

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) in Accredited Institutions
(Revised in October 2013)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

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

NAAC

VISION

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

MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

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

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

Contents

	Page Nos.
1. Introduction 4
2. Objective 4
3. Strategies 4
4. Functions 5
5. Benefits 5
6. <i>Composition of the IQAC</i> 5
7. The role of coordinator 6
8. Operational Features of the IQAC 6
9. Monitoring Mechanism 7
10. The Annual Quality Assurance Report (AQAR) of the IQAC 8
Part – A	
11. Details of the Institution 9
12. IQAC Composition and Activities 12
Part – B	
13. Criterion – I: Curricular Aspects 14
14. Criterion – II: Teaching, Learning and Evaluation 15
15. Criterion – III: Research, Consultancy and Extension 17
16. Criterion – IV: Infrastructure and Learning Resources 20
17. Criterion – V: Student Support and Progression 22
18. Criterion – VI: Governance, Leadership and Management 24
19. Criterion – VII: Innovations and Best Practices 27
20. Abbreviations 29

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

Introduction

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

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

Objective

The primary aim of IQAC is

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

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

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

Functions

Some of the functions expected of the IQAC are:

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

Benefits

IQAC will facilitate / contribute

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;

- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

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

The composition of the IQAC may be as follows:

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

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

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

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

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

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

The role of coordinator

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

Operational Features of the IQAC

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

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

Monitoring Mechanism

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

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

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

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (naac.aqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc 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)

Part – A

I. Details of the Institution

1.1 Name of the Institution

Goodwill Christian College for Women

1.2 Address Line 1

No 10, Promenade Road

Address Line 2

Frazer Town

City/Town

Bangalore

State

Karnataka

Pin Code

560005

Institution e-mail address

goodwillchristiancollege@gmail.com

Contact Nos.

080-25567177 / 41100422

Name of the Head of the Institution:

Prof. Shobha Stephen

Tel. No. with STD Code:

080-25567177

Mobile:

9845355262

Name of the IQAC Co-ordinator:

Mrs. Hazel D'Souza

Mobile:

9844349274

IQAC e-mail address:

goodwilliqac@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

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/PCA 8A/ 61/19 dated September 2012

1.5 Website address:

www.goodwillchristiancollege.com

Web-link of the AQAR:

http://goodwillchristiancollege.com/report

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	1 st Cycle	B	2.55	2012	5 years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

20/06/2011

1.8 AQAR for the year (for example 2010-11)

2016-2017

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

- i. AQAR 2013- 2014 submitted to NAAC on 01.07.2014
- ii. AQAR 2014-2015 submitted to NAAC on 30.06.2015
- iii. AQAR 2015-2016 submitted to NAAC on 03.08.2016 (DD/MM/YYYY)
- iv. AQAR 2016-2017 submitted to NAAC on 14.07.2017

1.10 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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Business Administration

Computer Applications Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

Bangalore University

1.13 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

10

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

05

2.4 No. of Management representatives

02

2.5 No. of Alumni

02

2.6 No. of any other stakeholder and
community representatives

05

2.7 No. of Employers/ Industrialists

02

2.8 No. of other External Experts

02

2.9 Total No. of members

2.10 No. of IQAC meetings held

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

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

Communication skills, Peer pressure, Emotional Intelligence, Human Resource Management, Skill Development in Visual Communication, Economic Reforms, Demonetisation, learning English Grammar through games, effective study skills & memory techniques, effective note taking & making, Genetics , Medicinal plants and Green Chemistry etc

2.14 Significant Activities and contributions made by IQAC

- Organised a one day International Seminar on 'Ingenious Teaching Techniques in Higher Education' for the teaching fraternity.
- IQAC in association with the Depts. Of Languages, Commerce, Management, Psychology, English, Science and Computer Applications organised guest lectures.
- The College has Disciplinary Committee, Anti Ragging Committee, Counselling Committee, Equal Opportunities and Committee against Sexual Harassment. These Committees take care of day to day student support as and when needed. The IQAC generally interacts with these committees. However there has not been a single complaint received so far.
- For the First time, the Departments of Commerce, Science, Psychology and Computer Applications organised Inter- Collegiate departmental fests. 'Com-Vista' was organised by the Dept. of Commerce, 'Enigma' by the Dept. of Science, 'Texperia' by the Dept. of Computer Applications and 'Ad Astra' by the Dept. of Psychology.

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
1.Seminars/ Workshops	<ul style="list-style-type: none"> • Organised a one day International Seminar on ‘ Ingenious Teaching Techniques in Higher Education’ • IQAC in association with the Depts. Of Languages, Commerce, Management, Psychology, English, Science and Computer Applications organised guest lectures. • Dept. of Journalism organised 5 workshops in association with Deccan Herald.
2. Research and Paper Presentations	<p>1. Few lecturers have enrolled for Phd Programmes. Mrs. Hazel D’Souza, HOD of Science and Mrs. Lydia Glory, Dept. of English are on the verge of completing their Ph.D. programme. Mrs. Josephine, Mrs. Kavitha & Mrs. Amudha.S have enrolled for Ph.D.</p> <p>2. Lecturers have presented and published papers in State and National level seminars.</p> <p>3. Three lecturers have successfully completed their Bachelor’s Degree in Education.</p>
3. Club Activities	<ul style="list-style-type: none"> • For the First time, the Departments of Commerce, Science, Psychology and Computer Applications organised Inter-Collegiate departmental fests. ‘Com-Vista’ was organised by the dept. of Commerce, ‘ Enigma’ by the dept. of Science,’ Texperia’ by the Dept. of Computer Applications, and ‘Ad Astra’ by the dept. of Psychology.

4.NSS/ Civil Defence	<p>Guest lectures, Blood Donation Camps, celebration of World Yoga Day, fund collection for purchase of furniture in Govt. Schools, donation of stationary to a Govt. School in Putenahalli were some of the events that were organised. Students also participated in “Shramadhana”.</p> <p>One week NSS camp was organised by our college and students took active part in social awareness programmes.</p>
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* Attach the Academic Calendar of the year as Annexure. : 2016-17 attached

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body **Governing Council**

Provide the details of the action taken

The recommendations of the IQAC was enough for the motivation of the management to equip the college infrastructure. The management also patronized Dept. Tours, Inter-collegiate Departmental Fests, Guest Lectures, Workshops & Inter-national Seminar.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	05		05	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				05
Others				02
Total	05		05	07

Interdisciplinary	05			
Innovative	05			

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

Pattern
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.

As the Institution is affiliated to Bangalore University the syllabi of the University is adhered to.

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

- Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
29	14	09	01	5

2.2 No. of permanent faculty with Ph.D.

03

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V

2.4 No. of Guest and Visiting faculty and Temporary faculty

06

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	40	06	10
Presented papers	1	06	
Resource Persons		01	

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

- | |
|--|
| <p>1. Technology based Teaching and Learning
 2. Interactive Learning
 3. Field trips/Industrial Visits
 4. Group Discussions
 5. Guest Lectures
 6. Workshops & Seminars.</p> |
|--|

2.7 Total No. of actual teaching days

180

during this academic year

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

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2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

03		
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as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

80%

2.11 Course/Programme wise

distribution of pass percentage : **Examination of Nov / Dec 2016**

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	94		51	33	6	96%
B.Sc	55		38	6	6	91%
B.Com	471		313	92	48	96%
BBA	139		89	32	8	93%
BCA	89		66	18	5	100%

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

1. IQAC in its meeting with faculty members and Heads of Departments convenes Annual plan meetings at the beginning of each session to discuss the organisation of seminars, club activities, industrial trips, prepares time schedule for term tests and convenes term review meetings.
2. There is a system of staff appraisal wherein the Principal obtains feedback from faculty.
3. A bio metric system of staff attendance is followed.
4. Percentage of attendance is calculated for each student at the end of every month and the shortage of attendance list is displayed on the notice board. Parents of erring students are informed by the class teachers.
5. Class tests are given and feedback on their performance is provided to the students.
6. Committees like Cultural, Sports, Seminar, Elections, NSS, Red Ribbon club, Sexual Harassment, Anti ragging, Counselling, Student grievance etc are formed at the beginning of the academic year for the smooth functioning of all curricular and extra-curricular activities. Students are involved in a few of these committees to instil in them a sense of responsibility and co-operation.
7. Slow learners & late admission students (II PUC Supplementary students) are identified and remedial classes are taken.
8. At the beginning of every month, the Principal calls for a staff meeting to discuss issues related to academics and co-curricular activities. The minutes of the previous month are also reviewed.
9. To make the students employment worthy, Certificate courses in Tally and Airlines were conducted in the college.
10. The final year students participated in career counselling and placement meets.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	40
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	15
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	04	-	-	02
Technical Staff	06	-	-	01

Criterion – III

3. Research, Consultancy and Extension

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

IQAC encourages teachers to pursue research. The Management provides all possible support for carrying out research work. 2 lecturers have enrolled for Phd and 2 others are pursuing Phd.

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		02	
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 <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	01	-			08
Sponsoring agencies	College Management				College Management

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

3.13 No. of collaborations International National Any other -

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows
 Of the institute in the year

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them -

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

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

JRF - SRF - Project Fellows - Any other -

3.21 No. of students Participated in NSS events: University level 30 State level 65

National level - International level -

3.22 No. of students participated in NCC events: (**Civil Defence**)

University level - State level 40

National level - International level -

3.23 No. of Awards won in NSS:

University level - State level -

National level - International level -

3.24 No. of Awards won in NCC: : (Civil Defence)

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- 1.The NSS unit of our college undertook sapling plantation, conducted health surveys, blood donation camps, organised workshops, seminars, guest lectures and women empowerment programmes.**
- 2. The unit also played an important role in organising funds for purchase of furniture in a govt school, donated stationery to a govt school in Puttenahalli thus fulfilling social responsibility towards the community.**
- 3. The Civil Defence and NSS organised a rally to ban the use of plastic.**
- 4. Green Ambassador Programme is an initiative by Bangalore Political Action Committee that created awareness about solid waste management among students. As part of the programme the students conducted a survey and created awareness for the public on waste management.**

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	18922.9 sft		Management	
Class rooms	21	--	Management	21
Laboratories	05	--	Management	05
Seminar Halls	01	-	Management	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	34	02	Management	36
Value of the equipment purchased during the year (Rs. in Lakhs)	20 Lakhs	50000	Management	20,50,000
Others	-	-	-	-

4.2 Computerization of administration and library

Library is computerised. Software used is library software for new generation (NEWGENLIB). Staff members, teaching and non-teaching salary is generated through computer. Administrative works like Admission, Renewal of Affiliation, Examination, Internal Assessment, DCF-II, AQAR etc are done online. Two new computers have been added to the

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	11405	806160	525	107400	11930	10,5600
Reference Books	1045	17947	36	10237	1081	28184
e-Books						
Journals	10	25000				
e-Journals						
Digital Database	3	25000	-			
CD & Video	57	26000	05	1025	62	27025
Others (specify)	54	30500	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	No. Of Computers in Computer Lab	Internet facility	Browsing Centres	Computer Centres	No. Of Computers in Office	Departments	Others
Existing	45	30	√	-	-	07	05	03
Added	12	8	√	-	-	-	01	03
Total	57	38	√	-	-	07	06	06

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

Internet facility is provided both for students and staff for regular reference work related to subjects as well as for internal assessment. WiFi facility is available.

4.6 Amount spent on maintenance in lakhs :

i) ICT	300000
ii) Campus Infrastructure and facilities	500000
iii) Equipments	217303
iv) Others	1050000
Total :	2067303

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- 1. The College has a functional Grievance cell, Anti ragging cell, Counselling cell and Sexual Harassment Cell. Any grievance by the students are addressed by the Principal and Student Welfare Officer. A suggestion box is placed in the campus wherein the Principal personally keeps track of the suggestions offered and looks into them.**
- 2. The college also has a trained counsellor to look into the needs of the students.**
- 3. A program on women's safety measures in association with Parivarthan, an NGO was organised.**
- 4. NSS unit organised workshops and guest lectures on self defence, women empowerment and superstitious beliefs.**

5.2 Efforts made by the institution for tracking the progression

Regular class tests, oral tests, pre-final exams are conducted to measure the efficiency of the teaching-learning process. The late admission student & below average students are identified and remedial classes are taken.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
857	-	-	-

(b) No. of students outside the state

(c) No. of international students

Total Number of students:

Men	No	%	Women	No	%
	NA			857	

Last Year						This Year						
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total	
703	159	01	17	02	882	651	180	02	22	02	857	
Demand ratio					Dropout %							

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

Certificate Courses like Tally, Fashion Designing, Banking, Human Resource and course on Airlines & Career Counselling to make them employment worthy.

No. of students beneficiaries

100

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

- Every year the college introduces value added certificate courses like employability skills, e-business skills, Tally etc to enhance the students employability. Career counselling for the final year students is held by inviting resource personnel from different organisations.**
- The career counselling cell also look into the diverse economic problems that confront students. One of the objectives of this cell is to help students who come from economically backward families with placement opportunities and provide institutional support.**

No. of students benefitted

250

5.7 Details of campus placement

	<i>On campus</i>		<i>Off Campus</i>	
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed	
05	200	10	50	

5.8 Details of gender sensitization programmes

Programmes on women empowerment, women's health and safety, legal literacy and self defence were organised.

5.9 Students Activities

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

State/ University level

40

National level

04

International level

--

No. of students participated in cultural events

State/ University level

300

National level

--

International level

--

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

Sports : State/ University level

--

National level

--

International level

--

Cultural: State/ University level

100

National level

--

International level

--

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government(SC/ST & Minority Community)	348	1691722
Financial support from other sources		

Number of students who received
International/ National recognitions

5.11 Student organised / initiatives

Fairs	: State/ University level	<input type="text" value="--"/>	National level	<input type="text" value="--"/>	International level	<input type="text" value="--"/>
Exhibition:	State/ University level	<input type="text" value="6"/>	National level	<input type="text" value="--"/>	International level	<input type="text" value="--"/>

5.12 No. of social initiatives undertaken by the students

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 - To inculcate in our students a passion for excellence through value-based holistic education.

MISSION – To empower women to face the challenges of life.

6.2 Does the Institution has a management Information System

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

6.3.1 Curriculum Development

As the college is affiliated to Bangalore University, the syllabus of the university is adhered to. However few lecturers are members of the board of studies and text book committees.

6.3.2 Teaching and Learning

Although the syllabi are framed by the Affiliating University, each department adopts innovative processes in teaching and learning.

The faculties of each department meet at the beginning of each academic session for term wise allocation of syllabus.

Technology enabled teaching- learning .LCD Projector is used for teaching regularly.

Workshops/seminars/club activities/field trips and industrial visits are organised from time to time.

6.3.3 Examination and Evaluation

As the college is affiliated to Bangalore University which already have in place a evaluation process featuring IA etc.

6.3.4 Research and Development

Some of the lecturers are pursuing Research Programmes like M.Phil, Ph.D. They are also appearing for NET Exam.

6.3.5 Library, ICT and physical infrastructure / instrumentation

To develop and update facilities in the library, the IQAC has adopted the following strategies:-

- 1. Physical infrastructure has been improvised.**
- 2. Books are purchased by all departments every year.**
- 3. Three new computers have been added to the library.**
- 4. Internet facility is available.**

6.3.6 Human Resource Management

The HRM of the college is managed in a free and democratic manner. For the welfare of students, a Student Welfare Officer is appointed and the Staff Welfare Officer looks into the needs of the staff.

6.3.7 Faculty and Staff recruitment

Staff are recruited transparently as per Bangalore University norms. An expert committee comprising the Board of Management, the Principal and subject experts handle the recruitment process.

6.3.8 Industry Interaction / Collaboration

- Science students visited Lalbagh where the centurian palm blooms once in 100 yrs. The students also visited Appzine.**
- Journalism students visited Deccan Herald printing press.**
- Urdu students participated in an event organised by Doordharshan.**
- Management students visited Coco-cola factory.**
- Commerce students visited Mysore Sillk Udyog and an Ice cream factory.**
- The college is associated with NIE, a unit of Deccan Herald. The college has also collaborated with the British Library.**

6.3.9 Admission of Students

Our College is an unaided and a minority institution. Admissions are made as per the Bangalore University norms. Therefore, no donations are taken for any course and admission is provided for all sections of the society.

6.4 Welfare schemes for

Teaching & Administrative Staff	Leave Encashment, Medclaim Insurance, Christmas bonus, Teachers Day gift, Staff Trip facilities & Staff Appraisal Reward.
Sub-Staff	Leave Encashment, ESI facility, Christmas Bonus, May Day gift, Staff Trip facilities & Staff Appraisal Reward.
Students	Scholarships as per Government Order, fee concession, Annual Prizes for academic & extra-curricular performances.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic				
Administrative	√	Charles Prabhakar & Associates	-	-

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No



6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

As the college is affiliated to Bangalore University, there is no scope for examination reforms.

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

--

6.11 Activities and support from the Alumni Association

-  **The association meets once/twice every year. The association has its elected office bearers.**
-  **The members have donated books, provided academic assistance and have instituted awards to outgoing students.**




6.12 Activities and support from the Parent – Teacher Association

PTA meetings are organised regularly to convey information about programs, field trips and to discuss progress of their wards. Feed back is taken from the parents.

6.13 Development programmes for support staff

The Principal convenes meetings with all the support staff and any related issues are taken care by the Principal.

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

-  **Campus declared plastic free zone.**
 -  **Plantation in the college campus.**
 -  **Segregation of waste**
- Green Ambassador Programme is an initiative by Bangalore Political Action Committee that created awareness about solid waste management among students. As part of the programme the students conducted a survey and created awareness for the public on 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.

- 1. Organisation of an International Seminar on ‘Ingenious Teaching Techniques in Higher Education’.**
- 2. All the Depts. organised workshops/guest lectures and industrial trips.**
- 3. Organisation of Departmental Inter-collegiate fests.**
- 4. Cash prizes were given to rank holders and merit students.**

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

- 1. The IQAC charted a plan of action at the beginning of the academic year and met regularly to access the progress of various events.**
- 2. All decisions regarding organisation of seminars, exhibitions, field trips, paper presentations taken at the beginning of the academic year were put into practice.**

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

- 1. The college assembly is conducted every Monday morning wherein each lecturer followed by the Principal takes turns to instil ethics & moral values in a world with decreasing Morals.**
- 2. Average and below average students are also provided admission. Remedial classes are taken for the same and with help of dedicated faculty, they graduate with flying colours.**
- 3. Since the instillation of the college, we practise to spend time with the senior citizens at the old age home and distribute gifts to the less fortunate.**

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

7.4 Contribution to environmental awareness / protection

- To generate environmental awareness, the college made maximum use of the classes on environmental studies included in the syllabus.**
- NSS students led a campaign to prevent use of polythene products.**

7.5 Whether environmental audit was conducted? Yes No

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

Saira Banu of BCA & Nandini N of B.Sc secured Bangalore University Rank. The college is proud to have dedicated & committed faculty, sense of belonging as a family and securing good results as below average students pass out with flying colours.

8. Plans of institution for next year

1. To expand infrastructure with the ever increasing no of students.
2. To facilitate Research Work.
3. To implement development programmes for sub staff.

Name **Mrs. HAZEL D'SOUZA**



Signature of the Coordinator, IQAC

Name **Prof. SHOBHA STEPHEN**



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

ANNEXURE : Part-B (1.3)

Analysis & Review of Alumni Feedback:

The Alumni Meet 2016-17 was a very productive gathering of more than 60 alumni. The meeting was highly interactive as they shared their precious memories, experiences & achievements gained through this college. They were happy and proud at the progress of the Institution. They gave their good opinion about the successful results, improved infrastructure and several other developments made by our college.

The alumni council has enabled students to keep in constant touch with the college. A Group Face book Profile was formed by the alumni to strengthen the bond with the college. The alumni contributed by donating books & instituted prizes in cash or kind.

ALUMNI COMMITTEE: Mrs. Hazel D'Souza
 Ms. Shalini.A.E.
 Mrs. Asma Azeez
 Mrs. Talathoti Leena Elizabeth

The Alumni Committee organizes the alumni meet twice a year and are in constant touch with the alumni.


PRINCIPAL
Goodwill Christian College For Women
BANGALORE

**Prof. Shobha Stephen
Principal / Secretary
GOODWILL CHRISTIAN COLLEGE FOR WOMEN
BANGALORE-560 005**

ANNEXURE: Criterion-VII (7.2)

The Action Taken Report (ATR):

Committees were constituted to increase the number of seminars and workshops, certificate courses & Parents-Teachers meet. Class Teachers regularly inform parents towards their wards absence & progress. International Seminar for the teaching fraternity was organised. The lecturers presented and published papers. The number of certificate courses were also increased.

Members of Committee:

01. Mrs. Geetha.D, HOD of Arts
02. Mrs. Hazel D'Souza, HOD of Science
03. Mrs. Asma Azeez, HOD of Commerce
04. Mrs. Shyamala.M., HOD of Business Management (BBM)
05. Mrs. Josephine Prapulla.A, HOD of Computer Applications

PTA MEETING COMMITTEE: Mrs. Shalini.A.E.

Mrs. Asma Azeez

Mrs. Anitha.S.

Mrs. Saria Banu

CERTIFICATE COURSES COMMITTEE: Mrs. Geetha.D.

Mrs. Lydia Glory.I.

Ms. Amthur Rehman

Mrs. Josephine Prapulla.A.


WORKSHOP & SEMINAR COMMITTEE: HODs

Mrs. Mayuramani. B

Dr. Thejavathi.K.

Mrs. Pramila Sudharshan

Ms. Raziya Sultana


PRINCIPAL
Goodwill Christian College For Women
BANGALORE


BANGALORE UNIVERSITY
 Academic Section-I, Jnanabharathi Campus, B.U.B.

No: Aca.I/R3/UG-Calender of Events/2016-17

Dated: 25.05.2016

NOTIFICATION

Sub:- Calendar of Events for I/III/IV/VII of Odd Semesters i.e. B.A/B.Sc/
B.Sc(FAD)/BCA/B.Com/BBA/BHM/BVA Undergraduate courses for
the academic year 2016- 17

Ref:- Vice-Chancellor's approval dated:25.05.2016

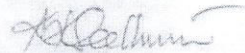
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Calendar of Events of odd Semesters for I/III/IV/VII Semesters i.e., B.A/B.Sc/B.Com/BBA/BHM/
BVA/B.Sc (FAD) /BCA U.G courses for the academic year 2016-17 is notified hereunder.

Sl. #	Name of the Event	Date fixed for 2016-17
1.	Commencement of admission to UG Courses	01.06.2016
2.	Re-opening of Colleges, date of reporting of teachers and commencement of classes.	27.06.2016
3.	Last date for admission without penal fee 1 st semester students	05.07.2016
4.	Last date for admission with penal fee of Rs.500/-	12.07.2016
5.	Last date for admission with penal fee of Rs.500/- for admission to III & V Semester on transfer from other colleges i.e., Bangalore University Affiliated College. The Principal may seek permission for transfer of admission of other universities/affiliated colleges.	12.07.2016
6.	Admission approval (Admission Approval procedure is as done during previous years- Online Admission procedure)	17.08.2016 to 23.09.2016
7.	Allotment of Register Numbers	22.08.2016 to 26.09.2016
8.	Last working day for Odd semester (End of Academic Session, after 90 days)	15.10.2016
9.	Commencement of Vacation	19.10.2016
10.	Commencement of Practical Examinations	13.10.2016 to 24.10.2016
11.	Last date to submit Internal Assessment Marks to the University	19.10.2016
12.	Commencement of Theory Examinations	03.11.2016
13.	Commencement of Valuation of major subjects (having more number of	14.11.2016

7. Regulations Governing the Choice Based Credit System (Semester Scheme) in the Undergraduate and Integrated Masters Degree Programmes in the Faculties of Arts, Science and Commerce shall be followed for the academic year 2016-17
8. Principals are requested to allot the invigilation work to the teachers of major subjects such as Commerce, Management, English, Mathematics, Economics, etc., in the beginning of the theory examination and relieve them immediately for evaluation work.
9. Principals are further requested to compulsorily collect the evaluation attendance certificates from all the teachers who attended evaluation work in different subjects and produce them before the Local Inquiry Committee for verification at the time of visit.
10. During vacation, it is mandatory for teachers to undertake theory valuation and practical examination related work assigned by the University. Otherwise disciplinary action will be initiated for dereliction of duty, in the case of University, Government, and Aided College teachers and in the case of Unaided colleges attending to the examination work is one of the conditions to continue Affiliation.
11. Submission of any required document after the date of approval will not be considered for approval.
12. Wherever Bio-Metric attendance is implemented, the principals are requested to take permission from the Higher Authorities to waive the requirement of attendance of the teachers on the days of the examination related work in the University especially during the evaluation of answer books.
13. The marks card issued by NWAC, USA Diploma certificate is not considered as equivalent to 12th standard for admission to UG courses.

BY ORDER



REGISTRAR

To

1. The Principals of Affiliated Colleges of Bangalore University- (Fees structure statement annexure-A,B,C is enclosed for reference)
2. The Deans, Faculties of Arts, Science, Commerce & Management, B.U.B
3. The Officer on Special duty to the Hon'ble Minister for Higher Education, Vidhana Soudha, Bangalore, for kind information.
4. P.A. to the Principal Secretary to the Govt. Higher Education Dept. 6th Floor M.S. Building Dr. Ambedkar Veedhi, Bangalore -560 001 for kind information.
5. PA to Vice-Chairman, Karnataka State, Higher Education Council, Palace Road Bangalore-01.
6. The Director of Students Welfare, B.U.B.
7. Smt. Sujatha, System Analyst, Bangalore University, Bangalore - with a request to please publish in the Bangalore University Website.

Copy to:

1. PS to VC /Registrar (Eva) /PA to FO, Bangalore University, Bangalore
2. PRO, Bangalore University, Bangalore-with a request to publish the above notification in Daily News Paper.

To
The Editor,

- To carry the above matter as a News item in your esteemed daily.

Bangalore