teacher in a year (Workshops /Seminars etc.)	Min. one per teacher	- yes -	-
i.	No. of curriculum supported activities to be conducted in the Institution	Min. 4 per Dept. – 1 in subject	- yes -	-
j.	Organization of Guest Lectures, Industrial Visits, Workshops, etc.,	One per Dept. per year	- yes - Partial	-
k.	Effective use ICT facilities by teachers and Students	All Teachers & All Students	- yes -	-
l.	Remedial Classes for slow learners and backlog students	12 Hours per subject	- yes -	-
m.	Teacher Mentor Ratio	1:20	1:25	-
n.	No. of Students undertaking field projects/ internships	All final year Students	- yes -	-

III Innovation, Research Innovation and Extension

a.	Ph.D. Registration	Min. One per Dept. per year	- yes -	-
b.	Completion of Ph.D.	Min. One per year	- yes -	-
c.	Recruitment of Ph.D.	Min. One per year based on requirement	- yes -	-
d.	Publication Research Papers a. UGC Approved Journals b. Peer Reviewed Journals c. Paid Journal	Min. One per teacher per year	Yes Partial	-
e.	Special Lecture, Workshops etc. attended with regard to Research and Research Methodology	Min. One per subject per year	- yes -	-
f.	Participation in Extension Activities	As entrusted by the Principal	- yes -	-
g.	Workshops/Seminars conducted on Intellectual Property Rights(IPR) and Industry-Academia Innovative practices	Min. one per year	- yes - Partial	-
h.	Functional MOUs	Min. one per year	- yes -	-

IV Infrastructure and Learning Resources

a.	Adequate building & physical facilities - classrooms, laboratories, computing equipment etc.	As indented by the Principal / CGC	- yes	-
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b.	The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc	As per requirement	- yes -	-
c.	Library is automation - Integrated Management System (ILMS)	Annual Updating	- yes -	-
d.	Purchase of Books & Journals	As indented by Teachers / HODs	- yes -	-
e.	Budget for purchase of books and journals	Min. Rs. 1,50,000/-	- yes -	-
f.	Availability of digital library with a provision for remote access on intranet	As needed	- yes -	-
g.	Per day usage of library by teachers and students	Min. 25%	- yes -	-

V Student Support and Progression				
a.	Capability enhancement activities - Skill Development & Personality Development	1. Soft Skills 2. Career Planning & Placement Training	- yes -	-
b.	No. of programs to be conducted for competitive examinations and career counselling	Min. one each per year	- yes -	-
c.	Students grievances including sexual harassment and ragging cases redressal	Keeping the grievances Cell active	- yes - functional	-
d.	Mechanisms for submission of online/offline students' grievances	Provision to be made	- yes -	-
e.	Organizing placement program - Campus Placement	Once in a year	- yes -	-
f.	Percentage of students progressing to higher education	Min. 25% of Outgoing students	- yes -	-
g.	No. of awards/medals for outstanding performance in sports/cultural activities at university/state/national/ international level	Min. two awards per year	Due to Pandemic - covid 19 Sports/Cultural Activities have not been conducted.	
h.	Number of sports and cultural events/competitions in which students of the Institution participated	Min. two per year	- 11 -	do - 11 -
i.	Alumni Association / Chapters meetings Conducted	At least once in a year	- yes -	-
j.	Extension activities in the neighborhood community in terms of impact and sensitizing students to social issues and holistic development	Min. four in a year	- yes -	-
k.	Extension and outreach programs conducted in collaboration Government Organizations, Non-Government Organizations	Min. two in a year	- yes -	-

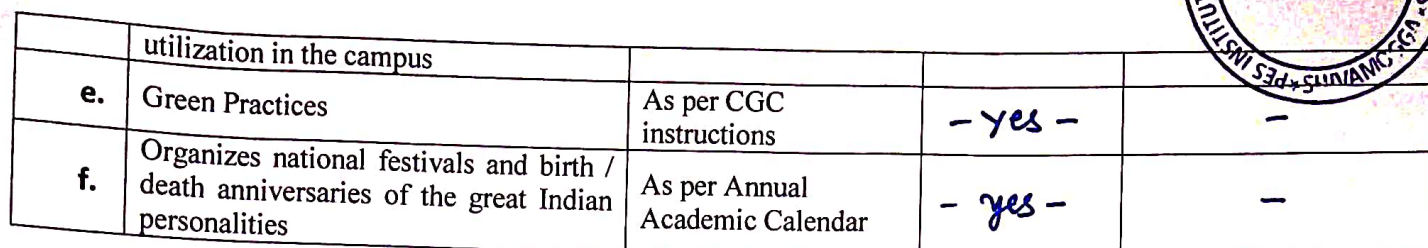
i.	Number of students participating in extension activities	All students (100%)	- yes -	-
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VI Governance, Leadership and Management

a.	Governance of the Institution in tune with the vision and mission	To be strictly adhered	- yes -	-
b.	Decentralization and participative management	Constitution of Committees & entrusting of specific work	- yes -	-
c.	Perspective/Strategic plan and deployment documents	Annual Academic Calendar	- yes -	-
d.	Implementation of e-governance in areas of operation 1. Administration 2. Finance and Accounts 3. Student Admission and Support 4. Examination	100 % in each area	- yes -	-
e.	Welfare measures for teaching and non-teaching staff	As specified by CGC	- yes -	-
f.	Performance Appraisal System for teaching and non-teaching staff	As specified by CGC	- yes -	-
g.	Institutional strategies for mobilization of funds and the optimal utilization of resources	As specified by CGC	- yes -	-
h.	Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies	As specified by CGC	- yes -	-
i.	Institution conducts internal and external financial audits regularly	As per norms	- yes -	-
j.	Quality assurance initiatives of the institution include: 1. Regular meeting of Internal Quality Assurance Cell (IQAC)	<u>3</u> Once in a month	- yes -	-

VII Institution Values and Best Practices

a.	Number of gender equity promotion programs organized by the institution	Min five per year	- yes -	-
b.	Percentage of lighting power requirements met through LED bulbs	100%	- yes - Partial	-
c.	Waste Management steps Solid waste management • Liquid waste management • Biomedical waste management • E-waste Management • Waste recycling system	100%	- yes - Being managed effectively	-
d.	Rain water harvesting structures and	To be created	Installed	Working effectively



PES Institute of Advanced Management Studies

N H -206, Sagar Road, Shivamogga

Internal quality Assurance Cell (IQAC)



Format for Academic and Administrative Audit (Internal)

Department of Computer Science (BCA, B.Sc)

Sl. No.	Determinant of Academic Standard	Standard Set	Actual Performance	Variance/Remarks
A. Academic				
I. Curricular Aspects				
a.	Curriculum design and periodical revision by the university	Once in three years	Done	—
b.	The Institution ensures effective curriculum delivery - Add-& Certificate courses design and revision	Once in a year	Done	—
c.	Preparation of Academic Calendar	Beginning of each semester	Done	—
d.	Faculty participation in curriculum design —workshops/BOS/BOE attended	Min. one from each Dept.	Yes	—
e.	Percentage of programs in which Choice Based Credit System (CBCS)	CBCS- M.Com- 01 Elective – BBA & B.Com - 02	Yes	—
f.	Institution obtains feedback on the syllabus from all the stakeholders	Once in a year	Yes	—
II. Teaching-Learning and Evaluation				
a.	Percentage of students admitted against the sanctioned intake	100%	100%	—
b.	Student - Full time teacher ratio	1:25	1:26	01
c.	Punctuality: a. Preparation of Lesson plans & writing of Log Book b. Taking classes c. Student attendance d. Completion of syllabus	a. Every Semester b. As per Time-Table c. As per classes engaged d. One week before the last working day	Completed	—
d.	Conduct of IA Test	As per schedule	Yes	—
e.	Conduct of University Examinations	As per schedule	Yes	—
f.	Overall Result for the AY a. Final Year b. Second Year c. First Year	BCA - 96.22% BBA - 96.22% B.Com - 96.22%	BCA - 96.22% BBA - 96.22% B.Com - 96.22%	5.78%



g.	Attainment of POs & COs	100% as set in the PO / Co	Done	-
h.	FDP to be attended by each teacher in a year (Workshops /Seminars etc.)	Min. one per teacher	Completed	-
i.	No. of curriculum supported activities to be conducted in the Institution	Min. 4 per Dept. – 1 in subject	Done	-
j.	Organization of Guest Lectures, Industrial Visits, Workshops, etc.,	One per Dept. per year	Done	-
k.	Effective use ICT facilities by teachers and Students	All Teachers & All Students	Yes	-
l.	Remedial Classes for slow learners and backlog students	12 Hours per subject	Yes	-
m.	Teacher Mentor Ratio	1:25	1:26	01
n.	No. of Students undertaking field projects / internships	All final year Students	Yes	-

III Innovation, Research Innovation and Extension

a.	Ph.D. Registration	Min. One per Dept. per year	Done	-
b.	Completion of Ph.D.	Min. One per year	No	-
c.	Recruitment of Ph.D.	Min. One per year based on requirement	No	-
d.	Publication Research Papers a. UGC Approved Journals b. Peer Reviewed Journals c. Paid Journal	Min. One per teacher per year	Done	-
e.	Special Lecture, Workshops etc. attended with regard to Research and Research Methodology	Min. One per subject per year	Completed	-
f.	Participation in Extension Activities	As entrusted by the Principal	Yes	-
g.	Workshops/Seminars conducted on Intellectual Property Rights(IPR) and Industry-Academia Innovative practices	Min. one per year	Yes	-
h.	Functional MOUs	Min. one per year	Done	-

IV Infrastructure and Learning Resources

a.	Adequate building & physical facilities - classrooms, laboratories, computing equipment etc.	As indented by the Principal / CGC	Yes	-
b.	The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc	As per requirement	Yes	-
c.	Library is automation - Integrated Management System (ILMS)	Annual Updating	Yes	-
d.	Purchase of Books & Journals	As indented by	Done	-

		Teachers / HODs		
e.	Budget for purchase of books and journals	Min. Rs. 50,000/-	Yes	-
f.	Availability of digital library with a provision for remote access on intranet	As needed	Yes	-
g.	Per day usage of library by teachers and students	Min. 25%	Yes	-

V Student Support and Progression				
a.	Capability enhancement activities - Skill Development & Personality Development	1. Soft Skills 2. Career Planning & Placement Training	Yes	-
b.	No. of programs to be conducted for competitive examinations and career counselling	Min. one each per year	Done	-
c.	Students grievances including sexual harassment and ragging cases redressal	Keeping the grievances Cell active	Functional	-
d.	Mechanisms for submission of online/offline students' grievances	Provision to be made	Yes	-
e.	Organizing placement program - Campus Placement	Once in a year	Yes	-
f.	Percentage of students progressing to higher education	Min. 25% of Outgoing students	Yes	-
g.	No. of awards/medals for outstanding performance in sports/cultural activities at university/state/national/ international level	Min. two awards per year	Not Completed	-
h.	Number of sports and cultural events/competitions in which students of the Institution participated	Min. two per year	Yes	-
i.	Alumni Association / Chapters meetings Conducted	At least once in a year	Yes	-
j.	Extension activities in the neighborhood community in terms of impact and sensitizing students to social issues and holistic development	Min. four in a year	Yes	-
k.	Extension and outreach programs conducted in collaboration Government Organizations, Non-Government Organizations	Min. two in a year	Yes	-
l.	Number of students participating in extension activities	All students (100%)	Yes	-

VI Governance, Leadership and Management				
a.	Governance of the Institution in tune with the vision and mission	To be strictly adhered	Adhered	-
b.	Decentralization and participative management	Constitution of Committees & entrusting of specific work	Completed	-



c.	Perspective/Strategic plan and deployment documents	Annual Academic Calendar	Complied & Functional	—
d.	Implementation of e-governance in areas of operation 1. Administration 2. Finance and Accounts 3. Student Admission and Support 4. Examination	100 % in each area	Done	—
e.	Welfare measures for teaching and non-teaching staff	As specified by CGC	Fulfilled	—
f.	Performance Appraisal System for teaching and non-teaching staff	As specified by CGC	Done	—
g.	Institutional strategies for mobilization of funds and the optimal utilization of resources	As specified by CGC	Done	—
h.	Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies	As specified by CGC	Yes	—
i.	Institution conducts internal and external financial audits regularly	As per norms	Done	—
j.	Quality assurance initiatives of the institution include: 1. Regular meeting of Internal Quality Assurance Cell (IQAC)	Once in a month	Done	—
VII Institution Values and Best Practices				
a.	Number of gender equity promotion programs organized by the institution	Min five per year	Done	—
b.	Percentage of lighting power requirements met through LED bulbs	100%	Partial	—
c.	Waste Management steps Solid waste management • Liquid waste management • Biomedical waste management • E-waste Management • Waste recycling system	100%	Managed Effectively	—
d.	Rain water harvesting structures and utilization in the campus	To be created	Done	—
e.	Green Practices	As per CGC instructions	Yes	—
f.	Organizes national festivals and birth / death anniversaries of the great Indian personalities	As per Annual Academic Calendar	Conducted	—

Suggestions for improvement: Reports has been written in page number 6.




Signature of AAA member 1


Signature of AAA member 2

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PES Institute of Advanced Management Studies

N H -206, Sagar Road, Shivamogga

Internal quality Assurance Cell (IQAC)



Format for Academic and Administrative Audit (Internal)

Department of Commerce and Management & P.G. Department

Sl. No.	Determinant of Academic Standard	Standard Set	Actual Performance	Variance/Remarks
A. Academic				
I. Curricular Aspects				
a.	Curriculum design and periodical revision by the university	Once in three years	Done	—
b.	The Institution ensures effective curriculum delivery -Add-& Certificate courses design and revision	Once in a year	Done	—
c.	Preparation of Academic Calendar	Beginning of each semester	Done	—
d.	Faculty participation in curriculum design -workshops/BOS/BOE attended	Min. one from each Dept.	Yes	—
e.	Percentage of programs in which Choice Based Credit System (CBCS)	CBCS- M.Com- 01 Elective – BBA & B.Com - 02	Yes	—
f.	Institution obtains feedback on the syllabus from all the stakeholders	Once in a year	Yes	—
II. Teaching-Learning and Evaluation				
a.	Percentage of students admitted against the sanctioned intake	M.Com.-100% B.Com- 100% BBA- 100%	46.66 % 96.21 % 73.33 %	-53.34 % - 3.79 % - 26.67 %
b.	Student - Full time teacher ratio	1:25	1:26	+ 0.01
c.	Punctuality: a. Preparation of Lesson plans & writing of Log Book b. Taking classes c. Student attendance d. Completion of syllabus	a. Every Semester b. As per Time-Table c. As per classes engaged d. One week before the last working day	Completed	—
d.	Conduct of IA Test	As per schedule	Yes	—
e.	Conduct of University Examinations	As per schedule	Yes	—
f.	Overall Result for the AY			



	M.Com a. Final Year b. First Year B.Com a. Final Year b. Second Year c. First Year BBA a. Final Year b. Second Year c. First Year	100% 100% 100%	100% 93.87% 78.04%	06.13% 21.96%
II Year & I Year Examinations were not conducted due to Covid-19 pandemic situation				
g.	Attainment of POs & COs	100% as set in the PO / CO	Yes	—
h.	FDP to be attended by each teacher in a year (Workshops /Seminars etc.)	Min. one per teacher	Completed	—
i.	No. of curriculum supported activities to be conducted in the Institution	Min. 4 per Dept. – 1 in subject	Yes	—
j.	Organization of Guest Lectures, Industrial Visits, Workshops, etc.,	One per Dept. per year	Yes	—
k.	Effective use ICT facilities by teachers and Students	All Teachers & All Students	Yes	—
l.	Remedial Classes for slow learners and backlog students	12 Hours per subject	Yes	—
m.	Teacher Mentor Ratio	1:25	1:26	—
n.	No. of Students undertaking field projects/ internships	All final year Students	Yes	—
III Innovation, Research Innovation and Extension				
a.	Ph.D. Registration	Min. One per Dept. per year	Yes	—
b.	Completion of Ph.D.	Min. One per year	Yes	—
c.	Recruitment of Ph.D.	Min. One per year based on requirement	Yes	—
d.	Publication Research Papers a. UGC Approved Journals b. Peer Reviewed Journals c. Paid Journal	Min. One per teacher per year	Yes	—
e.	Special Lecture, Workshops etc. attended with regard to Research and Research Methodology	Min. One per subject per year	Yes	—
f.	Participation in Extension Activities	As entrusted by the Principal	Yes	—
g.	Workshops/Seminars conducted on Intellectual Property Rights(IPR) and Industry-	Min. one per year	Yes	—



	Academia Innovative practices		
h.	Functional MOUs	Min. one per year	Yes

IV Infrastructure and Learning Resources

a.	Adequate building & physical facilities - classrooms, laboratories, computing equipment etc.	As indented by the Principal / CGC	Yes	—
b.	The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc	As per requirement	Yes	—
c.	Library is automation - Integrated Management System (ILMS)	Annual Updating	Yes	—
d.	Purchase of Books & Journals	As indented by Teachers / HODs	Done	—
e.	Budget for purchase of books and journals	Min. Rs. 1,50,000/-	Yes	—
f.	Availability of digital library with a provision for remote access on intranet	As needed	Yes	—
g.	Per day usage of library by teachers and students	Min. 25%	Yes	—

V Student Support and Progression

a.	Capability enhancement activities - Skill Development & Personality Development	1. Soft Skills 2. Career Planning & Placement Training	Yes	—
b.	No. of programs to be conducted for competitive examinations and career counselling	Min. one each per year	Done	—
c.	Students grievances including sexual harassment and ragging cases redressal	Keeping the grievances Cell active	Functional	—
d.	Mechanisms for submission of online/offline students' grievances	Provision to be made	Yes	—
e.	Organizing placement program - Campus Placement	Once in a year	Yes	—
f.	Percentage of students progressing to higher education	Min. 25% of Outgoing students	Yes	—
g.	No. of awards/medals for outstanding performance in sports/cultural activities at university/state/national/ international level	Min. two awards per year	Not Completed	—
h.	Number of sports and cultural events/competitions in which students of the Institution participated	Min. two per year	Yes	—
i.	Alumni Association / Chapters meetings Conducted	At least once in a year	Yes	—



j.	Extension activities in the neighborhood community in terms of impact and sensitizing students to social issues and holistic development	Min. four in a year	Yes	—
k.	Extension and outreach programs conducted in collaboration Government Organizations, Non-Government Organizations	Min. two in a year	Yes	—
l.	Number of students participating in extension activities	All students (100%)	Yes	—

VI Governance, Leadership and Management

a.	Governance of the Institution in tune with the vision and mission	To be strictly adhered	Adhered	—
b.	Decentralization and participative management	Constitution of Committees & entrusting of specific work	Completed	—
c.	Perspective/Strategic plan and deployment documents	Annual Academic Calendar	Functioned	—
d.	Implementation of e-governance in areas of operation 1. Administration 2. Finance and Accounts 3. Student Admission and Support 4. Examination	100 % in each area	Done	—
e.	Welfare measures for teaching and non-teaching staff	As specified by CGC	Fulfilled	—
f.	Performance Appraisal System for teaching and non-teaching staff	As specified by CGC	Done	
g.	Institutional strategies for mobilization of funds and the optimal utilization of resources	As specified by CGC	Done	
h.	Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies	As specified by CGC	Yes	
i.	Institution conducts internal and external financial audits regularly	As per norms	Yes	
j.	Quality assurance initiatives of the institution include: 1. Regular meeting of Internal Quality Assurance Cell (IQAC)	Once in a month	Done	

VII Institution Values and Best Practices

a.	Number of gender equity promotion programs organized by the institution	Min five per year	Done	
b.	Percentage of lighting power	100%	Partial	



	requirements met through LED bulbs			
c.	Waste Management steps Solid waste management • Liquid waste management • Biomedical waste management • E-waste Management • Waste recycling system	100%	Managed effectively	—
d.	Rain water harvesting structures and utilization in the campus	To be created	Done	—
e.	Green Practices	As per CGC instructions	Yes	—
f.	Organizes national festivals and birth / death anniversaries of the great Indian personalities	As per Annual Academic Calendar	Conducted	—

Suggestions for improvement: Report has been written in page no. 06.

Roopa D. S.

Signature of AAA member 1

Ashwini E M

Signature of AAA member 2

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