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)* -

OR

1.4 **NAAC Executive Committee No. & Date:** EC/66/A&A/003
   (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)

1.5 Website address: www.vetinst.org

Web-link of the AQAR: http://www.vetinst.org/AQAR-2015-2016.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

12

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 to NAAC on 27/05/2015
   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 in association with various organistions. |

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 | - | Alumni | 01 | 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. | 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 higher studies, motivating faculty to ICT based teaching in its regular classes, MOU with various agencies like FKCCI, Rooman Technology for orienting students towards career, leadership, soft skills, overall development of students through various seminars, guest lectures & workshops.

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 inplant training and field trips. A visit to Radhamani Industries, Jigani, Decan Herald Printing Press were some of the visits conducted this year.
To improve the quality of career guidance cell.	More emphasis were given for Career orientation programmes and organised workshops, seminars and Special lectures. 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.	College timings has been changed 8.00 to 2.30 for the benefit of students & also remedial classes are conducted for academically weak students.
To counsel students	Students welfare committee has been strengthen to Know the problems of students.
To equip the library	Library was extended to another 30 seating capacity, infrastructure is improved. Books purchased worth Rs.1,01,288/- (366 Books) No. Of news paper subscribed-13 Magazine-15 Journal & National 11 International 02
To increase the ICT facility to staff and students.	• Two AV rooms are developed. • Internet facility has been bestowed to all staff & students.
To increase accommodation for class room and laboratories.	02 more classrooms have been made way along with staff room & Reading room.

To motivate students and teachers participation in seminars and publications.	• Faculties and students were deputed to attend International, National & State level conference sponsored by management. • Seminars & Papers were presented and published in International journal & National Journals 1. Prof. R. Parvathi 2. Asst. Prof. Narayan Swamy. S. G. 3. Asst. Prof. G Sreelatha
To offer short term Certificate Courses to provide theoretical and practical knowledge.	• Cloud Computing 15 hrs • Entrepreneurship Development 30hrs. • Advance Communication Skills 15 hrs for M.Com • Kaya Kalpa Yoga 10 hrs. • Plan CADD Next 24 hrs. • Fashion Accessories 15 hrs
Establishment of new courses and enhancement of intake	•Applied for BBA & PG Diploma awaiting for local inquiry committee visit.
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 collegiate cricket tournament was conducted for 3 day with 40 colleges participating in the event. •Many students participated in various competition held at various colleges. •Field events, track events are also conducted on Annual sports meet.
Social activities By NSS Students-Special activities. General activities by all students.	•Bannikuppe Gramapanchayat, Ramanagar District was selected for 7 Days NSS Camp. •Organized rally on awareness on Women's safety", "Traffic Awareness" & Environmental day was celebrated. .

	• Joined hands with an NGO, Kavacha Foundation to organise Literary & Cultural Programme. • "Exam made easy" a workshop on exams was conducted. • Through VET Rotract "Each one Teach one" project programme has been initiated.
To strengthen the Placement cell	• Process associate • Hinduja Global Solution • "The Souled Store" • Apart from this students were sent to various places for campus selection like. City College, M S Ramaiah College.

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	01	-	-	-
UG	03	-	3	-
PG Diploma	1	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	06	-	06	-
Others Workshop	-	-	-	-
Total	11		6	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

Pattern	Number of programmes
Semester	04
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.The set new syllabus is followed for the current academic year with equal importance to language, compulsory papers, core papers and co-curricular activities, Grade system is followed. soft skills, Mrudukoushalya are given due importance.

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

> Awaiting for LIC visit of Bangalore University for establishment of new Department i.e, BBA course affiliated to Bangalore University.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
20	18	-	01	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
03	-	-	-	-	-	-	-	03	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

-	08	-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	10	26
Presented papers	01	02	02
Resource Persons	01	01	02

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

> - Three year model question papers are made to solve as an assignment to improve the results of students in Bangalore University exams apart from 2 unit test & 1 preparatory exams are conducted.
> - Special lectures are organised on general based topics on University subjects & other topics for the overall development of students.
> - Industrial visit are conducted to know the nuances of the work in industries.
> - Students are trained to give seminar & power point presentation in various subject concerned topics for improving their vocabulary leadership skills.
> - Various certificate courses are conducted for the benefit of students.

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

<div style="border:1px solid">244</div>

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 Examination criteria is followed.

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

04	-	-

Prof. R Parvathi has been appointed as Board of Exam member for KSOU, Mysore. Asst Professor Smt. Bharathi P .S has been appointed as member for Board of Studies for Bsc FAD for the year 2015-16. Sri Narayanaswamy S .G has been involved in revision of syllabus in Kannada for Bangalore University. Smt.Shilpa R has been appointed as member for Smt. V.H.D Central Institute of Home Science

2.10 Average percentage of attendance of students

<div style="border:1px solid">75%</div>

2.11 Course/Programme wise distribution of pass percentage:

November-2014

Title of the Programme	Total no. of students appeared	Exemplary	Division				
			Distinction %	I %	II %	III %	Pass %
I Sem B.Com	145	1(0.7)	13(8.96)	20(13.8)	02(1.31)	-	25
III Sem B.Com	116		-	17(14.65)	19(16.31)	05(4.3)	35
V Sem B.Com	90		-	17(18.9)	17(18.9)	16(17.8)	56
I Sem B.Sc FAD	07	1(14.2)	02(28.6)	02(28.6)	01(14.2)	-	86
III Sem B.Sc FAD	10		-	05(50.0)	03(30.00)	-	80
V Sem B.Sc FAD	20		-	18(90.00)	01(0.5)	-	95
I Sem BCA	16	02(12.5)	-	4(25.0)	-	-	36
III Sem BCA	34		-	12(35)	-	07(21)	56
V Sem BCA	17		-	12(71)	1(5.8)	-	77

May-2015

Title of the Programme	Total no. of students appeared	Exemplary	Division				
			Distinction %	I %	II %	III %	Pass %
II Sem B.Com	137	05(3.6)	09(6.5)	35(25)	11(8)	-	44
IV Sem B.Com	111	-	-	10(7.2)	19(13.8)	13(11.7)	38
VI Sem B.Com	90	-	-	16(17.7)	24(27)	14(16)	60
II Sem B.Sc FAD	07	01(14.2)	03(43)	02(28.5)	-	-	86
IV Sem B.Sc FAD	10	-	-	03(30)	04(40)	01(10)	80
VI Sem B.Sc FAD	20	-	-	18(90)	01(5)	01(5)	100
II Sem BCA	16	01(6)	02(12.5)	06(37)	01(6)	-	63
IV Sem BCA	31	-	-	08(26)	05(16)	03(9.6)	52
VI Sem BCA	17	-	-	15(88)	-	-	88

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:-

- Faculties are deputed to attend FDP and also which are conducted at college level.
- Faculties are encouraged to take up research activities.
- Prepares academic calendar of events reflecting number of days, exam schedule, Cultural Programmes, 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 regularly by conducting of Unit Test, student seminars, participation in Co Curricular are also given due importance.
- Certificate courses & Industrial visit on various practical areas are conducted to all streams of students.
- English language library is active & IQAC has conducted advanced communication skills for the duration of 15 hrs in association with FKCCI.

- Regular Seminars, Workshop, Lectures are conducted from various industries & subject experts are invited to give special lectures, people like career counsellors & human trainers & students are sent to attend & present paper in other colleges too.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	-
UGC – Faculty Improvement Programme	01
HRD programmes	-
Orientation programmes	01
Faculty exchange programme	-
Staff training conducted by the university	06
Staff training conducted by other institutions	04
Summer / Winter schools, Workshops, etc.	10
Others	10

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	07	01	-	01
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

> The IQAC has been initiating in increasing the research environment to greater heights by deputing & providing opportunity to all faculty members to attend various seminars/workshops conducted in various colleges, also paper presentation attending & presenting Research papers are also given due importance for the progress & welfare of faculty members.
> * Prof. R. Parvathi attended 7 days camp conducted by NUEPA in association with UGC.
> * 2 FDP were conducted with different topics.
> * Altogether 10 National level seminar/conference were attended by faculty members.
> * 26 state level seminar/conferences/workshops were attended by faculty members all these were funded by management.
> * 18 B.Sc FAD students submitted their UG projects along with internship.
> * 17 BCA students completed their Under Graduate projects.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	02	-	-
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	-	01	-	-	-
Sponsoring agencies	-	Management	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons [03]

3.13 No. of collaborations   International [-]   National [-]   Any other [03]

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 [04]

National level [02]   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 | 05 | College forum | 05 |

| NCC | - | NSS | 04 | Any other | - |

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

- Principal & other faculties took up English unit valuation of Nov/Dec2015 Examination to support the valuation of odd semester exam of Bangalore University.
- Prof. R Parvathi was invited to attend 7day camp at Mysore, conducted by NUEPA & Mysore University in Association with UGC.
- Principal was nominated as BOE for Kannada KSOU.
- Conducted "exam made easy" for 10th Standard students at two campus in association with KAVACHA Foundation.
- Organised 3 rallies to create awareness on women safety, Health awareness, Pollution control & Safety rules in association with Janagraha & J P Nagar Police Station
- Organised literary activities with NSS & Staff in association with an NGO & organised Chinnara Loka Cultural & Academic platform for students.

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	02	Management	18
Laboratories	08	-	Management	08
Seminar Halls	-	-	-	-
No. of important equipments purchased (≥ 10 lakh) during the current year.	-	70,455/-	Management	70,455/-
Value of the equipment purchased during the year (Rs. in Lakhs)	5,35,000/-	-	Management	5,35,000/-
Others	-	-	-	-

4.2 Computerization of administration and library

Yes, MOU with Iolite, takes care of Attendance module, fee module, & Exam module & Student data, online data uploading services all information are computerised.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	5268	7,33,383/-	595	1,03,991/-	5863	8,37,374/-
Reference Books	628	1,43,105/-	-	-	628	1,43,105/-
e-Books	-	-	-	-	-	-
Journals	06		13	26,335/-	13	26335/-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	41	1,06,372/-	-	-	52	106372/-
Others (specify)	-	-	-	-	-	-
News Paper	13	29,094/-	-	-	13	29,094/-
Magazine	14				14	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	65	02	65	-	-	03	-	-

Added	01	-	-	-	-	-	-	-
Total	66	02	65	-	-	03	-	-

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   `70,455/-`

   ii) Campus Infrastructure and facilities   `17,371/-`

   iii) Equipments   `7,14,808`

   iv) Others   `2,37,001/-`

               Total: `10,39,635`

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Student welfare committee is formed to monitor student grievance & suggestion box is placed at prime area to post their grievance if any.
- Counselling cell is & grievance cell is active.
- Alumni association.
- Prospectus, Notice Boards, website Updating,
- PTA Meeting are held
- Iolite attendance is sent weekly about programmes, attendance any important information for benefit of students.

5.2 Efforts made by the institution for tracking the progression

- Free Internet access, 3 test are conducted, mentors are allocated ,monitoring the academic results periodically , students seminars are conducted also opportunities are given to them for attending, participating seminars /workshops at various colleges, campus selection is done in collaboration with Infomatic , Capegemini.

5.3 (a) Total Number of students

UG	PG 2014-15	Ph. D.	Others
487	74	-	-

(b) No. of students outside the state

21

(c) No. of international students

01

Men

No	%
279	54

Women

No	%
243	47

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
272	88	06	154	02	522	268	94	4	132	4	502

Demand ratio   Dropout %   11.83%

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

Training for CA, CPT exams are conducted for B.com students

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 counselling cell is taken care of any internal problems or health issues are solved on nothing.

- Parent student orientation is conducted at the beginning of the college. Where all details. Do &don'ts of college is known to parents & students.

- Suggestion & complaint box is put in the college campus for the students to post their grievances.

- Seminars, workshops are conducted periodically on career guidance.

- Short term certificate course are conducted for communication skills.

- 2 parent teachers meeting are conducted in a year.

- Active placement cell.

No. of students benefitted

559

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
04	139	38	-

5.8 Details of gender sensitization programmes

02 separate programmes were conducted on student health & personal issues for both genders separately by subject specialist.

5.9 Students Activities

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

State/ University level   85   National level   -   International level   -

No. of students participated in cultural events

State/ University level   212   National level   -   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   22   National level   -   International level   -

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	95	7,92,449/-
Financial support from other sources	03	12,000/-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs   : State/ University level   03   National level   -   International level   -

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

5.12 No. of social initiatives undertaken by the students   06

5.13 Major grievances of students (if any) redressed:

Many grievances from University like allotment of marks, no photographs on marks card, non availability of results are redressed periodically in context with Bangalore University.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

<div style="border:1px solid black">

<u>Vision</u>

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.

<u>Mission</u>

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.

</div>

6.2 Does the Institution has a management Information System

<div style="border:1px solid black">

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 MIS.

</div>

6.3.1 Curriculum Development

<div style="border:1px solid black">

- Regular workshops, career oriented programmes are conducted as per demand in corporate field, communication skills workshops also are conducted.
- 2 faculty members are members of BOS.
- 2 Faculty members are nominated as BOE member for autonomous college &KSOU, Mysore University.

</div>

<div style="border:1px solid black">

Regular FDP are conducted, including Yoga session for the health well being, remedial class are initiated, well stacked library, internet facility is provided for all after college hours.

</div>

6.3.3 Examination and Evaluation

> 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 and their participation in co - curricular & cultural activities & NSS.

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.
- Casual leave& Medical leave in case of genuiness are sanctioned, ESI , PF & loan facility is given to staff free of interest, Examination leave for Faculty persuing higher education is also considered.

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.
- There are two rounds of interview is a demo session attended by senior faculty the feedback opinion is collected from faculty & students & then recruitment is initiated
- Class IV employees are provided with accommodation facility.

6.3.8 Industry Interaction / Collaboration

Based on the specialisation of the subject, Industrial skilful specialist are invited to address the students & staff, however active alumni are the great contributors to the Institution.

6.3.9 Admission of Students

- Advertisements in newspapers, banners, leaflets, face book, whatsapp are some of the visual communication media which are channelized.
- Liaison officer has been instrumental in getting financial assistance for SC/ST & OBC students through government & non-government organisations.
- Fee concessions are given to deserving & economically poor students.

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.

For Teaching staff Study leave, maternity leave is provided, inter calling facility is provided, internet facility department wise is also given.

ICT with internet is provided to all teaching facility.

Monthly salary is credited to the faculty account every 1st week.

During annual sports meet, faculty are also given a chance to exhibit their sportsmanship spirit.

Staff's are awarded with & cash awards for giving centum results.

Dassera, Teachers day & New Year celebrations are celebrated with the involvement of management & taken of appreciation is bestowed on faculties with gifts, lunch or snacks on such occasion.

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

- Affiliated college members are appointed as custodians, evaluators, sitting squad, Exam centre for conducting University exams as invigilators. Senior faculty members are sent for conducting of practical examination as external.

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

- Alumni are also involved in conducting of placement & career guidance programme.
- Alumni are invited for cultural events as judges who have made their mark in the chosen field.
- Annual alumni meet is conducted, by juniors and host of games, programmes are conducted for their entertainment.

6.12 Activities and support from the Parent – Teacher Association

- Periodic interactions are organised with Parents Request & complaints are also addressed.

6.13 Development programmes for support staff

- Class IV employees are provided with accommodation facility.
- ESI facility is given along with PF to support staff.
- Annual increment is given due importance.
- Casual leave facility is given.
- Sports events are also conducted & awarded with prizes for support staff.

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

- In & around 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.

- Internet facility for faculty & students are provided in the campus.
- Elder's day was celebrated with zeal & enthusiasm.
- Management & Principals share the information instantly the happenings in & around the campus through social media- whatsapp.
- Students info – desk through whatsapp is shared easily regarding any instant updates, placements etc.. Within no time.
- Lesson plan is planned according to time tale.
- Short term course are conducted based on students specialisation.
- Time to time student attendance is uploaded for making up the attendance or any short comings.

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)*

- NSS wings conduct periodic social awareness activities.
- Institution & students are doing many social activities along with NGO.

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 Management, staff & student involving in growth of college.
- IQAC initiates, motivates staff & student into publication, attending of seminars, conferences.

Weakness:
- Delay in declaring of Bangalore University results, many discrepancies is an hurdle for students progress.
- Declining hardships of students towards education.

Opportunities:-
Active academic activities, career opportunity & placement activities are conducted monitored.

Threats:
 Mushrooming of institution in and around the college, unhealthy competition from other colleges in reduction of less quality of education are major threats.

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

- To introduce another under graduate & diploma course.
- To add on more certificate course, workshops.
- To promote research culture amongst the students & staff.

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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