Guidelines for the Creation of the

Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

(Revised in October 2013)

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

- *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*

- *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

- *To undertake quality-related research studies, consultancy and training programmes, and*

- *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- ➢ *Contributing to National Development*
- ➢ *Fostering Global Competencies among Students*
- ➢ *Inculcating a Value System among Students*
- ➢ *Promoting the Use of Technology*
- ➢ *Quest for Excellence*

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Introduction

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

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

Objective
The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies
IQAC shall evolve mechanisms and procedures for
  a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) The relevance and quality of academic and research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

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

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution

2. A few senior administrative officers

3. Three to eight teachers

4. One member from the Management

5. One/two nominees from local society, Students and Alumni

6. One/two nominees from Employers /Industrialists/stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

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

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

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

- It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

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

Operational Features of the IQAC

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

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

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

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

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

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name or EC number. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

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).*

VET FIRST GRADE COLLEGE

Affiliated to Bangalore University, Listed u/s UGC NAAC accredited with 'B' Grade

From the Management desk

1. Vasavi Educational Trust came into existence under the dynamic leadership of Sri. B .V. Rathnaiah Setty, The Founder President of the trust in the year1979.His visionary, innovative and progressive ideals motivated like minded people from various field to join hands with him to put forward to provide quality education. The goal of VET is to provide quality education and enrichment of our cultural heritage, to the students from all walks of life.

2. The activities of the Trust began in late 70's by starting VET Nursery and Primary School at Visveshwarapuram with just 8 students is enshrined in the Trust's success story of the last three decades. Over the years, the Trust has achieved considerable growth by establishing Nursery, Primary, and High School, PU College, Polytechnic and First Grade College at J P Nagar and a full fledged school up to 10 standard at Visveswarapuram. Thus a child joining VET Institutions at the age of 3 years can now aspire to come out as post graduate or a Diploma holder with full confidence and preparedness to face the challenges of life, ready for employment.

Principal's Desk

V.E.T. First Grade College Started in 1996belives in identifying the urge of learners emphasises the role f education by promoting values and attitudes of responsible citizen and in nurturing creative and emotional development towards the society through theoretical and practical knowledge. It gives equal importance to overall development of the students through curricular, co- curricular and extra- curricular activities. Students are monitored and assessed to achieve quality education and knowledge.

Part – A

AQAR for the year *(for example 2013-14)* | 2015-16 |

1. Details of the Institution

1.1 Name of the Institution

| VET First Grade College |

1.2 Address Line 1

| #18, 14th Main, |

Address Line 2

| J.P. Nagar 2nd Phase, |

City/Town

| Bangalore |

State

| Karnataka |

Pin Code

| 560078 |

Institution e-mail address

| vetfgc@rediffmail.com |

Contact Nos.

| 080-26586808 |

Name of the Head of the Institution:

| Prof. R. Parvathi |

Tel. No. with STD Code:

| 080-26586808, 080-26491572 |

Mobile:

9844232545

Name of the IQAC Co-ordinator:

Asst. Prof. R. Shilpa

Mobile:

9880797681

IQAC e-mail address:

vetiqac@gmail.com

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

MHCOGN-14985

OR

1.4 **NAAC Executive Committee No. & Date:**
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC/66/A&A/003

1.5 Website address:

www.vetinst.org

Web-link of the AQAR:

http://www.vetinst.org/AQAR2015-16.doc

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.72	2013	5 Years
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

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

17/12/2010

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

    i.   AQAR 2014-15 Submitted on 25/05/2015
    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 Courses |

1.11 Name of the Affiliating University *(for the Colleges)* | Bangalore University |

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   -   UGC-CPE   -

DST Star Scheme   -   UGC-CE   -

UGC-Special Assistance Programme   -   DST-FIST   -

UGC-Innovative PG programmes   -   Any other (*Specify*)   -

UGC-COP Programmes   -

2. IQAC Composition and Activities

2.1 No. of Teachers   07

2.2 No. of Administrative/Technical staff   02

2.3 No. of students   03

2.4 No. of Management representatives   01

2.5 No. of Alumni   02

2. 6 No. of any other stakeholder and

   community representatives   01

2.7 No. of Employers/ Industrialists   01

2.8 No. of other External Experts   01

2.9 Total No. of members   18

2.10 No. of IQAC meetings held   02

2.11 No. of meetings with various stakeholders: No. | 02 | Faculty | 02 |

Non-Teaching Staff Students | 02 | Alumni | 02 | Others | 02 |

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

If yes, mention the amount | - |

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 4 | International | - | National | - | State | 1 | Institution Level | 3 |

2.14 Significant Activities and contributions made by IQAC

> Introduction of quality related programme, motivating faculty to pursue Ph.D, motivating students to ICT based learning in its regular classes.

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
To improve quality of teaching and increase pass percentage.	Innovative teaching methods are continued, two AV rooms have been developed. Students undergo in plant training and field trips. A visit to Radhamani Industries, Jigani, Decan Herald Printing Press.
To improve the quality of career guidance cell.	More emphasis were given for Career orientation programmes and organised workshops, seminars and Special lectures were organized. The topics covered were Financial Analysis & Security, Plan CADD NEXT, Internships Project, Digital India, Customer Relation Management, Business

	Management, Engineering Problem Solving & Analytical skills, Presentation Skill, Group Discussion, The power of Concentration, Motivation I am a Winner, were some of the topics conducted during this academic year.
To identify the slow learners provide them remedial coaching.	Coaching was given to slow learners after college hours.
To counsel students	Class teachers were made course wise batch of 25 students were allotted to individual teachers for mentoring and counselling.
To equip the library	Books purchased worth Rs.1,35,937/- (572 Books) No. Of news paper subscribed-13 Magazine-15 Journal-06 were enhanced.
To increase the ICT facility to staff and students.	• 20 Computers for faculties were installed. • 02 LCD Projectors to class rooms were purchased.
To increase accommodation for class room and laboratories.	04 news rooms were added for PG Course along with staff rooms and meeting halls.
To motivate students and teachers participation in seminars and publications.	• Staff and students were sent to attend National/State level conference sponsored by institution. • Seminar, Papers were presented and also published by 1. Prof. R. Parvathi 2. Asst. Prof. Riyaz Khan 3. Asst. Prof. B.J. Prathima 4. Asst. Prof. Narayan Swamy. S. G.

To offer short term Certificate Courses to provide theoretical and practical knowledge.	• CPT Crash Course • Tally ERP. 9 Version • Fevicryl/hobby idea • Fashion Accessories
Establishment of new courses and enhancement of intake	• Introduced M.Com in 2014-15 • Post Graduation Diploma in Business administration started in 2014-15. • Received permanent affiliation to B.Com and BCA • B.Com seats intake enhanced from 140 to 200 seats, BCA 40 to 60 seats.
Physical education to conduct various sports activities and to depute the students to national and state level sports competition. To conduct inter college sports activities	• Inter class sports activities like Kho-Kho, Throw ball, volley ball, were conducted along with other field events. • Many students were sent to participate in inter college sports competition and also competition held at University level. • Inter collegiate Tennis ball cricket tournament conducted.
Social activities By NSS Students-Special activities. General activities by all students.	• Organized 7 days NSS Camp at Dhavsandra, Kanakapura taluk, Bangalore • Organised Blood donation camp. • Organized rally for safety of women/Girl Child. • Environmental Day planting trees. • Martyrs Day was observed.

   Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body   Yes [√]   No [ ]

   Management [√]   Syndicate [-]   Any other body [ ]

   Provide the details of the action taken

Refer above question 2.15 achievements which have been implemented.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	-	1	1	-
UG	3	-	3	-
PG Diploma	-	1	1	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	6	2	8	-
Others Workshop	5	5	10	-
Total	14	9	23	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

Pattern	Number of programmes
Semester	05
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.

> Yes, Bangalore University has introduced CBCS curriculum from 2014-15 onwards. This curriculum gives equal importance to language, compulsory papers, core papers and co-curricular activities. The ratio of internals and theory marks has changed from Grade system to 3:7 ratios.

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

> Yes, introduced P.G. Course-M.Com, Diploma in Business Administration

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
18	17	-	01	-

2.2 No. of permanent faculty with Ph.D. | - |

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
01	-	-	-	-	-	03	-	04	-

2.4 No. of Guest and Visiting faculty and Temporary faculty | - | | 03 | | 06 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	7	6
Presented papers	5	2	1
Resource Persons	-	-	1

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

- To improve results students in Bangalore University examination, 2 unit test and 1 preparatory were conducted similar to Bangalore University question paper pattern.
- Seminar and workshops were organised based on the subject topics and also general topics to face the university examination and also challenges in the innovative society.
- Education trip, excursion/field trips were arranged to provide practical knowledge to the students.
- In house certificate courses are conducted for the benefit of students.

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

| 243 |

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

As per Bangalore University, College follows applicable rules and regulations.

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

| - | 06 | - |

2.10 Average percentage of attendance of students

| 75% |

2.11 Course/Programme wise distribution of pass percentage:

November-2013

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
I Sem B.Com	137	-	02.92	08.76	16.79	29.00
III Sem B.Com	104	-	2.88	09.61	08.65	22.00
V Sem B.Com	89	-	20.22	12.36	13.48	47.00
I Sem B.Sc FAD	04	-	25.00	25.00	25.00	75.00
III Sem B.Sc FAD	22	-	72.72	13.64	04.54	91.00
V Sem B.Sc FAD	06	-	100.00	-	-	100.00
I Sem BCA	37	-	27.03	13.51	02.70	45.00
III Sem BCA	17	-	52.94	17.65	05.88	77.00
V Sem BCA	20	-	65.00	20.00	-	85.00

May-2014

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
II Sem B.Com	130	-	03.08	04.62	03.08	11.00
IV Sem B.Com	101	-	16.83	10.89	10.89	38.00
VI Sem B.Com	88	-	31.82	20.45	07.95	60.00
II Sem B.Sc FAD	04	-	25.00	50.00	25.00	100.00
IV Sem B.Sc FAD	22	-	81.82	09.09	04.45	96.00
VI Sem B.Sc FAD	06	-	100.00	-	-	100.00
II Sem BCA	36	-	13.89	08.33	02.78	25.00
IV Sem BCA	17	-	35.29	23.53	-	59.00
VI Sem BCA	20	-	45.00	35.00	-	80.00

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

IQAC plays a vital role in the development of teaching and learning process. IQAC has the following efforts for the betterment of students and teachers.

For Faculties:-

- Felicitates and encourages the faculty to use modern techniques in teaching.
- Faculties are deputed to FDP programmes and are encouraged to take up Research Programmes.
- Prepares academic calendar of events reflecting number of days, exam schedule Cultural Programme, Sports Activities, literary activities etc to Faculty, Students and Parents.
- Feedback from students and stakeholders are taken for the performance appraisal of faculty.

For Students:-
- Progress of the students are monitored through Unit Test, Assignment and in house seminar regularly.
- Value added certificate courses in B.Com, B.Sc FAD, BCA are organised to enhance practical knowledge of the students.
- Digital library is continued for English language. Students are made to have audio and visual experience while learning.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	07
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	-
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	08	-	-	-
Technical Staff	02	-	-	02

Criterion – III

3. Research, Consultancy and Extension

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

> To spread the climate of research in the institution research committee has been constituted. The main objective is to encourage and help the faculties and students to take up the research work as a result.
> - 8 B.Sc FAD research projects were completed during the previous year
> - 20 BCA students completed their research projects.
> - 04 faculties are pursuing Ph.D
> - 6 Articles were presented in national/international level seminar.

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	-	01	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	02	-	-

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 *(other than compulsory by the University)*	-	-	-	-
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 [02]

3.13 No. of collaborations   International [-]   National [-]   Any other [06]

3.14 No. of linkages created during this year [01]

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 `01`   SRF `-`   Project Fellows `-`   Any other `00`

3.21 No. of students Participated in NSS events:

University level `150`   State level `02`

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 `01`

National level `01`   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 `05`

NCC `-`   NSS `06`   Any other `05`

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

- Free note book distribution to Government school students at Veeregowdana Doddi.
- Organized free eye camp in association with Shekar Nethralaya at veeregowdana Doddi village for villagers.
- Organized workshops "exam made easy" to 10th Standard students of various Schools to Score well and face the examination.
- Rally against the rapist "Save Child" – from VET to Office of Commissioner of Police.

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	10658.06 Sq. mtrs	-	Management	10658.06
Class rooms	14	04	Management	18
Laboratories	05	-	Management	05
Seminar Halls	-	-	-	-
No. of important equipments purchased (≥ 10 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	5,35,000/-	Management	5,35,000/-
Others	-	3,80,711/-	Management	3,80,711/-

4.2 Computerization of administration and library

-Yes-

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	3,500	5,87,766/-	621	1,45,617/-	4121	7,33,383
Reference Books	517	1,30,955/-	111	12,150/-	628	1,43,105/-
e-Books	-	-	-	-	-	-
Journals	**06**				06	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	41	1,06,372/-	-	-	41	106372/-
Others (specify)	-	-	-	-	-	-
News Paper Magazine	10 03	15,517/- 12,076/-	3	2,645/-	16	18,162/- 12,076/-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	55	02	20	-	-	03	-	-
Added	10	-	-	-	-	01	-	-
Total	65	02	20	-	-	04	-	-

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

> -Yes-

4.6 Amount spent on maintenance in lakhs :

i) ICT   0.80

ii) Campus Infrastructure and facilities   20.96

iii) Equipments   5.35

iv) Others   3.81

Total: 30.92

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Complete information is given in prospectus for students regarding courses.
- At the end of every semester feedback is collected from the stakeholders.
- Students and Alumni welfare association are active.
- Counselling is done.
- Suggestion and complaint box for student grievance.

5.2 Efforts made by the institution for tracking the progression

- Started value added course in Association with FKCCI along with MOU.
- Free internet access between 3-5P.M, for the benefit of students.
- CD's on language and other subjects, sample question papers of Bangalore University are made available in the library.
- Students were sent to seminars for different institutions and Bangalore University for Com vision.
- Arranged Campus selection with "First American".

5.3 (a) Total Number of students

UG	PG 2014-15	Ph. D.	Others
483	39	-	-

(b) No. of students outside the state

17

(c) No. of international students

-

Men

No	%
279	53.57

Women

No	%
243	46.5

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
259	65	08	117	01	450	272	88	06	154	02	522

Demand ratio   Dropout %

8.18%

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

-

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

- Active student grievance cell.

- Placements, Seminars & Workshops are conducted related for career guidance.

No. of students benefitted | 25 |

Sl. No	Type of Counselling	College Students	Total
1	Teacher to Student	23	23
2	Parent, Student and Teacher	02	02
3	Women Grievance	-	-

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
03	245	16	-

5.8 Details of gender sensitization programmes

02 Programmes were conducted.

5.9 Students Activities

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

State/ University level | 72 | National level | 01 | International level | - |

No. of students participated in cultural events

| State/ University level | 301 | National level | 01 | International level | - |

5.9.2 No. of medals /awards won by students in Sports, Games and other events

| Sports : State/ University level | 02 | National level | - | International level | - |

| Cultural: State/ University level | 32 | National level | - | International level | - |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	44	304316/-
Financial support from other sources	03	29299/-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

| Fairs : State/ University level | 02 | National level | - | International level | - |

| Exhibition: State/ University level | - | National level | - | International level | - |

5.12 No. of social initiatives undertaken by the students | 05 |

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

VET First Grade College in its pursuits and excellence provide a well balance quality education for students in construction of mind that explores creativity, innovation with multiple perspective, intellectually, morality and spirituality through committed and distinction in teaching and service society.

Mission

To achieve the founding objective of the trust to impart quality education to all streams, all sections of the society by imbibing excellence in every aspect of teaching and learning.

6.2 Does the Institution has a management Information System

Yes, Admissions are computerized, Student Attendance is maintained by Iolite Software and information to parents are sent through this system. Internal Marks are uploaded online. Exam related queries and admission tickets, results are downloaded through this system.

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

6.3.1 Curriculum Development

- Teaching plans and methodologies are framed, subject allocation is done as per specialization of teachers.
- Literary activities like debate, essay writing and quiz competitions are organized.
- Feedback from stakeholders are taken.
- Bangalore University has changed the curriculum to CBCS based, college is strictly following the Bangalore University Guideline.
- Bangalore University new curriculum has made internal assessment from Grade to marks. College follows the marks based on Bangalore University internals for 30 Marks.
- Internal evaluation is done through 2 Unit Test, Preparatory Examination and giving assignment to students.

6.3.2 Teaching and Learning

Well stacked library innovative in teaching, seminars and workshops are organized, Remedial classes are organized.

6.3.3 Examination and Evaluation

Various evaluation methods are applied and transparency is achieved. University will appoint the external experts for the practical examination and sit- in squad for the theory examination apart from fly- in squad for the smooth conduct of examination and to evaluate the procedure.

Students were also given unit test and preparatory exams, so that they perform well in the final examination.

Internal assessment of the university examination will be awarded based on the student's performance in unit test, attendance, assignments and preparatory examination.

6.3.4 Research and Development

- Financial support is extended to the staff members to attend National Level and International level Seminars.
- Financial support is extended to Present Research Paper in various Seminars/Conferences organized by University or Other Institutions.
- Staffs are provided with OOD facility along with Conveyance to attend the same.
- Staffs are encouraged to pursue Ph.D in their specialization.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library and labs are updated periodically.
- ICT based infrastructure and computers are purchased and used.
- LCD Projectors are used in teaching and students are insisted to make use of LCD projectors for conducting of seminars.
- Staff and Students are given internet facilities.
- ERP solutions Software is used for admission Process, administrative works, attendance, Internal Marks and to send information regarding their wards to parents.
- CCTV surveillance services are provided 24/7.

6.3.6 Human resource Management

- Annual increments are given to all levels of staff working in the institution.
- Evaluation is done through their performance appraisal.
- Study leave for faculty pursuing higher education/research are provided.
- Various other leaves are sanctioned.
- ESI facility, PF facility and loan facility is given to staff free of interest.

6.3.7 Faculty and Staff recruitment

- Recruitment is done as per Bangalore University norms.
- Staffs are recruited after giving wide publicity in leading news paper.
- At the time of recruitment roaster system is given due importance.

6.3.8 Industry Interaction / Collaboration

> Industrial experts are invited to conduct special lecture and workshops, Alumni meet is organized every year.

6.3.9 Admission of Students

- Wide publicity through pamphlets, newspapers, T.V. Channel is initiated.
- Initiatives are taken to avail financial assistance to SC/St/OBC/Physical disabled students.
- Fee concession to given for deserved candidates.

6.4 Welfare schemes for

Teaching	ESI and PF facilities are given
Non teaching	ESI and PF
Students	Financial assistance provided to economically weaker students.

6.5 Total corpus fund generated

Nil

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	No	No	Yes	Principal and IQAC
Administrative (Finance & Accounts)	Yes	G.A. Sivakumar &Company	Yes	Principal

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?

- College has formed examination committee to monitor the students academic welfare.
- All staffs are deputed for the evaluation work.
- Staff are deputed as external examiners, for practical examinations.
- Senior staffs are in B.O.E. of (Bangalore University Examination) as Question Paper setters.

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

Not applicable

6.11 Activities and support from the Alumni Association

- Periodic interaction with present students is conducted for sharing of knowledge and experiences and suggestions are received.
- Alumni help in students placement, conducting of cultural events and organizing of annual Alumni meet.

6.12 Activities and support from the Parent – Teacher Association

- Periodic meetings and interactions are held with Parents, Teachers and Students.
- Parent's feedbacks are viewed and considered appropriately.
- The interaction focuses on improvement area of students.

6.13 Development programmes for support staff

- ESI is exclusively given importance for support staff.
- Along with students free eye check up, Dental care are provided for support staff.
- Annual increment are also given due importance.

- Medical awareness programmes.

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

- Campus is surrounded with good number of plants.
- Water harvesting.
- Every Year environmental day is celebrated by planting trees.
- Energy conservation lights are used.
- Solar panels are installed
- e-waste management
- Hazardous waste Management.

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.

- Strengthening of Alumni.
- Iolite software
- Women Grievance Cell
- Student welfare association
- Active IQAC

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

- Attendance report generation and admission are made more easy and transparent.
- Many short term courses are introduced along with previous ones.
- MOU with FKCCI

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

- Conducted inter-college Cricket Tournament for 6th consecutive year.
- Introduce Inter college cultural fest.
- Active NSS
- Conducting workshops to 10th Standard Students of various schools.

7.4 Contribution to environmental awareness / protection

- Rain Water harvesting
- NSS Activity-Green day celebration
- Use of renewable energy sources
- Natural light and ventilation is given due importance.

7.5 Whether environmental audit was conducted?   Yes   No

	√

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

Strengths:
- Active student welfare association and Alumni Association where in good number of activities are conducted to support student community.
- IQAC motivates and promotes research activity amongst staff and students.
- IQAC is active in conducting student academic development programmes.

Weakness:
- University comparatively declares results late which effects the students interested in further higher studies.
- Declining hardships of students towards education.

Opportunities:-
- Improvising ICT for academics

Threats:-
- Technology upgradation.

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

- To conduct state level seminar or conference in the coming year.
- To introduce more short term courses.
- To introduce more industrial visits.

Name: Asst. Prof. Shilpa. R.   *Name: Prof. R. Parvathi*

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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