

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



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

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

NAAC

VISION

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

MISSION

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

Value Framework

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

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

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

Introduction

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

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

Objective

The primary aim of IQAC is

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

Strategies

IQAC shall evolve mechanisms and procedures for

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

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

Functions

Some of the functions expected of the IQAC are:

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

Benefits

IQAC will facilitate / contribute

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

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

Composition of the IQAC

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

The composition of the IQAC may be as follows:

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

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

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

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

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

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

The role of coordinator

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

Operational Features of the IQAC

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

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

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)

Part – A

AQAR for the year (for example 2013-14)

2014 - 15

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

BENGALURU

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. JYOTI SARAH STEPHENJ

Mobile:

9886265465

IQAC e-mail address:

goodwilliqac@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC/PCA&A/61/19 dated 15th September 2012

1.5 Website address:

www.goodwillchristiancollege.com

Web-link of the AQAR:

<http://goodwillchristiancollege.com/report.html>

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	Five 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 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 **01/07/2014** (DD/MM/YYYY)
ii. AQAR _____ (DD/MM/YYYY)
iii. AQAR _____ (DD/MM/YYYY)
iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

BACHELOR OF COMPUTER APPLICATIONS

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 (<i>Specify</i>)	-
UGC-COP Programmes	-		

2. IQAC Composition and Activities

2.1 No. of Teachers	11
2.2 No. of Administrative/Technical staff	04
2.3 No. of students	03
2.4 No. of Management representatives	02
2.5 No. of Alumni	02
2.6 No. of any other stakeholder and community representatives	01
2.7 No. of Employers/ Industrialists	-
2.8 No. of other External Experts	02
2.9 Total No. of members	25
2.10 No. of IQAC meetings held	04

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

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

JOURNALISM – WOMEN EMPOWERMENT & MEDIA ETHICS
PSYCHOLOGY – SCHIZOPHRENIA & MENTAL HEALTH
ENGLISH – ECOCRITICISM
ECONOMICS – ECONOMIC REFORMS
MANAGEMENT – ACHIEVEMENTS OF INDIA IN DIFFERENT FIELDS OF ARTS & SCIENCE
COMPUTER APPLICATIONS – CLOUD COMPUTING

2.14 Significant Activities and contributions made by IQAC

- **Increase in workshops & seminars**
- **Red Ribbon Club**
- **Industrial visits & field trips**
- **Self-Defence classes**
- **Red Cross Training Programmes**

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 2014-15*

Plan of Action	Achievements
1. To enhance the quality of Teaching-& Learning 2. To upgrade the institution website 3. To strengthen the activities & functioning of the career guidance & placement cell 4. To increase the number of extension activities 5. To facilitate research	4 seminars & 11 workshops were organized. Upgraded the institution website : www.goodwillchristiancollege.com Certificate courses in animation, Tally & fashion designing were organised. * A certificate course in first-aid & life saving skills was organised at CSI Hospital for 5 days. * NSS students took active part in sanitizing villages & sapling plantation. Mrs. Hazel D'Souza, Dept. of Microbiology Mrs. Lydia Glory.I., Dept. of English Mrs. Josephine Prapulla.A., Dept. of Computer Applications are pursuing Phd.

* Attach the Academic Calendar of the year as Annexure. : **2014-15 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

To improve existing infra-structure
To subscribe to journals & e-journals
To organise state & national seminars

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 B.A/B.Sc/ B.Com/BBM/ BCA		05 B.A/B.Sc/ B.Com/BBM/ BCA	03
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	√			√
Others				
Total	05			03
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	5
Trimester	
Annual	

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

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure : attached*

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.

-

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others Librarian
27		25	01	01

2.2 No. of permanent faculty with Ph.D.

02

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
		02						02	

2.4 No. of Guest and Visiting faculty and Temporary faculty

		09
--	--	-----------

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		05	
Presented papers		03	
Resource Persons			

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

Group Discussion, presentations, lateral thinking, interactive learning, activity based learning, field trips, industrial visits etc

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

180

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 04

2.10 Average percentage of attendance of students 80%

2.11 Course/Programme wise distribution of pass percentage : **Examination of Nov / Dec 2014**

Title of the Programme I/II/III year	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass %
B.A.	101		24	21	15	73%
B.Sc	60		36	02	-	65%
B.Com	501		147	107	50	65%
BBM	128		55	23	09	70%
BCA	55		31	05	01	70%

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

There is a system of staff appraisal wherein the Principal obtains feedback on faculty.

The Principal calls for a staff meeting at the beginning of every month to discuss and to plan for academic and co-curricular activities.

A work diary is maintained by each staff member and is monitored by the Head of the Institution.

A Biometric System of recording staff attendance is followed.

The 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 the erring students are informed by the class mentors.

Monthly Tests are conducted by the subject teachers.

Slow learners are identified and remedial classes are taken.

Guest lectures/Workshops are organised from time to time for the students to keep them abreast with the latest trends in learning.

Faculty development programmes are organised to keep up with the changing facets of education.

The college has a professional counsellor to find the needs of the students, to discuss problems and reports the same to the Principal/ Faculty In-charge.

Committees are formed at the beginning of every year for the smooth functioning of all the programs. Students are also involved in some of the committees like cultural committee etc to instil in them a sense of responsibility and co-operation.

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	35
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	05
Workshops / Seminars	04
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	04	-	-	02
Sub staff	07	-	-	01

Criterion – III

3. Research, Consultancy and Extension

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

Mrs. Hazel D’Souza, Dept. of Microbiology, Mrs. Lydia Glory.I, Dept. of English and Mrs. Josephine Prapulla.A, Dept. Of Computer Applications are persuing PHD.

Mrs Cynthia, Dept of Chemistry and Mrs. Saadia Tarannum, Dept of Management are persuing Bachelors in Education.

Students are also encouraged to take up minor research projects.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02			
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			
e-Journals / published papers	03		
Conference proceedings			

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number					04
Sponsoring agencies					By 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 current year in lakhs : (seminars, workshops, symposium etc)

From Funding agency From Management of University/College
 Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
 National level 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	<input type="text" value="-"/>	State level	<input type="text" value="02"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="-"/>		
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="20"/>	Any other	<input type="text" value="02"/>

(Civil Defence & Red Cross)

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

A certificate course in First Aid and Life Saving Skills was organised by the NSS unit at CSI Hospital for 5 days wherein 50 students participated.

Self-defence classes were organised.

The NSS unit organised Blood Donation Camp, Rallies & lectures on social issues.

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, Examination, Internal Assessment, DCF-II , AQAR etc are done online.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	10145	836600	720	113012	10865	949612
Reference Books	1032	109476	50	15356	1082	124832
e-Books	09	12000	-	-	09	12000
Journals	10	12000	-	-	10	12000
e-Journals	-	-	-	-	-	-
Digital Database	03	25000	-	-	03	25000
CD & Video	50	25000	07	1500	57	26500
Others (specify)	54	30500	-	-	54	30500

* **Library Extension Service: Member of British Council – Rs. 10000/- per year.**

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	40	28	√	-	-	06	05	01
Added	02	-	√	-	-	-	01	01
Total	42	28	√	-	-	06	06	02

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	6 Lakhs
ii) Campus Infrastructure and facilities	12 Lakhs
iii) Equipments	1050000
iv) Others	--
Total :	2550000

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

A lecture on importance of being safe and self-defence classes were conducted by the NSS for the whole college.

Along with the Grievance & Sexual Harassment cell the college has also started an anti-ragging cell to help those students who are wrongly targeted by the seniors.

The college has a trained counsellor who interacts and works with any student on requirement of help.

5.2 Efforts made by the institution for tracking the progression

Class Tests, Assignments, Pre-Final Exams are conducted to optimize the teaching learning process.

Regular remedial classes are conducted for below average students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
870	-	-	-

(b) No. of students outside the state

08

(c) No. of international students

03

Men	No	%	Women	No	%
	NA			870	100

Last Year						This Year						Total
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged		
642	159	01	35	01	838	671	153	-	45	01	870	

Demand ratio

Dropout %

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

Certificate Courses & Career Counselling to make them employment worthy.

No. of students beneficiaries

30

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

Value-added courses like animation & Tally were added by the college to improve the employability of the students. Career Guidance & Counselling is regularly given to the students.

No. of students benefitted

200

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	150	30	50

5.8 Details of gender sensitization programmes

Self-defence classes, sexual harassment & legal literacy programmes were organized

5.9 Students Activities

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

State/ University level	12	National level	-	International level	-
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No. of students participated in cultural events

State/ University level	200	National level	-	International level	-
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5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level	-	National level	-	International level	-
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Cultural: State/ University level	50	National level	-	International level	-
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5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	94	691464
Financial support from other sources	18	39550
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

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

Yes

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

6.3.1 Curriculum Development

The college is affiliated to Bangalore University. The syllabus and the curriculum are in accordance with the Bangalore University. Some of the lecturers are members of the Text Book Committee, Board of Studies & Exam Committee.

6.3.2 Teaching and Learning

The Departments involve innovative teaching techniques like workshop, group activities, club activities, workshops, guest lectures & inter-departmental programmes.

6.3.3 Examination and Evaluation

The examinations & evaluations are conducted in accordance with the rules of the Bangalore University.

6.3.4 Research and Development

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

6.3.5 Library, ICT and physical infrastructure / instrumentation

Language Lab with technical support was set up. Internet facility with WiFi is extended to access.

The faculty accommodation was sophisticated by replacing with quality chairs.

To maintain the infrastructure the college flooring was changed.

The Library was extended with more racks to accommodate the new books.

6.3.6 Human Resource Management

The entire system of administration mainly functions through Human Resource Management.

6.3.7 Faculty and Staff recruitment

The staff with academic qualification and expertise are recruited depending on the requirement of the college.

6.3.8 Industry Interaction / Collaboration

BBM Department interacted with the Tea Factory & Aluminium Vessels Factory in Cochin & Munnar in their Field Trip.

The Botany Department visited the Vinery in Bangalore & had an interaction.

Commerce Department visited Mysore silk Factory.

The college has collaboration with NIE, a unit of Deccan Herald.

6.3.9 Admission of Students

Our College is an unaided and a minority institution. 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, Health Insurance, Christmas bonus, Teachers Day gift, Staff Trip facilities & Staff Appraisal Reward.
Sub-Staff	Leave Encashment, Health Insurance, 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	✓	Charles Prabhakar & Associates	-	-
Administrative				

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

For UG Programmes Yes No

For PG Programmes Yes No

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

-

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 in every semester. There is a President, Secretary & Treasurer. The Association has helped in career guidance, instituted awards for outgoing students & donated books to the Library.

6.12 Activities and support from the Parent – Teacher Association

PTA meetings are held to interact with parents about the progress of their wards. They also give information about industrial visits, extra-curricular activities & other programmes.

6.13 Development programmes for support staff

Principal regularly hold meetings for the support staff and looks into their grievances.

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

The college is a plastic free zone. The staff work very hard to keep it the same way.

A Botanical Garden has been established.

The importance of the use of garbage bins have been explained to the students.

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.

Two Inter-Collegiate Fests in one year.

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

Lecturers & students are encouraged to participate in seminars, symposiums & workshops.

Research Projects of Lecturers are also encouraged.

Value-added courses for better employability of students.

Regular PTA meets for parents to be aware of the progress made by their ward.

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

**The IQAC Cell detailed a plan of action at the start of the academic year.
They meet on regular basis to access the progress.
Improved Technical Assistance in the Language Lab.**

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

7.4 Contribution to environmental awareness / protection

**Guest lectures & documentary movies on environment awareness.
NSS activities.**

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 : Dedicated staff with expertise
Weaknesses: Infrastructure, lack of motivation in students for higher education.**

8. Plans of institution for next year

**Improve Infra-structure
Better holistic development
To organise National Seminars, Conferences for dissemination of information
To motivate faculty members to undertake Research.**

Name: **Mrs. JYOTI SARAH STEPHEN**

Name: **Prof. SHOBHA STEPHEN**



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

ANNEXURE : Part-B 1.3

Analysis & Review of Alumni Feedback:

The Alumni Meet 2014-15 was a very productive gathering of more than 50 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 Facebook 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.

Members of Committee:

01. Mrs. Jyoti Sarah Stephen, 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.

Mrs. Aishwarya Mani

Ms. Amthur Rehman

Mrs. Josephine Prapulla.A.

WORKSHOP & SEMINAR COMMITTEE:

HODs

Mrs. Mayuramani. B

Dr. Thejavathi.K.

Mrs. Pramila Sudharshan

Mrs. Sayeeda


PRINCIPAL
Goodwill Christian College For Women
BANGALORE

No: Aca.I/R3/Calender of Events 2014-15

Dated: 21.05.2014

NOTIFICATION

- Sub:- Calendar of Events for I/III/V/VII of Odd Semesters i.e. B.A/B.Sc/B.Com/BBM/BHM/BVA/
B.Sc(FAD)/BCA U.G. courses for the academic year 2014- 15
- Ref:- 1. Government order No: ED:534:URC:2013, Dated: 06.01.2014
2. Vice-Chancellor's approval dated:19.05.2014

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Calendar of Events of odd Semesters for I/III/V/VII Semesters i.e., B.A/B.Sc/B.Com/BBM/BHM/
BVA/B.Sc (FAD) /BCA U.G courses for the academic year 2014-15 is notified hereunder.

Sl#	Name of the Event	Date fixed for 2014-15
1.	Commencement of admission to UG Courses	02.06.2014
2.	Re-opening of Colleges, date of reporting of teachers and commencement of classes.	25.06.2014
3.	Last date for admission without penal fee 1 st semester students	07.07.2014
4.	Last date for admission with penal fee of Rs.400/-	16.07.2014
5.	Last date for admission with penal fee of Rs.400/- for admission to III & V Semester on transfer from other colleges i.e., Bangalore University Affiliated College (There is no need to obtain NOC's) But other Universities the principals should obtain NOC from Bangalore University before admitting to III and V semester courses.	16.07.2014
6.	Admission approval (Admission Approval procedure is as done during previous years- Online Admission procedure)	18.08.2014 to 19.09.2014
7.	Allotment of Register Numbers	20.08.2014 to 19.09.2014
8.	Last working day for Odd semester (End of Academic Session, after 90 days)	18.10.2014
9.	Commencement of Vacation	20.10.2014
10.	Commencement of Practical Examination	29.09.2014
11.	Last date to submit Internal Assessment Marks to the University	20.10.2014
12.	Commencement of Theory Examination	27.10.2014
13.	Commencement of Valuation of major subjects (having more number of Students) in B.Com, BBM, English, Mathematics, Economics, Etc.,	10.11.2014
14.	Closing of Theory Examination	22.11.2014
15.	Re-opening of Even semester i.e. II, IV, VI and VIII semesters	08.12.2014

Note:-

- Strictly adhere to the above schedule.
- Principals are requested to make admissions strictly in accordance with the Eligibility condition and also as per the sanctioned intake for each course. Non adherence to the Rules and Regulations will be viewed seriously.
- The colleges have to collect and remit the fee as prescribed by the University.
- The colleges shall submit the applications for issue of Eligibility Certificates in respect of Foreign Nationals and make admissions on transfer from other Universities well in time i.e., on or before **26.07.2014**. The application received after this date will not be considered.
- The Principals should consider the marks cards of the qualifying exams of the recognized Boards only. The list of recognized Boards is available in the University Website i.e. www.bangaloreuniversity.ac.in. Any marks card other than notified shall not be considered.

1

NOTIFICATION

Sub: Re-opening of Colleges of Undergraduate courses i.e. II/IV/VI/VIII of even Semesters i.e. B.A/B.Sc/B.Com/BBMI BHM/BVAI B.Sc(FAD)/BCA courses for the academic year 2014-15

Ref: 1. Notification No: Aca.I/R3/Calender of Events 2014-15,
Dated: 21.05.2014, 26.06.2014, 21.07.2014 and 21.10.2014
2. Vice-Chancellor's approval dated 17.12.2014

The Calendar of Events of even Semesters i.e. II/IV/VI/VIII Semesters of undergraduate courses in respect of B.A/B.Sc/B.Com/BBM/BHM/BVA/B.Sc (FAD) /BCA for the academic Year 2014-15 is notified hereunder:

Sl No	Name of the Event	Date fixed for 2014-15
1	Re-opening of even semesters i.e. II/IV/VI/VIII Semesters	26.12.2014
2	Last working day for even semesters (end of academic session after 90 days)	18.04.2015
3	Commencement of Vacation	19.04.2015
4	Commencement of Practical Examinations	06.04.2015
5	Last date to submit Internal Assessment marks by the teachers to the Principal of the Colleges	16.04.2015
6	Last date to submit Internal Assessment marks to the University	23.04.2015
7	Commencement of theory examinations	27.04.2015
8	Commencement of Valuation of major subjects (having more number of students) in B.Com, English, Mathematics, Economics etc.,	11.05.2015
9	Closing of theory examinations	22.05.2015
10	Commencement of valuation of all other subjects	23.05.2015
11	Re-opening of odd semesters (i, iii, v) & vii sem. of B.H.M.	25.06.2015

Note:-

1. The colleges have to collect and remit the fee as prescribed by the University.
2. The 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 of the theory examination and relieve them immediately for evaluation work.
3. The 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 committees for verification at the time of visit.
4. 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 by their teachers is one of the conditions to continue affiliation and to announce the results of students of these colleges.