*Guidelines for the Creation of the*

# Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

*(Revised in October 2013)*



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

# NAAC

**VISION**

*To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.*

**MISSION**

- *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

- *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*

- *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

- *To undertake quality-related research studies, consultancy and training programmes, and*

- *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

**Value Framework**

To promote the following core values among the HEIs of the country:

- *Contributing to National Development*
- *Fostering Global Competencies among Students*
- *Inculcating a Value System among Students*
- *Promoting the Use of Technology*
- *Quest for Excellence*

# Contents

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*Document revised by: Dr. Ganesh Hegde, Assistant Adviser  and  B. S. Ponmudiraj, Assistant Adviser, NAAC*

# Guidelines for the Creation of the
## Internal Quality Assurance Cell (IQAC)
## and Submission of Annual Quality Assurance Report (AQAR)
## in Accredited Institutions

## Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

## Objective
*The primary aim of IQAC is*

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

## Strategies
*IQAC shall evolve mechanisms and procedures for*
   a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
   b) The relevance and quality of academic and research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

## Functions
*Some of the functions expected of the IQAC are:*

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

## Benefits
*IQAC will facilitate / contribute*

a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

## Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:
1. Chairperson: Head of the Institution

2. A few senior administrative officers

3. Three to eight teachers

4. One member from the Management

5. One/two nominees from local society, Students and Alumni

6. One/two nominees from Employers /Industrialists/stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

➧ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

➧ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

➧ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

## The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

## Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

## Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (naac.aqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science

College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

# The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit 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. For example, July 1, 2012 to June 30, 2013)*

## Part – A

## 1. Details of the Institution

1.1 Name of the Institution

VIDYODAYA ARTS AND COMMERCE FIRST GRADE COLLEGE

1.2 Address Line 1

T.NARASIPURA

Address Line 2

SHIVANANDA CIRCLE

City/Town

T.NARASIPURA

State

KARNATAKA

Pin Code

571124

Institution e-mail address

vidyodayatnp@gmail.com

Contact Nos.

08227-260508

Name of the Head of the Institution:

S.GOPAL

Tel. No. with STD Code:

08227-260508

Mobile:

9342187307

Name of the IQAC Co-ordinator:

| NATARAJA |

Mobile:

| 9241567894 |

IQAC e-mail address:

| ---------- |

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

| 09215 |

1.4 **NAAC Executive Committee No. & Date:**
*(For Example EC/32/A&A/143 dated 3-5-2004.*
*This EC no. is available in the right corner- bottom*
*of your institution's Accreditation Certificate)*

| PCRAR/EC.57/19/2012  DATED:23-01-2012 |

1.5 Website address:

| -------------------------- |

Web-link of the AQAR:

| ----- |

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-------|-------|------|-----------------------|-----------------|
| 1 | 1st Cycle | B | - | Sept-2004 | 2009 |
| 2 | 2nd Cycle | B | 2.24 | SEPT-2011 | NOV-2017 |
| 3 | 3rd Cycle | - | - | - | - |
| 4 | 4th Cycle | - | - | - | - |

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

| 10-07-2007 |

**1.8 AQAR for the year** *(for example 2010-11)*

| 2014-15 |

1.9 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 on 12-10-2011*)

    i.   AQAR  10-08-2011(2010-11
   ii.   AQAR  27-09-2012(2011-12)
  iii.   AQAR  15-02-2015(2013-14)
  iv.   AQAR

## 1.10 Institutional Status

University        State [✓]  Central [ ]  Deemed [ ]  Private [ ]

Affiliated College      Yes [✓]  No [ ]

Constituent College    Yes [ ]  No [✓]

Autonomous college of UGC   Yes [ ]  No [✓]

Regulatory Agency approved Institution   Yes [✓]  No [ ]

(eg. AICTE, BCI, MCI, PCI, NCI, UGC(✓))

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 [ ]

## 1.11 Type of Faculty/Programme

Arts [✓]  Science [ ]  Commerce [✓]  Law [ ]  PEI (Phys Edu) [ ]

TEI (Edu) [ ]  Engineering [ ]  Health Science [ ]  Management [✓]

Others  (Specify)     ----------------------------

1.12 Name of the Affiliating University *(for the Colleges)*    MYSORE UNIVERSITY

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

   Autonomy by State/Central Govt. / University   NO

| | | | |
|---|---|---|---|
| University with Potential for Excellence | 0 | UGC-CPE | 0 |
| DST Star Scheme | 0 | UGC-CE | 0 |
| UGC-Special Assistance Programme | 0 | DST-FIST | 0 |
| UGC-Innovative PG programmes | 0 | Any other (*Specify*) | 0 |
| UGC-COP Programmes | 0 | | |

## 2. IQAC Composition and Activities

2.1 No. of Teachers                     7

2.2 No. of Administrative/Technical staff          2

2.3 No. of students                     0

2.4 No. of Management representatives          1

2.5 No. of Alumni                     2

2. 6  No. of any other stakeholder and

   community representatives          0

2.7 No. of Employers/ Industrialists          0

2.8  No. of other External Experts          0

2.9 Total No. of members               12

2.10 No. of IQAC meetings held          5

2.11 No. of meetings with various stakeholders:     No.    7     Faculty    3

         Non-Teaching Staff Students    2    Alumni    2    Others    0

2.12 Has IQAC received any funding from UGC during the year?   Yes ☐   No ☑

If yes, mention the amount   | 0 |

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 0 |   International | 0 |   National | 0 |   State | 0 |   Institution Level | 0 |

(ii) Themes   | 0 |

2.14 Significant Activities and contributions made by IQAC

Conducted co-curricular activities.

Co-ordinated all the academic ac tivities in the college

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 |
|---|---|
| Conducting more co-curricular and Extracurricular activities, awareness programs(health, environment) | 1. Wel come function for I$^{st}$ B.A,B.com and B.B.M and Parents Meeting on 13-08-2014. 2.Environment awareness program An interaction with Sri Balasubramnya (Snake Shyam) on 30-09-2014 3.A cultural program( A musical journey, Singing of Lyrics by Prof. Mallanna, Founder, Hamsadhwani cultural trust, Mysore on 04-02-2015 |

   * *Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body   Yes ☐   No ☑

Management | --- |   Syndicate | --- |   Any other body | --- |

Provide the details of the action taken

| 0 |

# 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 | 0 | 0 | 0 | 0 |
| PG | 0 | 0 | 0 | 0 |
| UG | 3 | - | 1 | - |
| PG Diploma | - | - | - | - |
| Advanced Diploma | - | - | - | - |
| Diploma | - | - | - | - |
| Certificate | - | - | - | - |
| Others | - | - | - | - |
| **Total** | 3 | 0 | 1 | 0 |

| | | | | |
|---|---|---|---|---|
| Interdisciplinary | - | - | - | - |
| Innovative | - | - | - | - |

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

| Pattern | Number of programmes |
|---|---|
| Semester | 3 |
| 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 provide an analysis of the feedback in the Annexure*

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

Syllabus is revised by the Board of Studies of respective subjects of Mysore University from time to time

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

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# Criterion – II

## 2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others |
|-------|------------------|----------------------|------------|--------|
| 7 | 1 | 6 | 0 | 0 |

2.2 No. of permanent faculty with Ph.D.

3

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 |
| - | - | - | 4 | - | - | - | - | - | 4 |

2.4 No. of Guest and Visiting faculty and Temporary faculty | - | - | 16 |

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|----------------|--------------------|----------------|-------------|
| Attended | 2 | 4 | 3 |
| Presented papers | 3 | 6 | - |
| Resource Persons | - | - | - |

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

----------------------

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

210

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

-

2.9  No. of faculty members involved in curriculum
     restructuring/revision/syllabus development
     as member of Board of Study/Faculty/Curriculum Development  workshop

2 | - | -

2.10 Average percentage of attendance of students

80%

2.11 Course/Programme wise
   distribution of pass percentage :

| Title of the Programme | Total no. of students appeared | Division | | | | |
|---|---|---|---|---|---|---|
| | | Distinction % | I % | II % | III  % | Pass % |
| BA | 65 | 5 | 50 | 9 | - | 98 |
| B.COM | 50 | 7 | 39 | 4 | - | 100 |
| BBM | 56 | 8 | 26 | 10 | 8 | 93 |

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

 It co-ordinates in  conducting tests, seminars and assignments by all the departments.

2.13 Initiatives undertaken towards faculty development     -

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

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 | 3 | 4 | - | - |
| Technical Staff | - | - | - | - |

# Criterion – III

# 3. Research, Consultancy and Extension

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

---------------------

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 | - | 1 | - | - |
| Outlay in Rs. Lakhs | - | 0.52 | - | - |

3.4        Details on research publications

|  | International | National | Others |
|---|---|---|---|
| Peer Review Journals | - | - | - |
| Non-Peer Review Journals | - | - | - |
| e-Journals | - | - | - |
| Conference proceedings | - | - | - |

3.5 Details on Impact factor of publications:

Range [ - ]    Average [ - ]    h-index [ - ]    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 | 2011 | UGC | 72.000 | 52.500 |
| Interdisciplinary Projects | - | - | - | - |
| Industry sponsored | - | - | - | - |
| Projects sponsored by the University/ College | - | - | - | - |
| Students research projects *(other than compulsory by the University)* | - | - | - | - |
| Any other(Specify) | - | - | - | - |
| Total | - | - | 72.000 | 52.500 |

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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 | - | - | - | - | - |
| Sponsoring agencies | - | - | - | - | - |

3.12 No. of faculty served as experts, chairpersons or resource persons [ 5 ]

3.13 No. of collaborations   International [ - ]   National [ - ]   Any other [ - ]

3.14 No. of linkages created during this year [ - ]

3.15 Total budget for research for current year in lakhs :

From Funding agency [ - ]   From Management of University/College [ - ]

Total [ - ]

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:

University level | - |    State level | - |

National level | - |    International level | - |

3.22 No.  of students participated in NCC events:

University level | - |    State level | - |

National level | - |    International level | - |

3.23 No.  of Awards won in NSS:

University level | - |    State level | - |

National level | - |    International level | - |

3.24 No.  of Awards won in NCC:

University level | - |    State level | - |

National level | - |    International level | - |

3.25 No. of Extension activities organized

University forum | - |    College forum | - |

NCC | - |    NSS | 1 |    Any other | - |

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

- Health awareness program

- Environment awareness program

# 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 | 173151Sqft | - | - | 173151Sqft |
| Class rooms | 578 Sqmts | 262Sqmts | Management funding | 840 Sqmts |
| Laboratories | 92 Sqmts | - | - | 92 Sqmts |
| Seminar Halls | - | - | - | - |
| No. of important equipments purchased (≥ 1-0 lakh) during the current year. | 9 | - | UGC | 9 |
| Value of the equipment purchased during the year (Rs. in Lakhs) | Rs.1140440 | - | - | Rs 1140440 |
| Others | - | - | - | - |

4.2 Computerization of administration and library

Computerization of library books is done by using Standard Library Automation Software.

4.3  Library services:

|  | Existing | | Newly added | | Total | |
| --- | --- | --- | --- | --- | --- | --- |
|  | No. | Value | No. | Value | No. | Value |
| Text Books | 15127 | 1683779 | 1184 | 108669 | 16311 | 1792448 |
| Reference Books | 601 | 142122 | 01 | 1500 | 602 | 143622 |
| e-Books | - | - | - | - | - | - |
| Journals | 16 | 7750 | - | - | 16 | 7750 |
| e-Journals | - | - | - | - | - | - |
| Digital Database | - | - | - | - | - | - |
| CD & Video | - | - | 02 | Gift | - | - |
| Others (specify) | - | - | - | - | - | - |

4.4 Technology up gradation (overall)

|  | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Depart-ments | Others |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Existing | 47 | - | - | - | - | - | - | - |
| Added | 09 | - | - | - | - | - | - | - |
| Total | 56 | - | - | - | - | - | - | - |

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

Basic computer training to teachers and students

4.6  Amount spent on maintenance in lakhs :

i)   ICT

0.213lakhs

ii)  Campus Infrastructure and facilities

0.04 lakhs

iii) Equipments

0.065 lakhs

iv) Others

-

**Total :**

0.318 lakhs

## Criterion – V
## 5. Student Support and Progression

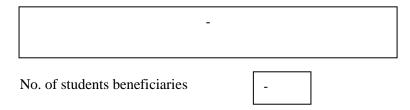5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> Advice to equip library with need based books and magazines for the students.
>
> Co-ordinating free mid day meal program

5.2 Efforts made by the institution for tracking the progression

> Regular assessment of students through tests, assignments, seminars

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|-----|-----|--------|--------|
| 533 | -   | -      | -      |

(b) No. of students outside the state

| - |
|---|

(c) No. of international students

| - |
|---|

Men

| No  | %     |
|-----|-------|
| 228 | 42.77 |

Women

| No  | %     |
|-----|-------|
| 305 | 57.22 |

| | Last Year | | | | | This Year | | | | |
|---------|----|----|-----|----------------------|-------|---------|----|----|-----|----------------------|-------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 5 | 95 | 77 | 377 | - | 554 | 6 | 92 | 76 | 359 | - | 533 |

Demand ratio  -          Dropout % -

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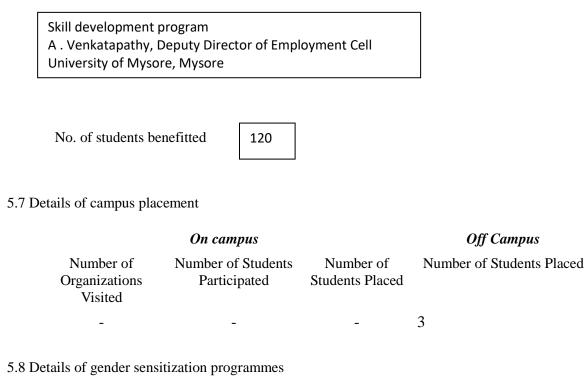
> -

No. of students beneficiaries

| - |
|---|

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

> Skill development program
> A . Venkatapathy, Deputy Director of Employment Cell
> University of Mysore, Mysore

No. of students benefitted      120

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 |
| - | - | - | 3 |

5.8 Details of gender sensitization programmes

> 1. Elocution contest :- 68th Independence day and Role of women on 14-08-2014
> 2. Elocution contest :- Gandhiji and Women on01-10-2014
> 3. Seminar :- Women - Yesterday and Today on 12-03-2015
> 4. Special Lecture :- Women Empowerment by Smt. UshaSateesh General Manager of Tupper Wear

## 5.9 Students Activities

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

State/ University level  ✓   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

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 |
|---|---|---|
| Financial support from institution | - | - |
| Financial support from government | 330 | 14.76.600 |
| 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 ]

5.13 Major grievances of students (if any) redressed: _____-----_____

# Criterion – VI

VISION: " To create good citizens through quality education "

MISSION:
1. To create conducive educational environment by recruiting competent faculty and providing necessary infrastructure, well equipped library and laboratories.
2. To impart quality education to the students at affordable cost.
3. To provide access to the latest technological innovations to promote vocational education.
4. To promote Co-curricular, Extracurricular and sports activities by way of patronizing such activities whenever they are conducted
5.  To energize and facilitate the learning ability of the student by providing " Free Mid Day Meals".

   Vision and Mission of the Institution conform with the objectives of higher education such as contributing to national development, promote competency of students, inculcating values, use of technology and achieving excellence.
   The Mission of the Institution is to realize the Vission.

6.2 Does the Institution has a management Information System

| No |
|---|

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

    6.3.1  Curriculum Development

> Curriculum is framed by the respective Board of Studies of University of Mysore, Mysore
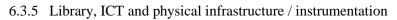
    6.3.2  Teaching and Learning

> Computer technology is used to prepare presentation using MS-Power Point.

    6.3.3  Examination and Evaluation

> Tests, Assignments, Seminars and Viva-Voce.

    6.3.4  Research and Development

> -----------------

    6.3.5  Library, ICT and physical infrastructure / instrumentation

> 50% of UGC grants allocated for the purchase of books.
> Maximum of 10 books are issued per Student.

    6.3.6  Human Resource Management

> -----------------

    6.3.7  Faculty and Staff recruitment

> Qualified Temporary Faculty and Staff are recruited

    6.3.8  Industry Interaction / Collaboration

> Factory visit , Study tours interaction with experts

    6.3.9  Admission of Students

> As per Govt of Karnataka rules and regulations.
>
> University of Mysore, Mysore norms.

6.4 Welfare schemes for

| | |
|---|---|
| Teaching | - |
| Non teaching | - |
| Students | Free Mid day meal |

6.5 Total corpus fund generated      ------------

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 | - | - | - | - |
| Administrative | - | - | - | - |

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

     For UG Programmes    Yes [ ✔ ]   No [ ]

     For PG Programmes    Yes [ - ]   No [ - ]

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

> Early announcement of results
> Online submission of IA Marks
> Coded form of examination

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

> Annual inspection of the colleges by an Expert Committee appointed by the University
> Colleges with 'A' Grade are recommended for Autonomous status by the Experts
> Committee.

6.11 Activities and support from the Alumni Association

> Support to conduct annual parents meeting.
>
> Support to arrange Special lectures

6.12 Activities and support from the Parent – Teacher Association

> -----------------------------

6.13 Development programmes for support staff

> ----------------------

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

> Regular cleaning of the campus
> Planting of saplings
> Environmental awareness programmes
> Health awareness programmes

# 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.

> CC-Camera is installed in the library and reference hall

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**
>
> Conducting more co-curricular and Extracurricular activities, awareness programs (Health, Environment, Women Empowerment).
>
> **Action Taken**
>
> 1. Wel come function for I$^{st}$ B.A,B.com and B.B.M and Parents Meeting on 13- 08-2014.
> 2. Environment awareness program An interaction with Sri Balasubramnya (Snake Shyam) on 30-09-2014
> 3. A cultural program( A musical journey, Singing of Lyrics by Prof. Mallanna, Founder, Hamsadhwani cultural trust, Mysore on 04-02-2015
> 4. Freshers day and inauguration of Commerce and Management Association on 21-08-2014.
> 5. Business Quiz for Commerce and Management Students on 17-03-2015.
> 6. One day Study tour for Commerce and Management Students on 28-03-2015.
> 7. Inauguration of " Sahithya Balaga" and Bringing out of "Chiguru" wall Magzine by Dr.C.G.Ushadevi, Retd. Professor Of Kannada. A lecture on "Literature and Values " on 25-10-2014.
> 8. Vachana Kammata Examination for students conducted by Muruga Mutt, Chitradurga on 24-01-2015. Kum. Sangeetha 2$^{nd}$ B.A secured 3$^{rd}$ rank at State Level.
> 9. Debate Contest on the occasion of International Women's day on 12-03-2015
>    "National Development is possible only through Women Empowerment ".

10. Valedictory function of Sahithya Balaga and Bringing out of Chiguru Wall Magzine and Special Lecture on Kuvempu- His life and writing, by Sri ShanmukhaSwamy, Ex-President, Taluk Sahithya Parishath, T.Narasipura on 01-04-2015

11. English Poetry Reading Contest on 15-09-2014
     Kum.Neelam Jain 3rd B.B.M, Winner of the contest.
12. Spelling Competition ( Vidyodaya Spell-Bee) on 30-01-2015
     Kum.Neelam Jain 3rd B.B.M, Winner of the contest.
13. An Exhibition on " Agriculture tradition " on the occasion of Dasara on 01-10-2014.
14. An elocution Contest on Thatya Topi and Lala Lajapatha Roy on their Birth Anniversary on 28-01-2015.
15. A Study visit to Some historical places in and around H.D.Kote.
16. One day workshop on the Importance of Historical Scriptures, resource person H.M.Nagarajrao, Mysore on 15-02-2015

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

Free mid day meals for the students

Honouring the meritorious students by the faculty

*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

Environment awareness programmes conducted.

7.5 Whether environmental audit was conducted?     Yes  | - |   No | - |

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

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## 8. **Plans of institution for next year**

1. To conduct Extra curricular, co-curricular programs and special lectures on burning topic

2. To conduct study tours and field visits.

3. To encourage the teachers to take up research projects, conduct seminars, workshops and conferences.

4. To conduct gender sensitization programmes, environment awareness programmes and health awareness programmes and legal awareness programmes.

Name   Prof. NATARAJA                                    Name Prof. S.GOPAL

S. Gopal
Principal – Gr. I
Vidyadaya Arts and Commerce
First Grade College
T. Narasipur

Signature of the Coordinator, IQAC                        Signature of the Chairperson, IQAC

_____***_____

**Abbreviations:**

| | | |
|---|---|---|
| CAS | - | Career Advanced Scheme |
| CAT | - | Common Admission Test |
| CBCS | - | Choice Based Credit System |
| CE | - | Centre for Excellence |
| COP | - | Career Oriented Programme |
| CPE | - | College with Potential for Excellence |
| DPE | - | Department with Potential for Excellence |
| GATE | - | Graduate Aptitude Test |
| NET | - | National Eligibility Test |
| PEI | - | Physical Education Institution |
| SAP | - | Special Assistance Programme |
| SF | - | Self Financing |
| SLET | - | State Level Eligibility Test |
| TEI | - | Teacher Education Institution |
| UPE | - | University with Potential Excellence |
| UPSC | - | Union Public Service Commission |

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