

*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

	Page Nos.
1. Introduction	..... 4
2. Objective	..... 4
3. Strategies	..... 4
4. Functions	..... 5
5. Benefits	..... 5
6. <i>Composition of the IQAC</i>	..... 5
7. The role of coordinator	..... 6
8. Operational Features of the IQAC	..... 6
9. Monitoring Mechanism	..... 7
10. The Annual Quality Assurance Report (AQAR) of the IQAC	..... 8

### Part – A

11. Details of the Institution	..... 9
12. IQAC Composition and Activities	..... 12

### Part – B

13. Criterion – I: Curricular Aspects	..... 14
14. Criterion – II: Teaching, Learning and Evaluation	..... 15
15. Criterion – III: Research, Consultancy and Extension	..... 17
16. Criterion – IV: Infrastructure and Learning Resources	..... 20
17. Criterion – V: Student Support and Progression	..... 21
18. Criterion – VI: Governance, Leadership and Management	..... 24
19. Criterion – VII: Innovations and Best Practices	..... 27
20. Abbreviations	..... 29

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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 ([naac.aqar@gmail.com](mailto: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. 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

#### I. Details of the Institution

1.1 Name of the Institution

JSS COLLEGE FOR WOMEN, KOLLEGAL

1.2 Address Line 1

ViDYANAGAR

Address Line 2

City/Town

KOLLEGAL

State

KARNATAKA

Pin Code

571440

Institution e-mail address

jsscwk@gmail.com

Contact Nos.

08224 252149

Name of the Head of the Institution:

M.P. VIJAYENDRAKUMAR

Tel. No. with STD Code:

Mobile:

9449272659

Name of the IQAC Co-ordinator:

Umesha

Mobile:

9480244096

IQAC e-mail address:

umeshamudigundam@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879) KA Co GN / 12/213

1.4 Website address:

www.jsscwk.org

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	1	B+	2007	5Yrs
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.6 Date of Establishment of IQAC :

DD/MM/YYYY

01-07-2004

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

2012-13

1.8 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 \_\_\_\_\_ (DD/MM/YYYY)4  
 ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
 iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
 iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.9 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

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

PG( Commerce)  
 COP in Secreterial Management  
 COP in Insurance Management

1.11 Name of the Affiliating University (for the Colleges)

University of Mysore

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence	<input type="text" value="-"/>	UGC-CPE	<input type="text" value="-"/>
DST Star Scheme	<input type="text" value="-"/>	UGC-CE	<input type="text" value="-"/>
UGC-Special Assistance Programme	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
UGC-Innovative PG programmes	<input type="text" value="-"/>	Any other ( <i>Specify</i> )	<input type="text" value="-"/>
UGC-COP Programmes	<input type="text" value="√"/>		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="05"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="-"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="-"/>
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="-"/>
2.8 No. of other External Experts	<input type="text" value="-"/>
2.9 Total No. of members	<input type="text" value="10"/>
2.10 No. of IQAC meetings held	<input type="text" value="04"/>

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

By insisting teachers and conveners of clubs and cells to have plan of action at the beginning. Sector teaching learning environment in the college is developed. It insists the teachers to have best practice.

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
Enclosed	Enclosed

\* 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	01	-	01	-
UG	05	-	02	-
PG Diploma	-			
Advanced Diploma	-			
Diploma	-			
Certificate	02			02
Others				
<b>Total</b>	08		02	02
Interdisciplinary				
Innovative				

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	08
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.

B.Com syllabi revised by UOM for 2013-14 batch and onwards

##### 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
09	03	06 (05+1)	-	-

2.2 No. of permanent faculty with Ph.D.

01

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
-	-	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

-	-	20
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	-	07
Presented papers	01	03	-
Resource Persons	-	-	-

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

Feedback, continuous evaluation by students, mentorship, remedial classes for slow learners, Bridge course. special lectures and discussion on related topics. PPT etc.

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

191

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

NA

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

-	-	04
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2.10 Average percentage of attendance of students

95%



## Criterion – III

### 3. Research, Consultancy and Extension

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

- Encouraging teachers to attend research relating workshops
- Encouraging young teachers to register their names for registration.
- Encouraging teachers to go for research projects.

#### 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	-	03	-
Non-Peer Review Journals	01	-	-
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	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

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	-
	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	<input type="text" value="-"/>	College forum	<input type="text" value="-"/>		
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="-"/>	Any other	<input type="text" value="15"/>

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

- Employer contributed days salary and 1% of August salary to free school run by JSSMVP, at Suttur and JSS employees welfare fund respectively as a regular features
- Faculty members have practice of awarding cash incentives to meritorious students and extending financial help to poor students.
- During NSS special annual camps volunteers create awareness among rural folk with regard to dreaded disease like HIV, AIDS, Malaria, Dengue Etc by conducting jaths, road plays etc.
- Volunteers conduct economic and social surveys at Anapura on “Family Planning” the final annual camps
- Following world social Day celebrations are conducted by organising special lecture by experts.
- On 07-09-12 Founders Day was celebrated with conducting inter collegiate sports and cultural meet awarding cash incentives to meritorious students sponsored by Philanthropists JSSMVP, Alumni faculty members etc and extending moral support to patients visiting Govt. Hospital.
- Staff and students participated in Jathra Mahotsava at Suttur and students bagged prizes in sports & cultural activities.
- On 25-01-12 college joined hands with Govt. Organisation by taking part in Jatha regarding creating awareness of importance of voting among the public.
- Faculty members participated in local authority selection CMCC as presiding officers and polling officers.
- NSS wing, Alumni Association and the college organised special lectures on various topics during 2012-13 as a regular feature.

#### **List of Special Lectures:**

- On 31-07-12 a special legal literacy programme on “Devils of Ranging” was organized in association with Kollegal Advocates association. Sri D. Venkatachala, Advocate was the main speaker.
- On 04-08-2012 in association with inner wheel club, Kollegal a fourth day programme on “Stanyapana Saptaha Karyakrama” was organized. Sri Karune Shree Kiran, Presedent, Inner Wheel Club, Kollegal addressed the students.
- On 08-08-12 a special lecture on “Library awareness” was arranged for incoming students of the year. Sri Srinivasa, Librarian addressed the students.
- On 11-08-12 a special lecture on “Role of Commercial banks in Business Area” was conducted by department of Commerce and Management Prof. Shanmukappa Kodase, was the main speaker.

- On 15-08-12 Sri A.P. Mahadevappa, Department of English addressed the students on occasion of 66th Independence day Celebration.
- On 20-08-12 a special lecture on “Role of Students and Public in Protection of Indian Monuments” was organized by the department of History. Prof. Mahadevaswamy department of History was the main speaker.
- On 27-08-12 on account of Librarian Day 2012 celebrating computerization of library was inaugurated and one special lecture was arranged, Sri S.N. Kumar, Selection grade Librarian, Govt. First Grade College, Mandya was the main speaker.
- On 28-08-12 on occasion of 97th Founder’s Day celebration “Books Exhibition” was arranged.
- On 08-09-12 a special lecture on “Dr. B.R. Ambedkar’s Life History” was organized under the banner “Remember of Indian Great Men”. Sri Ramanna Doddappa Batty from Gadag was the main speaker.
- On 20-10-12 “World Mental Health Day” was celebrated in association with JSS School of Nursing of the campus.
- On 19-11-12 on account of “National Library Week” a special lecture was arranged on “Library then and Now”. Dr. Sowkyam, President and Professor, Library section, Manasagangothri, Mysore addressed the students.
- 12-01-13 on occasion of 150th Birthday celebration of Swamy Vivekananda a special lecture was arranged. Sri Y.R. Subhash, Executive partner, Dotcom Technology, Chamarajanagar was the main speaker.

## 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	3.90 Acre	-	Mgt	3.90 Acre
Class rooms	18	-	Mgt	18
Laboratories (Computer)	01	-	Mgt	01
(Others)	05			5
Seminar Halls	01	-	Mgt	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	4.89536	UGC	-
Others	-	-	-	-

#### 4.2 Computerization of administration and library

Both library and office administration are partly computerized

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	16686	1725601	41	12065	16727	1737606
Reference Books	686	102489	58	10477	744	102966
e-Books			5000	5000	5000	5000
Journals			03	4000		
e-Journals			5000	5000	5000	5000
Digital Database	Easylib library software					
CD & Video	252	15000			252	15000
Others (specify)	152	15200	-	-	152	15200

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres (Laptop)	Office	Departments	Others
Existing	54	26	03	05	03	05	12	-
Added	06	-	-	-	-	-	01	06
Total	60	26	03	05	03	05	12	06

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

Unlimited broad band internet with LAN facility, short term course to students, computer training classes to teachers E-resources-OPAC-Easy Lib Software.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	Nil
ii) Campus Infrastructure and facilities	-
iii) Equipments	3,41,979
iv) Others	-
<b>Total :</b>	<b>3,41,979</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Orientation programmes , Educational Tour programme factory visits, Banks and officers visit, seminars by and for students, students rest room

#### 5.2 Efforts made by the institution for tracking the progression

Alumni association of the college tracks the programmes.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
576	72	-	-

#### (b) No. of students outside the state

NIL

#### (c) No. of international students

NIL

Men	No	%	Women	No	%
	-			100	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
58	144	31	325	01	559	68	182	36	361	01	648

Demand ratio

Dropout % 1.15%

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

Under entry into service (a UGC programme) coaching classes for competitive examination are arranged. Also some faculty members engaged classes for outgoing students about competitive examinations preparation.

No. of students beneficiaries

35

5.5 No. of students qualified in these examinations

NET	<input type="text" value="-"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

5.6 Details of student counselling and career guidance

Special lectures are arranged by career guidance cell students counselling unit arranges guest lecturers. Students are counselled by Doctor from JSs Hospital, 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
-	18 In our sister institution	-	-

5.8 Details of gender sensitization programmes

Awareness programmes and special lecture are arranged by Women Harassment Prevention Cell Etc.

5.9 Students Activities

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

State/ University level	<input type="text" value="15"/>	National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>
-------------------------	---------------------------------	----------------	--------------------------------	---------------------	--------------------------------

No. of students participated in cultural events

State/ University level	<input type="text" value="-"/>	National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>
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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	03	750
Financial support from government	441	17,62,856
Financial support from other sources	26	9885
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: Canteen facility

## Criterion – VI

### 6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

<p><b>VISION</b></p> <ul style="list-style-type: none"><li>➤ To transport the college into a reputed institution of higher education</li><li>➤ To impact quality education</li><li>➤ To earn the status of excellence &amp; autonomy</li><li>➤ To be an instrument of empowering Rural Women,</li></ul> <p><b>MISSION</b></p> <ul style="list-style-type: none"><li>➤ To mould students to have faith in “WORK IN WORSHIP”</li><li>➤ To sharpen their intellect and broaden the outlook.</li><li>➤ To make them self reliant and responsible citizens</li><li>➤ To equip them to face modern challenges.</li></ul>
--

6.2 Does the Institution has a management Information System

JSS Mahavidyapeetha has centralised MIS with the HRMS

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

6.3.1 Curriculum Development

University curriculum

6.3.2 Teaching and Learning

Methods which suit to our students innovative and modernised method.

6.3.3 Examination and Evaluation

Examination committee evaluation by internal assessment for 20 marks  
Open book examination with barcode Decoding valuation for 80 marks  
(theory)

6.3.4 Research and Development

Teachers are encouraged to be involved in R & D, teachers present papers,  
public articles etc.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Computerised library-class room with green board two class room with  
multimedia projects well equipped seminar hall, browsing centre etc.

6.3.6 Human Resource Management

Periodically training programme are conducted by the JSs MVP, Mysore.  
During the year FDA and computer operator were deputed for training  
programme.

6.3.7 Faculty and Staff recruitment

Recruitment is made by the management at the beginning of the academic year  
every year as a regular practice.

6.3.8 Industry Interaction / Collaboration

JSS Multy speciality Hospital, Mysore JSS STEP, Mysore  
JSS RUDESET, Chamarajanagar

6.3.9 Admission of Students

Admission committee, Prospectus, open to all applicants.

6.4 Welfare schemes for

Teaching	MIP, RPF
Non teaching	MIP RPF
Students	Scholarship

6.5 Total corpus fund generated

Collection – 23040-16000  
Depositd to CF -7040

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?

As part of ongoing reforms, University has improved the examination system

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 take part in college activities.
- Alumni arranged special lecture for students
- Alumni offering cash incentive to meritorious students.

#### 6.12 Activities and support from the Parent – Teacher Association

Meeting will be held twice in a year suggestion from PTA are received and meritorious students.

#### 6.13 Development programmes for support staff

Cleanly maintained and quality food canteen rest room pure drinking water.

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

Eco-club is functioning campus is maintained green and plastic less awareness of campus clean is created by special lectures.

## 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.

Muti-Media projectors linkage with the society inter classes participation.

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

enclosed

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

- “Plan your work and work your Plan” Planning of action before taking up the action in every activity of the institution.
- Innovative and latest methods of teaching and learning

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

7.4 Contribution to environmental awareness / protection

Keeping the campus in and around clean, celebration of environmental day, Conducting of special classes and JAthas to create environment pollution protection awareness.

7.5 Whether environmental audit was conducted? Yes  No

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

**Strength**

- Strong support from Management for all quality improvement programmes
- Enthusiastic support from teaching faculty, office staff and the principal

**Weakness**

- Lack of availability of resource person as college is in urban area
- Lack of Ph.D holders, research scholars

**Opportunities**

- Improvement of quality of institutional activities
- Students can be made more competent and marketable in global market

**Threat/Challenges**

- To bring all stake holders into one floor
- Making rural women students to be successful entrepreneur

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

- Conducting of National Level seminar
- Enriching the knowledge of rural students through quality improvement programme
- Encouraging faculty members to attend quality circle so that they can be matured in terms of academic qualities.
- Career oriented programme in taxation.
- Innovating methods of teaching and learning

Name : UMESHA

Name : VIJAYENDRAKUMAR M P

\_\_\_\_\_  
Signature of the Coordinator, IQAC

\_\_\_\_\_  
Signature of the Chairperson, IQAC

\_\_\_\_\_\*\_\*\_\*\_\_\_\_

## **ACADEMIC CALENDAR**

### **ANNEXURE**

#### **PLAN OF ACTION**

##### **JULY 2012**

- College was reopened on 02-07-12
- Admission of students
- Commencing classes on 12-07-12
- Orientation Programme for Freshers
- Orientation Programme by Library
- Registration of NSS Volunteers
- Inauguration of Clubs
- Formation of Committees and cells
- Bridge Course Classes

##### **AUGUST 2012**

- Special Lectures
- Seminars by students
- Departmental meeting
- Celebration of Independence Day
- Governing Council Meeting
- Talents Day
- Welcome Party to freshers
- Bridge course Classes
- IQAC Meeting

##### **SEPTEMBER 2012**

- Founder's Day
- Inter Collegiate Sports and Cultural meet
- Cash incentives to meritorious students
- Teachers Day
- Inauguration Sports and Cultural Forum.
- Special Lectures
- Seminars by students

- NSS weekly programme
- Conducting of tests
- Remedial classes for slow learners

### **OCTOBER 2012**

- Celebration of Gandhi Jayanthi
- Dasara sports at Mysore
- Dasara cultural competition
- Special lectures
- Seminar by students
- NSS weekly programmes
- Conducting tests
- Remedial classes for slow learners

### **NOVEMBER 2012**

- NSS weekly programme
- Viva voce
- Skill development activities
- Internal assessment by evaluation
- Mock examination
- Department meetings
- Examinations
- Remedial classes for slow learners
- Celebration of Kannada Rajyotsava
- IQAC Meeting

### **DECEMBER 2012**

- Conducting of examinations
- Assistance to principal in administration
- Teachers on valuation work
- Teachers deputed for examination (DCS)

### **JANUARY 2013 (Even sem classes beginning 06-01-13)**

- Conducting of examination
- Teachers on valuation work
- Teachers on deputation for examination work
- NSS weekly programmes
- Beginning of extra curriculum activities
- Celebration of Swami Vivekananda Jayanthi
- Celebration of Republic Day

### **FEBRUARY 2013**

- Special lectures
- Seminars by students
- Unit tests
- Skill development activities
- Governing Council Meeting
- Interaction with Alumni
- Departmental Meeting

### **MARCH 2013**

- Special lectures
- Seminar by students
- Departmental meeting
- Unit tests Skill development activities
- Medical services to students
- Activities of Cells
- International Women's Day
- IQAC Meeting

### **APRIL 2013**

- Parents Meeting organization
- Ethnic Day organization
- Annual sports meet
- Celebration of Dr. B.. Ambedkar jayanthi
- Farewell party to outgoing students
- Seminars, special lectures

- Valedictory of sports and cultural meet.
- NSS camp

**MAY 2013 (summer vocation 05-05-13 to 30-06-13)**

- Celebration of May Day
- Finalizing of Internal Assessment
- Viva voce
- Examination

**JUNE 2013**

- Conducting of examinations
- Valuation work
- Deputy Chief superintendent work
- Assistance in Administration.

## **ACADEMIC CALENDAR**

### **ACTION TAKEN**

#### **JULY 2012**

- Orientation programme for freshers was conducted by departments and library and information centre.
- NSS volunteers registration
- Clubs were inaugurated
- Committee and cells were formed
- Conducted bridge course classes by few departments
- Arranged special lecture (31-07-12)

#### **AUGUST 2012**

- Governing council meeting was held (0-08-12)
- Special lecture was arranged (04-08-12)
- Special lecture was arranged (11-08-12)
- Independence was celebrated (15-08-12)
- Special lecture was arranged (20-08-12)
- Special lecture was arranged (28-08-12)
- Talents Day was celebrated (17-08-12)
- Library Day was celebrated (27-08-12)
- IQAC Meeting convened (27-08-12)
- Welcome function to freshers was held (25-08-12)
- Inter College sports & cultural meet was held (28-08-12)
- NSS volunteers cleaned Chowdeshwari Temple (16-08-12)

#### **SEPTEMBER 2012**

- Special lecture was arranged (08-09-12)
- Founder's Day was celebrated (07-09-12)
- Cultural & Sports Forum was inaugurated (07-09-12)
- Cash incentives to meritorious students (07-09-12)
- Teachers Day was celebrated (05-09-12)
- NSS weekly programmes were held on Saturdays

- Remedial classes were taken
- Tests and skill development activities were done.

## **OCTOBER 2012**

- Gandhi Jayanthi was celebrated (02-10-12)
- Students participated at Dasara sports (01-10-12)
- Students participated at Dasara sports (01-10-12)
- World mental Health Day was celebrated (20-10-12)
- Tests, remedial classes, seminars by students were conducted
- NSS regular activities were done on Saturdays
- Felicitation and welcome to employees who were transferred(31-10-12)

## **NOVEMBER 2012**

- Kannada Rajyotsava celebrated (01-11-2)
- Special lecture was organized (19-11-12)
- Mock examination was conducted
- Conducted remedial classes for slow learners
- Examinations began on 15-11-12
- IQAC Meeting convened (19-11-12)
- Evaluation by internal assessment done

## **DECEMBER 2012**

- Examinations were conducted
- Valuation work was done

## **JANUARY 2012**

- 150<sup>th</sup> Birthday celebration of Swami Vivekanada (12-01-13)
- Republic Day was celebrated (26-01-13)
- Extracurricular activities began

## **FEBRUARY 2013**

- Seminars by students were arranged by departments
- NSS programme were conducted
- 17<sup>th</sup> governing council meeting was held (25-02-13)
- Interaction with Alumni was organized 927-02-13)

### **MARCH 2013**

- Medical service to students by JSS hospital Doctors (04-03-13)
- International Women's Day was Celebrated (08-03-13)
- Special lectures were organized by cells
- IQAC Meeting convened (16-03-13)

### **APRIL 2013**

- Parents meeting was held (02-04-13)
- Ethnic Day was held (10-04-13)
- Dr. B.R. Ambedkar Jayanthi was celebrated (14-04-13)
- Farewell Party to outgoing students was held (25-04-13)
- Valedictory of sports and Cultural Forum was held (26-04-13)
- Remedial classes, seminars by students tests etc. were undertaken

### **MAY 2013**

- May Day celebrated (01-05-13)
- Mock examination was conducted
- Internal assessment was finalized by teachers.

### **JUNE 2013**

- Examinations were conducted.