

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*

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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 (capuaqar@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.

Mandatory Submission of AQAR by IQAC

So far submission of AQARs was not a Mandatory requirement for Institutions applying to NAAC 2nd and subsequent cycles of Assessment and Accreditation (A&A). It has now been decided by the Executive committee of NAAC that **regular submission of AQARs should be made mandatory for 2nd and subsequent cycles of accreditation.**

In view of the decision of **Executive Committee of NAAC** the following will be the pre-requisites for submission of LOI for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A **with effect from 16th September 2016:**

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders.

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

I. 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:

Dr.RAMACHANDRA

Tel. No. with STD Code:

08227-260508

Mobile:

9632807306

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOCN 18879)

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)

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	1 st Cycle	B	-	SEPT -2004	2009
2	2 nd Cycle	B	2.24	SEPT-2011	NOV-2017
3	3 rd Cycle				
4	4 th Cycle				

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

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

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR ___10-8-2011_____2010-11(DD/MM/YYYY)4
- ii. AQAR ___27-09-2012_____2011-12 (DD/MM/YYYY)
- iii. AQAR ___15-02-2015_____2013-14 (DD/MM/YYYY)
- iv. AQAR ___14-07-2016_____2012-13 (DD/MM/YYYY)
- v. AQAR-----15-02-2017-----2014-15
- vi. AQAR-----14-03-2017-----2015-16

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)

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*)

UNIVERSITY OF MYSORE

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

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

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

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 EXTRA CURRICULAR ACTIVITIES AWARENESS PROGRAMS	WEL COME FUNCTION AND PARENTS MEETING. HEALTH AWARENESS PROGRAM SPECIAL LECTURE ON AGRICULTURE WORKSHOP ON PERSONALITY DEVELOPMENT LEGAL AWARENESS PROGRAM

* 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

Part – B

Criterion – I

I. 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	-----	-----	-----	-----
PG	-----	-----	-----	-----
UG	3	-----	-----	-----
PG Diploma	-----	-----	-----	-----
Advanced Diploma	-----	-----	-----	-----
Diploma	-----	-----	-----	-----
Certificate	-----	-----	-----	-----
Others	-----	-----	-----	-----
Total	3	-----	-----	-----
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 from time to time by Board of Studies of respective subjects of Mysore University

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
5	1	4	----	-----

2.2 No. of permanent faculty with Ph.D.

2

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
---	6	----	----	----	-----	----	----	----	6

2.4 No. of Guest and Visiting faculty and Temporary faculty

19

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	----	5	6
Presented papers	----	----	----
Resource Persons	-----	----	----

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

Continuous students evaluation

Field visits

Study tours

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

----	----	-----
------	------	-------
- 2.10 Average percentage of attendance of students

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	49	6.91	48.97	30.61	2.04	88.53
B.Com	62	53.22	45.16	1.61	-----	100
BBM	50	10.00	36.00	22.00	2.00	70.00

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

IQAC monitors and co-ordinates , tests, seminars and assignments by all the departments

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
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	---	3
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	-----	-----	-----	-----
Outlay in Rs. Lakhs	-----	-----	-----	-----

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	-----	-----	-----	-----
Interdisciplinary Projects	-----	-----	-----	-----
Industry sponsored	-----	-----	-----	-----
Projects sponsored by the University/ College	-----	-----	-----	-----
Students research projects <i>(other than compulsory by the University)</i>	-----	-----	-----	-----
Any other(Specify)	-----	-----	-----	-----
Total	-----	-----	-----	-----

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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sponsoring agencies	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

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	<input type="text"/>
	Granted	<input type="text"/>
International	Applied	<input type="text"/>
	Granted	<input type="text"/>
Commercialised	Applied	<input type="text"/>
	Granted	<input type="text"/>

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 Any other

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

- Legal awareness program
- Health awareness program
- Community 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	-----	----	173151Sq ft
Class rooms	840 Sqm	-----	Management	840 Sqm
Laboratories	92 Sqm	----	-----	92 Sqm
Seminar Halls	-----	-----	-----	-----
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	----	-----	-----	-----
Value of the equipment purchased during the year (Rs. in Lakhs)	----	----	----	----
Others	----	---	----	----

4.2 Computerization of administration and library

Examination process is computerised.

Database of Books, Circulation of Books, Entry of Periodicals

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	16299	1849303	1012	600599	17311	2009902
Reference Books	609	148101	52	25633	661	173734
e-Books	---	----	----	----	----	----
Journals	15	7500	----	----	15	7500
e-Journals	----	----	N list	5700	5	5000
Digital Database	-----	-----	----	---	----	----
CD & Video	-----	----	----	----	----	----
Others (specify)	----	----	----	----	----	----

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	56	44	20	---	---	2	5	5
Added	02	---	----	----	-----	-----	-----	-----
Total	58	44	20	----	-----	2	5	5

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

Internet access to teachers and students
--

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.416
ii) Campus Infrastructure and facilities	----
iii) Equipments	-----
iv) Others	129988
Total :	171518

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Giving advice to students from time to time to involve in NSS, Sports, Red Cross and Cultural activities and club activities .

5.2 Efforts made by the institution for tracking the progression

Regular assessment of students through tests, assignments, seminars and viva voce

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
426	---	-----	----

(b) No. of students outside the state

(c) No. of international students

<table border="1" style="display: inline-table;"> <thead> <tr> <th>No</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>203</td> <td>47.65</td> </tr> </tbody> </table>	No	%	203	47.65	Women	<table border="1" style="display: inline-table;"> <thead> <tr> <th>No</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>223</td> <td>52.35</td> </tr> </tbody> </table>	No	%	223	52.35
No	%									
203	47.65									
No	%									
223	52.35									

General	Last Year					Total	This Year					Total
	SC	ST	OBC	Physically Challenged	General		SC	ST	OBC	Physically Challenged		
8	68	79	331	0	486	6	52	64	304	0	426	

Demand ratio

Dropout %

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

Reference materials for preparing for competitive examinations is made available in the library

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

1. Banking placement india, mysore 2-2-2017 90 students
2 ಉದ್ಯಮ ಶೀಲತಾ ಜಾಗೃತಿ ಶಿಬಿರ 14-03-2017 150 students
National Rural Livelihood Mission, Mysore

No. of students benefitted

5.7 Details of campus placement

	<i>On campus</i>		<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	90	43	-----

5.8 Details of gender sensitization programmes

1. Elocution contest for women students on the occasion of independence day (13-08-16)
2. "Save Girl Child", awareness program 1-9-2016
3. The Art of Life- a program on life skills 26-9-2016
4. Special lecture on the occasion of international women's day

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	340	853980
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

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

<p>Vision :</p> <p>“To create good citizens through quality education”</p> <p>Mission :</p> <ol style="list-style-type: none">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, extra - curricular and sports activities by way of patronizing such activities whenever they are conducted.5. To energize and facilitate the learning ability of the students by providing “ Free Mid Day Meal”

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

6.3.2 Teaching and Learning

Computer technology is used to prepare presentation using MS-Power Point Using of MS-Excel to generate result sheet
--

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

1. UGC grants utilized for the purchase of books
1064 books purchased.
2. Membership to UGC INFLIBNET'S N-list
program

6.3.6 Human Resource Management

6.3.7 Faculty and Staff recruitment

Qualified and competent staff and faculty recruited

6.3.8 Industry Interaction / Collaboration

Factory visit, Study tours and Interaction with Experts

6.3.9 Admission of Students

As per rules and regulations of Government of
Karnataka and University of Mysore.

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?

Online and timely 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
Supports to arrange Special lectures and awareness programs

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 sapling
Environmental awareness programs
Health awareness programs

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.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the Beginning of the year

IQAC

1. 10-08-2016 parents and fresher's meeting
2. 30-1-2017 a special lecture on Gandhiji's universal thoughts (in collaboration with Gandhian study center, manasagangothri, UOM mysore)
3. 20-3-2017 world water day celebration and legal awareness program (in collaboration with taluk legal aid cell, T.Narasipur)

Department of Kannada

1. 20-8-2016 an elocution contest in memory of DR.DE.Ja.Gow.
2. 24-08-2016 a Special lecture on DE.Ja.GOW, in association with Kannada Sahithya Parishath, T,Narasipur, resource person Dr.Y.D.Rajanna, president of Dist Sahithya Parishath, Mysore.
3. 2-11-2016 elocution contest on Unification of Karnataka on the occasion of Kannada Rajyotsava Day.
4. 23-3-2017 Chiguru wall magazine released chief gust : Dr.Prasanna, Associate Professor of Kannada, govt first grade college, kuderu

Department of English:-

1. 14-02-2017 "Vidyodaya Spell-Bee", English spelling competition
2. 1-3-2017 English Poetry reading contest

Department of History :

1. 2-9-2016 to 9-9-2016 a study tour to North India
2. In the month of sept-2016 a study visit to Talkadu
3. 31-3-2017 a study visit to Srirangapatana and Melukote.

Department of Economics

1. 14-8-2016 field visit to Oxygen Agri farm near Mysore
2. 10-9-2016 a study visit to KMF Campus at Siddarthangar Mysore.
3. 15-10-2016 a field visit to Bonsay Garden at Sri Ganapathi Sachchidanada Ashram, Mysore.
4. 3-11-2017 a study visit to Karanji tank in Mysore to sensitize about utilization and preservation of Water.

Department of Geography

1. 10-9-2016 a study visit to talakadu
2. 2-9-2016 to 9-9-2016 a study tour to North India
3. 28-1-2017 a field visit to Agriculture Exhibition at Suttur.

Pragna Mahila Vedike

1. 13-8-2016 elocution contest on the occasion of Independence day.
2. 1-9-2016 a special program on "Save Girl child "
3. 26-9-2016 a program on "Life Skills"
4. 8-3-2017 a program on the occasion of International Women's Day chief guest Dr.Usharani, Retired Associate professor.

NSS:

1. 30-7-2016 inaugural function
2. 11-8-2016 a special lecture on "yoga and Meditation for better life" sri Sampath lyanger from HeartFullness organization .
3. 20-8-2016 a oath taking function of "Sadbhavana Divas".
4. 27-8-2016 "Importance of Eye Donation" a special lecture by Dr. Bharathi, Govt Hospital, T.Narasipura
5. 17-10-2016 a workshop on "what Next after Degree" By Prof. Vidyapai, Principal Amrutha College, Mysore.
6. 2-11-2016 a special lecture on "environmental Protection" by Sri. ManoharBabu.
7. 03-03-2017 to 09-03-2017 annual special camp at B.G.Pura, Mallavalli Taluk
8. 21-03-2017 "Youth Sansad" a program on sensitizing youth in collaboration with Nehru Youth Center, Mysore.

Department of Commerce :-

1. 17-8-2016 Freshers day function, Wel come to 1st BA and B.Com students. Guest lecture by Sri.Mahadevaswamy , Manager MCDCC Bank, T.Narasipura(Alumnus)
2. 12-09-2016 a special lecture on computer courses resource persons MR.Sanjay and Ms Ashwini
3. 15-11-2016 free legal aid awareness program and jatha
4. 23-1-2017 a program on Digital India resource person Sri.G.Suresh, Senior Manager, SBM, T.Narsipura.
5. 10-2-2017 a special lecture on How to get a job in Banking Sector resource person Sri.Jayashankara Aradhya

Department of Sports:-

1. 22-08-2016 to 22-09-2016 one month training for Mysore University Kho-Kho Student players.
2. 18-09-2016 our college students participated in Cross-Country Race at Hassan. Women Students have won championship.
3. 21 and 22 of October-2016 our college students participated in inter college athletics meet at mandya. Kum. Manjula.M of our college has won 1st prize in 5000mts and 1500 mts Running race.
4. 2-2-2017 to 5-2-2017 our college women Kho-Kho 7 athletes have participated in All India Inter University Kho-Kho competition held at Chettinad Academy of Research and Education, Kelambakkam, T.Nadu, representing Mysore University. They have won 3rd place in this competition.
5. 19-2-2017 to 21-2-2017 our college Kho-Kho team have participated in Mysore University Inter college Inter Zonal Athletics meet and won 1st prize.

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

Free Mid Day Meal for the Students

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

7.4 Contribution to environmental awareness / protection

Environmental awareness program conducted
Sapling planted in the campus

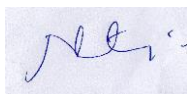
7.5 Whether environmental audit was conducted? Yes No

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

8. Plans of institution for next year

1. To conduct extra- curricular and co-curricular activities
2. Special lectures on burning topics and interaction with the resource persons.
3. To conduct study tours ,field visits and industrial establishments.
4. To encourage the teachers to take up research projects, conduct seminars, workshops and conferences.
5. To conduct gender sensitization programs, environment awareness programs, health awareness programs, legal awareness programs e.t.c.

Name Nataraja



Signature of the Coordinator, IQAC

Name DR.Ramachandra



Principal,
Vidyadaya Arts and Commerce
First Grade College
T. Marripur

Signature of the Chairperson, IQAC

Annexure I

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
