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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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

1. Details of the Institution

1.1 Name of the Institution

> RBANM's FIRST GRADE COLLEGE

1.2 Address Line 1

> 12, ANNASWAMY MUDALIAR ROAD

Address Line 2

> -

City/Town

> BENGALURU

State

> KARNATAKA

Pin Code

> 560042

Institution e-mail address

> princpal_rbanms@yahoo.com

Contact Nos.

> 080-25512976

Name of the Head of the Institution:

> Dr.M.JAYAPPA

Tel. No. with STD Code:

> 080 -25512976

Mobile:

> 91-9448235042

Name of the IQAC Co-ordinator:

Sri. RAVI. H. V.

Mobile:

9844052794

IQAC e-mail address:

ravi.hebagodu@gmail.com

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

KAC0GN11638

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)

EC/53/RAR/48/dated 4-9-2010

1.5 Website address:

www.rbanms.in

Web-link of the AQAR:

https://rbanms.in/wp-content/uploads/2018/07/AQAR-2016-17.pdf

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++	80-85	2004	5 Years
2	2nd Cycle	A	3.08	2015	5 Years
3	3rd Cycle	A	3.01	2016	5 Years
4	4th Cycle				

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

18-02-2005

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

2016-17

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 _____-_____ _____ (DD/MM/YYYY)4
ii. AQAR_____-_____ _____ (DD/MM/YYYY)
iii. AQAR_____-____ _____ (DD/MM/YYYY)
iv. AQAR_____-____ _____ (DD/MM/YYYY)

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)   [Computer Applications - BCA]

1.12 Name of the Affiliating University *(for the Colleges)*   [BANGALORE UNIVERSITY]

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   24

2.2 No. of Administrative/Technical staff   03

2.3 No. of students   02

2.4 No. of Management representatives   01

2.5 No. of Alumni   02

2. 6 No. of any other stakeholder and
      community representatives   02

2.7 No. of Employers/ Industrialists   02

2.8 No. of other External Experts   01

2.9 Total No. of members   37

2.10 No. of IQAC meetings held   01

2.11 No. of meetings with various stakeholders: No.   01   Faculty   04

   Non-Teaching Staff Students   02   Alumni   03   Others   02

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

NIL

2.14 Significant Activities and contributions made by IQAC

Successfully completed NAAC 3rd Cycle of accreditation with 'A' Grade 3.01 CGPA

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 *

Sl.No.	Plan of Action	Achievements
1.	Bridge courses	Accounts for non commerce students conducted
2.	Remedial classes	Teachers have taken remedial classes, records maintained
3	Completion of portion in time	Teachers prepare plan of action in the beginning of the semesters ,work dairy and syllabus completion report at the end of semesters
4	Result analysis	Result analysis done by each teacher after the result regarding the subject taught by them
5	Blended Learning	MOOC (20 students registered and the fees were paid from the institution)
6	Use of ICT in teaching	Five rooms are equipped with smart boards and projectors. Teachers are informed to utilize them by taking classes in those rooms

 * *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

Management has accepted AQAR and appreciated the effects of IQAC

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	-	-	-	-
PG	1	-	1	-
UG	5	-	2	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	06	-	03	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

Pattern	Number of programmes
Semester	6
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.

> As per the Bangalore University-college is affiliated to Bangalore University

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

> No-

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
16	01	15	-	-

2.2 No. of permanent faculty with Ph.D.

02

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
1	-	15	-	-	-	-	-	16	-

2.4 No. of Guest and Visiting faculty and Temporary faculty | - | 06 | - |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	04	09
Presented papers	02	04	01
Resource Persons	-	-	-

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

- Use of smart-boards
- Power point presentation
- Role modelling
- Case studies
- Skill development
- Use of commerce lab to give practical training

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

177

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

As per Bangalore University regulations, college is conducting class tests, mid-semester exams with compulsory attendance

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

-	-	03

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage :

Nov / Dec 2016

Title of the Programme		Total no. of students appeared	Division				
			Distinction %	I %	II %	III %	Pass %
BA	I SEM	16	6.25	18.75	18.75	-	43.75
	III SEM	22	-	26.6	6.6	-	33.2
	V SEM	21	4.76	19	9.5	-	-
B.COM	I SEM	85	5.8	8.2	4.7	-	18.8
	III SEM	99	13.13	8	4	-	25.2
	V SEM	134	28.35	22.38	8.2	-	58.95
B.SC.	I SEM	-	-	-	-	-	-
	III SEM	8	-	37.5	-	-	37.5
	V SEM	7	14.28	-	-	-	14.28
BBA	I SEM	-	-	-	-	-	-
	III SEM	9	44.4	22.2	-	-	66.6
	V SEM	10	-	20	-	-	20
BCA	I SEM	-	-	-	-	-	-
	III SEM	16	13.33	6.25	-	-	19.58
	V SEM	10	40	10	-	-	50
M.Com	I SEM	21	81	19	-	-	100
	III SEM	24	41.6	58.3	-	-	100

May / June 2017

Title of the Programme		Total no. of students appeared	Division				
			Distinction %	I %	II %	III %	Pass %
BA	II SEM	25	4	12	-	-	16
	IV SEM	22	4.5	18.18	4.5	-	27.2
	VI SEM	15	-	13.3	26.6	26.6	66.6
B.COM	II SEM	107	13	15.8	14.9	0.9	44.8
	IV SEM	164	10.9	20.12	7.9	-	39
	VI SEM	120	2.5	14.1	18.3	14.1	48.9
B.SC.	II SEM	10	-	40	-	-	40
	IV SEM	8	-	62.5	-	-	62.5
	VI SEM	-	-	-	-	-	-
BBM	II SEM	10	-	40	30	-	70
	IV SEM	11	-	9	27.2	-	36.2
	VI SEM	9	-	22.2	11.1	-	33.3
BCA	II SEM	16	6.25	12.5	25	-	43.75
	IV SEM	10	10	10	50	10	70
	VI SEM	9	9	-	22.2	33.3	55.5
M.Com	II SEM	26	37.5	45.8	-	-	92.3
	IV SEM	43	41.8	58.1	-	-	100

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

- By conducting regular departmental meetings
- By asking teachers to bring in best practices
- Encouraging ICT enabled teaching
- Disseminate them to other staff during meeting
- Result analysis
- Continuous observation of students attendance in class

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.	-
Staff orientation/ recognition programme conducted by Management	All the staff members

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	18	-	-	-
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

> Encouraging teachers to participate in seminars and workshops, present papers, participate as resource persons, publish papers and books for M.Phil and P.hD. Re-imbursement of registration fees, TA/DA upto a maximum of Rs.1,500/- for the teachers presenting papers in seminars per semester.

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	02	01	-	-
Outlay in Rs. Lakhs	-	1,45,000.00	-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	-	01	-
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	2	UGC	1,45,000.00	1,12,000.00
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	2	Teachers	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published   i) With ISBN No.   [01]   Chapters in Edited Books   [01]

ii) Without ISBN No. [02]

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   [02]

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

3.14 No. of linkages created during this year   [03]

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

01

05

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 [40]   State level [-]

National level [-]   International level [-]

3.22 No. of students participated in NCC events:

University level [05]   State level [02]

National level [01]   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 [02]

National level [-]   International level [-]

3.25 No. of Extension activities organized

University forum [-]   College forum [-]

NCC [09]   NSS [06]   Any other [-]

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

- Pulse polio
- Swatch Bharath
- International Yoga Day
- Blood Donation
- Participation in Armed Forces-Flag Day

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	6.5	-	-	6.5
Class rooms	20	-	-	20
Laboratories	04	-	-	04
Seminar Halls	01	-	-	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	07	01	UGC	08
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

4.2 Computerization of administration and library

Fully computerized

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	24,998	21,49,654.00	177	25,000.00	25175	21,74,829.00
Reference Books	8961	14,40,500.00	135	11,424.000	9096	14,51,924.00
e-Books	Nil					
Journals	18	31,500.00	18	3,500.00	18	35,000.00
e-Journals	N List Subscribed					
Digital Database	Yes					
CD & Video	467	57,650.00	31	350.00	498	58,000.00
Others (specify)	DEL NET Connectivity					
	British Library Institutional membership					
	Bangalore University Institutional membership					

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	110	84	28	03	02	13	08	-
Added	-	-	-	-	-	-	-	-
Total	110	84	28	03	02	13	08	-

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

- Computer Fundamentals is being taught to the students as a part of Bangalore University Syllabus.
- Certificate courses in Tally Programmes are being conducted for 3rd year B.Com students.
- C and C++ Computer language classes are conducted for first year B.Sc (PME) students.

4.6 Amount spent on maintenance in lakhs : (in Rs.)

i) ICT | - |

ii) Campus Infrastructure and facilities | 51,474.00 |

iii) Equipments | 916.00 |

iv) Others – Annual Maintenance charges | 2,12,065.00 |

Total : | 2,64,455.0 |

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- During the admission of the students to the institution information about the student support facilities in the college is provided to the parents and the students.
- The principal visits all the classes in the beginning of the academic year and informs the students about all the student support facilities available in the college.
- The facilities are mentioned in the college prospectus.
- Circulars are sent to every class regularly.
- Class teachers are asked to inform in the classes.
- Mentors inform the students
- Feedback collected from the students is analysed to know about the student's awareness of the students support facilities.
- Created awareness among the students regarding the existence and functioning of various students support cells in the college like:
  - ✓ Anti –ragging Cell
  - ✓ Equal Opportunity Cell
  - ✓ Sexual Harassment cell
  - ✓ Gender Sensitization cell
  - ✓ Placement cell
  - ✓ Manasa –Counselling cell
- Feedback collected from the students is analysed to know about the student awareness of the Student Support Facilities.

5.2 Efforts made by the institution for tracking the progression

- Teachers are asked to maintain a result sheet to analyse the result and track academic progression.
- Alumni In-charge and placement in- charge track the progression after exiting.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
442	50	-	-

(b) No. of students outside the state

06

(c) No. of international students [-]

No	%		No	%	
307	62.4	Men	185	37.6	Women

2015-2016						2016-2017					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
104	260	11	251	-	626	68	200	07	217	-	492

Demand ratio 1:1   Dropout - 5%

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

- Formal coaching not held. But students appearing for KAS, UPSC, CA approach teachers and get Guidance.
- Workshop/motivational talks are conducted by the placement cell.

5.5   No. of student beneficiaries   [All final year students]

5.6   No. of students qualified in these examinations

NET [01]   SET/SLET [-]   GATE [-]   CAT [-]

IAS/IPS etc [-]   State PSC [-]   UPSC [-]   Others [-]

5.7 Details of student counselling and career guidance

Total number of programmes conducted -08.

No. of students benefitted   [All Final year students]

5.8 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
09	160	70%	112

5.9 Details of gender sensitization programmes

> A programme on women empowerment was organised by the women's cell as part of women's Day celebration.

5.9 Students Activities

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

State/ University level [02] 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	116	10,98,817
Financial support from other sources	08	37268
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 [02] National level [   ] International level [   ]

5.12 No. of social initiatives undertaken by the students [02]

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision : Inclusivity, equity, Global Competency and empowerment.

Mission: Imparting quality education at an affordable cost keeping in mind the institutional ethos.

6.2 Does the Institution has a management Information System

Yes, fully computerised office and library. All details regarding the activities of the college is maintained by the college office. Principal provides all information to management and informs decisions taken by the managements to staff through meetings and circulars. Governing council meeting is conducted to review the activities of the college.

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

6.3.1 Curriculum Development

College is affiliated to Bangalore University, curriculum of Bangalore University is followed. Teachers are encouraged to become members of Board of Studies, as resource persons in syllabus framing and workshops.

6.3.2 Teaching and Learning

- Encourages ICT enabled Teaching- learning process.
- Smart boards are provided in classrooms, encouraged to adapt innovative pedagogy by attending workshops, seminars etc.
- NSDC skill developments programme, remedial classes,
- Ridge classes for English and Mathematics
- Blended leaning Techniques
- Encourages teachers to get trained in ICT enabled teaching methods.
- Provision of smart boards.

6.3.3 Examination and Evaluation

Apart from semester exam conducted by Bangalore University, college is conducting class test and a mid semester examination for every semester. Assignment, Quiz, Class seminar and skill development classes are held regularly.

6.3.4 Research and Development

- Teachers are encouraged to pursue Ph.D and M,Phil
- Teachers are encouraged to participate in seminars and workshops, present paper and act as resource persons, take up research projects, publish papers.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Computerization of laboratory
- Installation of TV to watch science and other programmes,
- Smart boards in classrooms,
- Auditorium renovation,
- Complete electrical rewiring to support ICT equipments.

6.3.6 Human Resource Management

College has on its rolls permanent grant in aid staff. They have attended orientation and refresher courses as per UGC stipulation. Salary and other benefits is as per grant in aid code of Karnataka government. Other staff appointed by the management as per Bangalore University rules. P.F and other facilities are provided.

6.3.7 Faculty and Staff recruitment

- Aided Staff are appointed by management as per Karnataka Government Grant In aid rules.
- Recruitment done by the management as per requirement in consultation with principal.

6.3.8 Industry Interaction / Collaboration

- BBM and BCA and M.Com students are sent to various companies to do their project work.
- Corporate executives are invited to conduct Personality Development Programmes and updates about industry requirements.

6.3.9   Admission of Students

Admissions is conducted as per regulations of Bangalore University and Govt of Karnataka by following the roster system.

6.4 Welfare schemes

Teaching	PF, FBF, GI, Maternity benefits
Non teaching	PF, FBF, GI, Sick leave
Students	Scholarship by government and others like Satya Sai Seva organisation, Senior Citizens Club.

6.5 Total corpus fund generated   5,06,47,855.00

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	Yes	NAAC/LIC	Yes	Management
Administrative	Yes	NAAC/ LIC/DCE, GOK	YES	Management

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

For UG Programmes	Yes		No
For PG Programmes	Yes		No

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

NA

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

> NA

6.11 Activities and support from the Alumni Association

- Alumni meetings are conducted
- Alumni association have been formed.
- Database of Alumni maintained.
- Help in Career Guidance/ placements
- Provide Financial Help to needy students.

6.12 Activities and support from the Parent – Teacher Association

- Teachers meet the parents regularly regarding progress of their wards especially to discuss about attendance and performance in test and examinations.
- Parents are called by the teachers for counselling if needed by students.
- Parents opinion taken into account regarding all activities of

6.13 Development programmes for support staff

- Management contribution towards PF
- Medical help is provided
- Free eye checkup conducted
- Counselling service of a professional counsellor
- Medical Doctor.

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

- Well maintained garden
- Plastic free campus programme
- Waste segregation
- LED Lights

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.

- Assembly for Nadageetha and National Anthem
- Graduation Day with Graduation Gowns
- Swami Vivekananda Jayanthi programme

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

SL NO	RESOLUTIONS PASSED	ACTION TAKEN
1	Enhancement of campus placement	Many companies and HR agencies are called and have conducted placement drive in the college.
2	Conduct Orientation and Enrichment programme for staff	Due to busy schedule of staff in preparations for NAAC Peer Team visit, planned to conduct the programme in the coming academic year.
3	Bring out VAHINI – Annual News Letter	Published VAHINI for 2014-15 & 2015-16. In-house Research Journal I &II also published.
4	Conduct more remedial classes, Bridge and special classes.	Remedial, bridge and special classes are conducted by the teachers and proper records are maintained.
5	Steps to be taken to improve the student strength in the College.	All actions as discussed in the IQAC meeting are taken.
6	To request the help of neighbourhood representatives, local authorities, and MLA to enhance BMTC bus facility.	BMTC Officials have already agreed to provide additional bus facilities.
7	To participate in Ulsoor Lake Conservation	A programme is conducted in association with Alumni Association in cleaning and beautification of Ulsoor Lake bank and nearby Footpath.

8	Steps to be taken to improve the college results in BU examination.	Discussed in all staff meetings and enough actions taken. Asked to prepare Result analysis by all teachers & improve teaching methods.
9	Teachers to make use of ICT for improvement of teaching.	Many teachers are using Laptop, Projectors etc, for effective teaching.

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

- As majority of students belong to the economically poorer sections of the society and unable to pay the fees but want to continue their education.
- Management and teachers use the good will of the RBANM's Educational Charities to solicit financial aid for students from Senior citizens club and Sathya Sai Seva Organisations
- Friends on Campus- Manasa Counselling
- Active involvement in 'Save Ulsoor Lake'

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

7.4 Contribution to environmental awareness / protection

- Environment studies is a part of curriculum
- Environment Economics is an optional subject offered to III year BA students
- Awareness of Plastic free Zone given to students
- Environment programmes are shown to students
- Office staff are encouraged to use one side used papers are not thrown but stored and reused thus saving paper
- A six days NSS Camp with 40 NSS volunteers was organised in the holy place - Sri Ghati Subramanya Temple

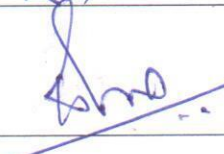7.5 Whether environmental audit was conducted?   Yes [✓] No [ ]

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

- More than 80%of the students are from SC/ST/OBC category
- Providing affordable education

8. Plans of institution for next year

- Efforts should be made to increase students' strength in the college.
- Conduct a national level seminar on latest topics.
- Increase teachers' participation and presentation of papers in national and international seminars.
- Start a Student Data Base from entry to exit level.
- Steps to be taken to increase the Alumni participation in college activities.
- Documentation of press notes and photos of various activities of the college.
- Documentation of all admission activities.
- Identify the slow learners and conduct special classes & remedial classes.
- To conduct a state level or university level competitions in sports.

Name _RAVI. H.V._

Signature of the Coordinator, IQAC

Name _Dn. M. JAYAPPA_

Signature of the Chairperson, IQAC

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