

# 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:	UMESHA
Tel. No. with STD Code:	08224-252149
Mobile:	9480244096

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

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

1.4 Website address:

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				
2	2 <sup>nd</sup> Cycle	B <sup>+</sup>	2.31	2015-16	5 years
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

1.7 AQAR for the year (for example 2010-11[[]])

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)  
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, Mysuru

## 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="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="12"/>
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

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

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## 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
Others	02			
<b>Total</b>	<b>08</b>		<b>03</b>	<b>02</b>
Interdisciplinary				
Innovative				

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

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

Pattern	Number of programmes
Semester	20
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
	07	04	03	-	-

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
-	05	-	01	-	-	-	-	-	06

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	-	-	12
Presented papers	02	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

201

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

-

-

05

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	64	18	34	02	05	92%
BBM	44	02	24	04	03	75%
BA	68	02	22	13	29	91.30%

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	01
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	02
Staff training conducted by other institutions	14
Summer / Winter schools, Workshops, etc.	12
Others	03

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	06	08	-	08
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 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	-	-	01	-
Outlay in Rs. Lakhs	-	-	-	-

#### 3.4 Details on research publications

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

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

#### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges

Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	-
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

01
05

3.19 No. of Ph.D. awarded by faculty from the Institution

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3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF	-	SRF	-	Project Fellows	-	Any other	-
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3.21 No. of students Participated in NSS events:

University level	02	State level	-
National level	-	International level	-

3.22 No. of students participated in NCC events:

University level	-	State level	-
National level	-	International level	-

3.23 No. of Awards won in NSS:

University level	-	State level	-
National level	-	International level	-

3.24 No. of Awards won in NCC:

University level	-	State level	-
National level	-	International level	-

3.25 No. of Extension activities organized

University forum	-	College forum	
NCC	-	NSS	
		Any other	10

### 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.
- World Social Day celebrations are conducted by organising special lecture by experts.
- In September 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.
- Faculty members participated in local authority election CMCC as presiding officers and polling officers.
- NSS wing, Alumni Association and the college organised special lecture on various topics during as a regular feature.

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

- On 07-08-15 a special lecture on “ Human Right Education” was conducted by department of Political Science. Smt Sandhya Mangalore was the main speaker.
- On 09-09-15a special lecture on “ Formers Suicide & Problems” was conducted by department of Economics. Prof. K M Veeraiah, Director (KSOU), Mysuru was the main speaker.
- On 08-10-15 a UGC sponsored state level one day seminar on “Enforcement of Human Rights for Women & Children’s” was conducted by department of Political Science.
- On 30-01-16 a special lecture on “Computer Fundamentals” was conducted by department of Computer Science. Sri D. Adithya Raman, President, Naragunda Foundation of Education trust, Kollegal was the main speaker.

**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	3.9 Acres	-	Mgt	3.9
Class rooms	18+2	-	-	2
Laboratories (Computer) (Other Department)	05	-	Mgt	05
Seminar Halls	01	-	-	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	43,490	UGC	43,490
Others	-	88,925	UGC	88,925

4.2 Computerization of administration and library

Both Library and Office administration are Computerised
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4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	17806	1942	301	238	74385	18044
2016686	-	-	-	-	-	-
e-Books	Yes	5750	-	5750	-	5750
Journals	43	222045	-	-	43	222045
e-Journals	Yes	5750	-	550	-	5750
Digital Database	-	-	-	-	-	-
CD & Video	295	16959	17	2344	312	19303
Maps	41	6510	-	-	41	6510
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	83	30	04	-	04	08	15	20
Added	08	-	-	-	01	-	-	-
Total	91	30	04	-	05	08	15	20

#### 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	99,210-00
iv) Others	
<b>Total :</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

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

UG	PG	Ph. D.	Others
598	69		

(b) No. of students outside the state

-

(c) No. of international students

-

Men		No	%		No	%
		-		Women	-	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
41	229	64	403	-	737	36	195	57	379	-	667
Demand ratio						Dropout % -9.50					

#### 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  
Training Classes to preparing competitive exam(NET & KSET) other are conducted.

No. of students beneficiaries

#### 5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT

IAS/IPS etc  State PSC  UPSC  Others

### 5.6 Details of student counselling and career guidance

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

-

### 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
01	65	10	25

### 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

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	250	12,37,543
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: New Sports room and Geography Lab , New Gim room & New Restroom

## 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 top 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 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

#### 6.3.8 Industry Interaction / Collaboration

JSS Multy speciality Hospital, Mysore JSS STEP, Mysore, JSS RUDSET, Chaarajanagar

#### 6.3.9 Admission of Students

Admission committee, Prospectus, open to all applicants.

### 6.4 Welfare schemes for

Teaching	MIP PF, Gratuity
Non teaching	MIP PF, Gratuity
Students	Scholarship, Endowment, Financial Assistance

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

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

6.12 Activities and support from the Parent – Teacher Association

Meeting will be held twice in a year suggestion and grievance from parents are viewed and redressed

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 clean plastic less of campus well maintained garden ect.

## 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 partipation.

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*)

1. Creation of Awareness among students about clean and Green Campus.
2. Technology enabled teaching and learning process.

*\*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, Condcting of special classes and JAthas to creat 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
- Enthuastic 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 competable 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 seminars and workshop
- Enriching the knowledge of rural students through quality improvement programmes.
- Encouraging faculty members to attend quality circle so that they can be matured in terms of academic qualities.
- Career oriented programme in Indian Culture.
- Innovating methods of teaching and learning

*Name Dr.M Prabhu*

*Name Prof.Umesha*

*Signature of the Coordinator, IQAC*

*Signature of the Chairperson, IQAC*

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



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

## **Introduction**

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

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

## **Objective**

*The primary aim of IQAC is*

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

## **Strategies**

*IQAC shall evolve mechanisms and procedures for*

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) The relevance and quality of academic and research programmes;

- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

## **Functions**

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

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

## **Benefits**

*IQAC will facilitate / contribute*

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;
- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

## **Composition of the IQAC**

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

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

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

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

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

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

## **The role of coordinator**

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

## **Operational Features of the IQAC**

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

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

## **Monitoring Mechanism**

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

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

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

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail ([naac.aqar@gmail.com](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

**ACADEMIC CALENDAR  
ANNEXURE  
PLAN OF ACTION**

**JULY 2015**

- College was reopened on 29.6.2015
- Admission of students
- Commencing classes on 1.7.2016
- Orientation Programme for Freshers
- Orientation Programme by Library
- Registration of NSS Volunteers
- Inauguration of Clubs
- Formation of Committees and cells
- Bridge Course Classes

**AUGUST 2015**

- 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 2015**

- 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 2015**

- 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 2015**

- 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 2015**

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

## **JANUARY 2016 (Even sem classes beginning 1.1.2016)**

- 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 2016**

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

## **MARCH 2016**

- 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 2016**

- 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 2016 (summer vocation 1.5.2016 to 28.6.2016)**

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

## **JUNE 2016**

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

## **ACADEMIC CALENDAR**

### **ACTION TAKEN**

#### **JULY 2015**

- 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
- Health check-up programme
- World Population Day Celebration(15.7.2015)

#### **AUGUST 2015**

- Governing council meeting was held
- Special lecture was arranged
- Special lecture was arranged
- Independence was celebrated (15-08-15)
- Talents Day was celebrated (17-08-15)
- Library Day was celebrated (27-08-15)
- IQAC Meeting convened (27-08-15)
- Welcome function to freshers was held
- Inter College sports & cultural meet was held
- National Sport Day Celebration(30.8.2015)

#### **SEPTEMBER 2015**

- Special lecture was arranged
- Cultural & Sports Forum was inaugurated (20.9.2015)
- Cash incentives to meritorious students
- Teachers Day was celebrated (05-09-15)
- NSS weekly programmes were held on Saturdays
- Remedial classes were taken
- Tests and skill development activities were done.



## **OCTOBER2015**

- Gandhi Jayanthi was celebrated (02-10-15)
- Students participated at Dasara sports
- World Food Day Celebration(20.10.2015)
- Students participated at Dasara sports
- World mental Health Day was celebrated (20-10-15)
- Tests, remedial classes, seminars by students were conducted
- NSS regular activities were done on Saturdays

## **NOVEMBER 2015**

- Kannada Rajyotsava celebrated (01-11-15)
- Special lecture was organized
- Mock examination was conducted

## **DECEMBER 2015**

- Examinations were conducted
- Valuation work was done

## **JANUARY 2016**

- 153<sup>th</sup> Birthday celebration of Swami Vivekanada (12-01-16)
- Subash Chandra Bose Birthday Celebration(23.1.2016)
- Republic Day was celebrated (26-01-16)
- Extracurricular activities began

## **FEBUARY 2016**

- Seminars by students were arranged by departments
- NSS programme were conducted
- 24<sup>th</sup> governing council meeting was held
- Interaction with Alumni was organized

## **MARCH 2016**

- Medical service to students by JSS hospital Doctors
- International Women's Day was Celebrated (08-03-16)
- Special lectures were organized by cells
- IQAC Meeting convened (16-03-16)
- World Book Day Celebrated(30.3.2016)

## **APRIL 2016**

- Parents meeting was held
- Ethnic Day was held (10-04-16)
- Dr. B.R. Ambedkar Jayanthi was celebrated (14-04-16)
- Farewell Party to outgoing students was held (26.4.2016)
- Valedictory of sports and Cultural Forum was held
- Remedial classes, seminars by students tests etc. were undertaken
- Special Lecture was organized

## **MAY 2016**

- May Day celebrated (01-05-16)
- Mock examination was conducted
- Internal assessment was finalized by teachers.

## **JUNE 2016**

- Examinations were conducted.