

*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 ([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, KOLELGA

1.2 Address Line 1

Vidyanagar, Kollegal

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. Vijayendra Kumar

Tel. No. with STD Code:

08224-252149

Mobile:

9449272659

Name of the IQAC Co-ordinator:

Umesha

Mobile:

9480244096

IQAC e-mail address:

umeshmudigundam@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	B <sup>+</sup>			5 years
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*)

2013-14

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)

Certificate Oriented (Add on Course)  
 1. Insurance Management 2. Secretarial Management

1.11 Name of the Affiliating University (for the Colleges)

University of Mysore, Mysore

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

Autonomy by State/Central Govt. / University	<input type="text" value="No"/>		
University with Potential for Excellence	<input type="text" value="No"/>	UGC-CPE	<input type="text" value="No"/>
DST Star Scheme	<input type="text" value="No"/>	UGC-CE	<input type="text" value="No"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text" value="No"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other ( <i>Specify</i> )	<input type="text"/>
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="02"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="02"/>
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="02"/>
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

IQAC insists all teachers to have their plan of action in the beginning of every semester and get it approved this practice has enhanced sector teaching learning environment in the college

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
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	02	01	-	-
Certificate	02	-	-	01
Others	-	-	-	02
<b>Total</b>	10	01	03	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	08
Trimester	-
Annual	-

1.3 Feedback from stakeholders\* *(On all aspects)* Alumni  Parents  Employers  Students

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+01)	-	-

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

2.5 Faculty participation in conferences and symposia:

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

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

- |                   |  |                          |
|-------------------|--|--------------------------|
| 1. Mentorship     | 2. Remedial Classes for slow learners                    | 3. Bridge Course Classes |
| 4. Spoken English | 5. Special Lecturer & Discussion session on topic issues |                          |

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

189

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

2.10 Average percentage of attendance of students

95%

2.11 Course/Programme wise  
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com	58	15	35	5	-	95%
BBM	30	01	15	06	-	73%
BA	89	06	65	10	-	91%

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

- a) Feedback from students                      b) Continuous Evaluation                      c) Periodical Meetings

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.	04
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	08	06	-	-
Technical Staff	-	-	-	04

## Criterion – III

### 3. Research, Consultancy and Extension

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

- Encourages faculty members to attend research related workshop
- Encouraging various department to apply proposal for conducting seminar, conference, workshop
- Encouraging teachers to apply for minor research project

#### 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	-	Two	-
Non-Peer Review Journals	Two	-	-
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

01

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

20

Any other

20

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

**Annexure Enclosed**

## 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 area	-	Mgt	3.90 Area
Class rooms	18	-	Mgt	18
Laboratories (Computer) (Other Department)	01 05	-	Mgt	01 05
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)	-	1,30,400-00	UGC	-
Others	-	-	-	-

#### 4.2 Computerization of administration and library

Library is computerised. All books are bar-coded with latest technology inflibnet-browsing centre facility

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	16727	1737606	741	153949	17468	1891555
Reference Books	-	-	-	-	-	-
e-Books	5000	5000	-	-	5000	5000
Journals			9	26465	81	26465
e-Journals	5000	5000			5000	5000
Digital Database	-	-	-	-	-	-
CD & Video	250	15000	-	-	-	15000
Maps	40	6200	-	-	-	6200
Project Paper	-	-	-	-	-	-
Board value journals	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet SRI	Browsing Centres	Laptops	Office	Departments	Others
Existing	66	26	03	05	03	05	12	12
Added	-	-	-	-	-	-	-	-
Total	66	26	03	05	03	05	12	12

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

Broad Band internet with LAN facility College is always happy in providing training to teachers, short term course are offered to students and out side women, e-resources, OPAC, Easylib software

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

i) ICT	NIL
ii) Campus Infrastructure and facilities	-
iii) Equipments	3,12,500
iv) Others	-
<b>Total :</b>	<b>3,12,500</b>

## Criterion – V

### 5. Student Support and Progression

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

Special lectures are arranged by inviting various experts orientation programme was conducted in association with library and information centre, bridge course classes, remedial classes , coaching classes under entry in service.

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

The college has alumni association. It is actively tracking the programs

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

5.3 (a) Total Number of students 

612	86		
-----	----	--	--

(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
68	182	36	361	01	648	49	213	43	392	01	698
Demand ratio					Dropout %						

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

The College PG department has programmes called training to face competitive exams under UGC guidelines

No. of students beneficiaries 

40
----

5.5 No. of students qualified in these examinations

NET 

-
---

 SET/SLET 

-
---

 GATE 

-
---

 CAT 

-
---

IAS/IPS etc 

-
---

 State PSC 

-
---

 UPSC 

-
---

 Others 

-
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5.6 Details of student counselling and career guidance

The college has career and counselling cell, Placement cell and Career guidance and redressal cell which effectively functions for the benefit of students.

No. of students benefitted 

30
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### 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
-	Facilitated 20 students for campus interview at sister institutions at Mysore	-	30

### 5.8 Details of gender sensitization programmes

Women harassment Prevention cell conducts Women right awareness programme, etc.

### 5.9 Students Activities

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

State/ University level	26	National level	-	International level	-
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#### No. of students participated in cultural events

State/ University level	13	National level	-	International level	-
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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	-
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Cultural: State/ University level	-	National level	-	International level	-
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### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	03	750-00
Financial support from government	441	17,62,856-00
Financial support from other sources	26	9,885-00
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: New Sports room and Geography Lab

## 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>
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6.2 Does the Institution has a management Information System

JSS MVP has centralised MS with the HRMS
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6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

University curricular has to be adopted as college is affiliated to university of Mysore
--

6.3.2 Teaching and Learning

Lecture method traditional method ICT based institutional methods are also used
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### 6.3.3 Examination and Evaluation

Examination committee looks after. Evaluation is as per the university regulations open book examination with bar code college evaluation is only for 20 marks (internal assessment)

### 6.3.4 Research and Development

Teachers are encouraged always to get research activities. Many of faculty members have presented papers in seminars. College encourages to develop research aptitude

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

Library is computerised- class rooms with green board, one class room with smart board, two class rooms with PPT facility, Gymnastic equipments etc.

### 6.3.6 Human Resource Management

Interest and competencies of the staff members are always considered and respected and periodical training programme and refresher courses are conducted by JSS management and employees are deputed to such programme conducted in university & Autonomous colleges

### 6.3.7 Faculty and Staff recruitment

An and when vacancy arises it is immediately filled by the management

### 6.3.8 Industry Interaction / Collaboration

Collaboration with JSS multi speciality hospital, JSS STEP, Mysore, JSS RUDSET, Chamarajanagar.

### 6.3.9 Admission of Students

Admission is transparent open to all admission committee of the college looks after it.

## 6.4 Welfare schemes for

Teaching	RPF, MIP, Festival Advance, Loans, compensatory jobs, Concession in Medical Benefit
Non teaching	RPF, MIP, Festival Advance, Loans, compensatory jobs, Concession in Medical Benefit
Students	Scholarships , cash incentives.

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?

The university has improved the examination system from time to time as part of ongoing reforms.

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

-

6.11 Activities and support from the Alumni Association

Alumni actively takes part in college activities. Special lectures are arranged in association with alumni association. Alumni Association has been awarding cash incentive to highest marks scorers in first Year , BA, B.Com, BBM programmes.

6.12 Activities and support from the Parent – Teacher Association

Parent teachers association meetings will be held twice in every year. The valuable suggestions offered by the PTA are implemented by the college

6.13 Development programmes for support staff

College is green campus plastic less having big cycle stand –cleanly maintained spacious canteen etc.

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

Eco club of the college from geography department has been attempting to make the campus clean and green.

## 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.

Inter action session between PG and UG students on different topics of the syllabi. This has increased confidential level of students and better communication skill and better public relations impact.

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

Annexure Enclosed

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

1. A Candid appeal by principal “please tell us our mistake and weakness directly and we will try to improve our performances. If any appreciation to be told, tell it to others .
2. Continuous evaluation by students and their feed back

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

7.4 Contribution to environmental awareness / protection

Campus plantations campus cleaning by NSS volunteers development and maintainance of garden. Organising environmental day and creation of awareness in the society.

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, Teaching community, students community and local community for all quality improvement programmes

**Weakness**

- College is in semi-urban and faraway from Mysore city. Resource persons are not willing to come to the college when-ever they are requested for quality improvement programmes.

**Opportunities**

- Making the rural women to be successful entrepreneurs and self reliant

**Threat/Challenges**

- To bring all stake holders into one floor

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

- Introduction of B.Sc programme
- Consolidated action by the college on plans of the individual department.
- To extend sports infrastructure, laboratory infrastructure, library infrastructure
- To proving ramp facility.
- To facilitate some more class rooms with ICT facility.
- To have some other certificate oriented (Add on) courses in Taxation, Marketing, , Human Resources .
- To strengthen the activities of different clubs and forums, communication and soft skills of students etc.
- Linkage with the society: The college strongly believes that intimate interaction with stake holders will bring desired results. Accordingly the principal, teachers and other employees of the college use all the opportunities to mix with the state holders and understand their feelings and take action on that basis.

Name:           UMESHA          

Name :           M. P. VIJAYENDRAKUMAR          

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

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

## Annexure

### Extension Activities and institution Social Responsibility related to activities of the college

- College extended its support to Joint Director of Collegiate Education, Mysore and JSS College for WOMEN, Chamarajanagar in conducting workshop on **“Importance of Work Plan for Academic Year 2013-14”** (15-07-13)
- Parents meeting was convened for finding solutions for their grievances (20-07-13)
- Orientation programme was convened by Department of Commerce (27-07-13)
- Orientation programme was convened by Library & Information Centre
- Independence Day was celebrated in association with Alumni (15-08-13)
- Taluk Level inter collegiate sports & cultural meet was held(28-08-13)
- Cultural competition for Alumni was held (28-08-13)
- In collaboration with Karnataka State Science Academy a programme for students and Public on **“Secrets of Achievements”** was held (03-08-13)
- A meditation programme jointly with a **“Women Self Help Group”** (Akkana Balaga) was organised for the benefit of the public (02-09-13)
- Founder’s Day was celebrated and cash incentives were given to meritorious students. Alumni joined on that occasion.
- Teachers’ Day was celebrated. A few alumni teachers were felicitated (05-09-13)
- Awareness of Women Harassment Prevention Act programme was arranged by conducting jatha together with NSS volunteers . (20-09-13)
- Swamy Vivekananda Jayanthi function was held (28-09-13)
- Gandhi Jayanthi was celebrated (02-10-13)
- NSS Programme at Mudigundam 5 km away from the college (02-10-13)
- Kannada Rajyotsava was celebrated (01-11-13)
- Medical service to students by Doctors of JSS Medical College, Mysore (22-02-14)
- Counselling of students by Doctors was arranged (22-02-14)
- International Women’s Day was celebrated (08-03-14)
- NSS programme, **“Tree Plantation”** was organised by unit at premises of Govt S. M. College, Kollegal
- Parents-Teachers meeting was held and their valuable suggestions were obtained (2-04-14)
- Ethnic Day was arranged so that students are induced for looking into Indian better culture (6-4-14)
- Dr. B.R. Ambedkar Jayanthi was celebrated (14-04-14)
- Voting Awareness Programme in association with Election Department of Govt. of Karnataka was held by conducting a big jatha by our students. Alumni also took part (14-03-14)
  - Development committee meeting of heads of institutions of the taluk was held under the chairmanship of the Principal (08-03-14)

## **ACADEMIC CALENDAR**

### **ANNEXURE**

#### **PLAN OF ACTION**

##### **JULY 2013**

- Valuation work at University of Mysore
- Beginning of odd semester (11-07-13)
- Orientation programme for freshers
- Registration procedure for NSS
- Welcome function by seniors to juniors.
- Special lectures.
- Admission to PG course
- Parents meeting
- IQAC Meeting

##### **AUGUST 2013**

- Special Lectures
- Inter classes competition
- Weekly programme by NSS
- Activities by cells
- 18<sup>th</sup> Governing Council Meeting
- Independence day celebration.
- Alumni Interaction.
- IQAC Meeting

##### **SEPTEMBER 2013**

- Special Lectures
- Inter college sports and cultural competition
- Founder's Day
- Students forum inauguration
- Teachers Day
- Interaction with Alumni.
- Weekly programme of NSS
- Quality improvement programmes teachers to attend unit teat
- Remedial class for slow learners.

### **OCTOBER 2013**

- Gandhi Jayanthi celebration
- Special lecture
- Quality enrichment programme to teacher's unit test, skill development activities.
- Factory visits, bank visits
- Cell activities.
- NSS weekly programme
- Remedial classes for slow learners.

### **NOVEMBER 2013**

- Kannada Rajyotsava celebration.
- Special lectures
- Student seminars
- Odd semester classes end on 11-11-12
- University examination
- Evaluation by internal assessment
- Conducting viva voce

### **DECEMBER 2013**

- Examination work.
- UGC proposals follow up.
- Valuation at university of Mysore.

### **JANUARY 2014**

- University valuation work
- Even sem classes begin on 15-01-14
- Cell activities
- IQAC Meeting

### **FEBRUARY 2014**

- 19<sup>th</sup> Governing Council Meeting
- Medical service by Doctors from JSS Hospital, Mysore
- Students counseling by Doctors
- Education tour Programme

- NSS special camp
- Quality improvement programme

### **MARCH 2014**

- International Women's Day
- Special lectures
- Unit tests
- Skill activities
- Mock examinations.
- IQAC Meeting

### **APRIL 2014**

- Educational Tour Programme.
- Conducting Viva Voce.
- Conducting of unit tests.
- Evaluation by Internal Assessment.
- Parents' meeting.
- Ethnic Day.
- Annual Sports.
- Dr. B.R. Ambedkar Jayanthi celebration.
- Send off party to outgoing students.
- Valedictory of Students Cultural and Sports Forum.
- Remedial Classes for Slow learners.
- Practical Examination
- Alumni Interaction.

### **MAY 2014**

- Summer vocation begins on 05-05-13.
- University examinations.

### **JUNE 2014**

- University examinations
- Issue of applications and prospectus.
- Admission Process.

## **ACADEMIC CALENDAR**

### **ACTION TAKEN**

#### **JULY 2013- (Odd seem Classes begins on 12-07-13)**

- Valuation work done at University of Mysore, Mysore
- On 15-07-13 Teachers attend workshop at JSS college for women, Chamarajanagar
- On 20-07-13 Parents meeting was arranged
- On 26-07-13 A.P. Mahadevappa, M.M Mohana attend workshop at JSS Polytechnic, Mysore
- On 27-07-13 Orientation Programme by department of Commerce & Management.
- Conducted orientation programmes by departments.
- IQAC Meeting convened on 20-07-13

#### **AUGUST 2013**

- On 01-08-13 Orientation programme by library and information centre
- On 03-08-13 special lecture programme by Karnataka State Science Academy was arranged
- On 08-08-13 18<sup>th</sup> Governing Council Meeting was held
- On 15-08-13 Independence Day was celebrated organized by Alumni.
- On 21-08-13 Talents Day was conducted
- On 27-08-13 Welcome function was held for I Year Students
- On 28-08-13 Inter college Sports and Cultural meet was held
- On 28-08-13 competition for Alumni were held.
- On 30-08-13 Special Lecture by Sahitya sangama.
- IQAC Meeting convened on 21-08-13

#### **SEPTEMBER 2013**

- On 02-09-13 a Meditation programme by Prof. K. Varahamurthy
- On 04-09-13 Founder's Day was celebrated in association with Alumni.
- On 04-09-13 Inauguration of students Sports and Cultural Forum.
- On 05-09-13 Teachers Day was celebrated in association with alumni.

- On 12-09-13 Office staff attended training programme at Maharajan's College, Mysore
- On 20-09-13 a special lecture on **“Indian Banks and Financial Inclusion”** was arranged by department of Commerce.
- On 21-09-13 a special lecture on skill development by commerce department was arranged.
- On 26-09-13 get together function by PG students.
- On 28-09-14 Celebration of 150<sup>th</sup> Jayanthi Programme of Swami Vivekananda.

### **OCTOBER 2013**

- Gandhi Jayanthi was celebrated.
- Special Lecture was arranged by department of Economics on Capital Market
- NSS volunteers had Ganesha Temple cleaning programme at Mudigundam, 5 km away from college.
- Students participated Dasara Sports at Mysore.
- Students seminars were conducted.
- Conducted Remedial Classes for slow learners.

### **NOVEMBER 2013 - (Odd seem classes ended on 11-11-13)**

- On 01-11-13 Kannada Rajyotsava function was celebrated
- Viva was conducted by Commerce and Management students
- Mock Examination was conducted
- Students Internal Assessment evaluation.
- (Mid-term vocation from 12-11-13 to 12-01-14)

### **DECEMBER 2013**

- Examination work (theory)
- Valuation work (theory)

### **JANUARY 2014 - (Even sem Classes beginning on 15-01-14)**

- Valuation work at University of Mysore, Mysore.
- IQAC Meeting convened on 22-01-14

## **FEBRURAY 2014**

- On 03-02-14 a special lecture was arranged by Kannada Department
- On 10-02-14 19<sup>th</sup> Governing Council meeting was held
- On 17-02-14 a special lecture was arranged
- On 22-02-14 Medical service by Doctors JSS Hospital , Mysore

## **MARCH 2014**

- On 08-03-14 International Women's Day was celebrated
- On 15-03-14 a special lecture was conducted
- On 16-03-14 NSS Regular service was conducted.
- On 14-03-14 IQAC Meeting conducted.

## **APRIL 2014**

- Educational Tour was conducted by History and Commerce department on 11-04-20013
- Unit tests and viva voce for internal assessment were conducted
- On 02-04-13 Parents meeting was held
- On 06-04-13 Ethnic day was held
- On 12-04-13 Annual Sports conducted
- On 14-04-13 Dr. Dr. B.R. Ambedkar Jayanthi conduct
- On 25-04-13 send off function was held
- On 26-04-13 valedictory of students sports & cultural forum.
- Conducted Remedial Classes.
- Alumni meeting was held.
- Practical examination held.

## **MAY 2014**

- Examination work done

## **JUNE 2014**

- Examination work done
- Valuation work done at University of Mysore.