

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.

08025567177

Name of the Head of the Institution:

Prof. SHOBHA STEPHEN

Tel. No. with STD Code:

08025567177

Mobile:

9845355262

Name of the IQAC Co-ordinator:

Mrs. Jyoti Sarah Stephen

Mobile:

7406861393

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

2013-2014

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 _____ - _____ (DD/MM/YYYY)4
 ii. AQAR _____ - _____ (DD/MM/YYYY)
 iii. AQAR _____ - _____ (DD/MM/YYYY)
 iv. AQAR _____ - _____ (DD/MM/YYYY)

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 Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	<input type="text" value="-----"/>		
University with Potential for Excellence	<input type="text" value="-----"/>	UGC-CPE	<input type="text" value="-----"/>
DST Star Scheme	<input type="text" value="-----"/>	UGC-CE	<input type="text" value="-----"/>
UGC-Special Assistance Programme	<input type="text" value="-----"/>	DST-FIST	<input type="text" value="-----"/>
UGC-Innovative PG programmes	<input type="text" value="-----"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text" value="-----"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="10"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="06"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="02"/>
2.5 No. of Alumni	<input type="text" value="02"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="00"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="00"/>
2.8 No. of other External Experts	<input type="text" value="02"/>
2.9 Total No. of members	<input type="text" value="23"/>
2.10 No. of IQAC meetings held	02

2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="01"/>	Faculty	<input type="text" value="02"/>
---	-----	---------------------------------	---------	---------------------------------

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	12
------------	---------------	----------	-------	-------------------	----

(ii) Themes

Journalism- Communication ,Inter Personal Skills, Psychology- Schizophrenia, B.C.A- Cloud Computing, Science – Life Sciences, Origin of Life, Commerce – Stock market derivatives and financial markets.

2.14 Significant Activities and contributions made by IQAC

- Started Reading Club
- Increased the no of remedial classes
- Organised 4workshops in Journalism, 1 guest lecture and 1 workshop in Psychology, 1 guest lecture in Cloud computing, 1 Seminar in Microbiology, Chemistry and Botany, 1 guest lecture in kannada.
- Field trips and industrial visits.
- Presentations / Innovative Teaching Techniques

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. Infrastructure 2. Introduce new courses 3. Value Added Programs 4. Seminars/ Workshop's/Guest lectures 5. Research/ Paper Presentations.	3 classrooms were constructed. Bachelor Of Computer Applications was introduced. Personality development, Fashion Designing, Employability Skills, and Stock market derivation were some of the value added programs introduced. Organised around 12 workshop's/Guest lectures. Lecturers to complete M.Phil/ P.H.D. Lecturers also presented papers at seminars.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body Governing Council

Provide the details of the action taken

- | |
|--|
| <ol style="list-style-type: none"> 1. To improve infra-structure 2. To improve the quality of teaching methods 3. Paper presentations |
|--|

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	04 - B.A/B.Sc/ B.Com/BBM	01 - BCA		04
PG Diploma	----	----	----	----
Advanced Diploma	-----	-----	-----	-----
Diploma	-----	-----	-----	-----
Certificate	-----	-----	-----	4
Others	-----	-----	-----	
Total	04	01	-----	08
Interdisciplinary	----			
Innovative	-----			

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	05
Trimester	
Annual	

1.3 Feedback from stakeholders* Alumni yes Parents yes Employers --- Students yes
(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.

B.C.A (Bachelor of Computer Applications)---- 2013

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	26			01	

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R		R	V
	09	----	----	----	----	-----	----	-----	09	-----

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	03	03
Presented papers	-	02	02
Resource Persons	----	-----	-----

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

2.7 Total No. of actual teaching days 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)

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

2.10 Average percentage of attendance of students

2.11 Course/Programme wise
distribution of pass percentage:

Title of the Programme I/II/III year	Total no. of students appeared	Division				
		Distinction	I class	II class	Pass class	%
B.A.	105	-	42	27	11	80%
B.Sc	52	-	38	05	-	83%
B.Com	469	-	223	76	41	72%
BBM	126	-	63	29	06	78%
BCA	30	-	24	05	-	97%

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.
- 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.
- Class tests are given by the subject teacher after the completion of a few chapters.
- 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.
- A professional Counsellor visits the college every week to find the needs of the students, to discuss problems and reports the same to the Principal/ Faculty Incharge.
- 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	30
Faculty exchange programme	----
Staff training conducted by the university	----
Staff training conducted by other institutions	05
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	05	nil	01	
Technical Staff	08	nil	-	

Criterion – III

3. Research, Consultancy and Extension

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

Lecturers are encouraged to pursue research in their respective areas of specialisation. Mrs Hazel, H.O.D of science is presently doing her PHD, Mrs Lydia from the department of English has enrolled for PHD. Few of the lecturers have enrolled for M.Phil.

Students are also encouraged to undertake minor research projects.

b

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	02		
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals		02	
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

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

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

3.11 No. of conferences organised by the college.

Level	International	National	State	University	College
Number	-	-	-	-	02
Sponsoring agencies	-	-	-	-	-

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
01				01		

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 20

State level 30

National level ---

International level ---

3.22 No. of students participated in NCC events:

University level ---

State level ---

National level ---

International level ---

3.23 No. of Awards won in NSS:

University level ---

State level 02

National level ---

International level ---

3.24 No. of Awards won in NCC:

University level ---

State level ---

National level ---

International level ---

3.25 No. of Extension activities organized

University forum --

College forum ---

NCC ---

NSS 10

Any other 01

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

- The NSS unit of our college undertook sapling plantation, conducted Health surveys, Blood donation camps and rallies on social issues.
- The NSS unit also organised awareness programmes on AIDS, Cancer, legal literacy etc. The civil defence students also participated in the Independence Day parade and won the second prize.
- The civil defence unit also took part in crowd controlling and social work at Iskcon temple. They also undertook a survey on immersion of Ganesha idols at Ulsoor Lake.
- Visit to Halfway/old age homes to bring awareness to the students about their needs etc...
- Inauguration of Red Ribbon Club.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total No.
Campus area	18922.9 sft		Management	
Class rooms	19	02	Management	21
Laboratories	04	01	Management	05
Seminar Halls	01	-	Management	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.(computers, laptops, projectors, fax, photocopier etc)	23	11	Management	34
Value of the equipment purchased during the year (Rs. in Lakhs)	10 Lakhs	10 Lakhs	Management	Rs. 20 Lakhs
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.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value Rs	No.	Value Rs	No.	Value Rs
Text Books	7145	436327	3000	221331	10145	657658
Reference Books	957	85200	75	14276	1032	109476
e-Books	02	2000	07	10000	09	12000
Journals	10	12000	-	-	10	12000
e-Journals	-	-	-	-	-	-
Digital Database	-	-	03	25000	03	25000
CD & Video	35	30000	15	10000	50	25000
Others (maps & charts)	50	30000	04	500	54	30500

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart- ments	Others
Existing	15	01	15	-	-	06	04	
Added	15	-	15	-	-	-	01	
Total	30	01	30	-	-	06	05	

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.

4.6 Amount spent on maintenance in lakhs :

i) ICT	5 Lakhs
ii) Campus Infrastructure and facilities	10 Lakhs
iii) Equipments	10 Lakhs
iv) Others	--
Total :	25 Lakhs

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The college has established a Grievance cell and a sexual harassment cell and complaints by students are addressed by the Head of the Institution/Faculty Incharge. A trained counsellor is appointed to look into the needs of the students. A suggestion box is placed in the campus wherein the Principal personally keeps track of the suggestions offered and looks into them.

A guest lecture on HIV/AIDS was organised by Rescue India.

NSS wing organised classes in self-defence and legal literacy. In association with the Frazer town traffic police a traffic awareness program was also organised to bring awareness.

5.2 Efforts made by the institution for tracking the progression

Regular Class tests, preparatory exams are conducted to measure the efficiency of the teaching, learning process. For academically weak students remedial classes are conducted and their progress is monitored.

5.3 (a) Total Number of students

UG	PG	Ph. D.	others
838	-	--	-

(b) No. of students outside the state

06

(c) No. of international students

03

Men

No	%
NA	

Women

No	%
838	100%

Last Year						This Year					
General	SC	ST	OBC 2A/2B	Physically Challenged	Total	General	SC	ST	OBC 2A/2B	Physically Challenged	Total
608	121	02	38	02	771	642	159	01	35	01	838

Demand ratio

Dropout %

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

Remedial classes and Career counselling of students for engagement or jobs.

No. of students beneficiaries

25

5.5 No. of students qualified in these examinations

NET	-	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	-

5.6 Details of student counselling and career guidance

The College has introduced value added programs and certificate courses like employability skills, Fashion designing, tally, pay soft etc to enhance the employability of students. Career counselling class is being held by the resource personnel from different organisations to update the programme.

No. of students benefitted

180

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	80	16	30

5.8 Details of gender sensitization programmes

Legal literacy, Self- defence & Sexual Harassment programmes etc were conducted.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	205	9,16,474
Financial support from other sources	-	-
Number of students who received National recognitions in sports	01	50,000

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: No major grievances.

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

As the college is affiliated to Bangalore University, the syllabus of the University is adhered to and a few lecturers are members of the Board of Studies and Text Book Committees.

6.3.2 Teaching and Learning

Innovative teaching methods, dedicated faculty, organising workshops/guest lectures, Club activities and inter departmental co-operative programs.

6.3.3 Examination and Evaluation

As the college is affiliated to Bangalore University, which have already in place a evaluation process featuring semester system, continuous internal evaluation etc. The college also conducts class tests and midterm exams to evaluate students' performance and to identify their weak subjects.

6.3.4 Research and Development

Lecturers and students are encouraged to pursue research. Few of the lecturers have enrolled for M.Phil and two of our lecturers are perusing their PhD.

6.3.5 Library, ICT and physical infrastructure / instrumentation

3 Classrooms were constructed; Office administration and library are computerised. Internet facility is made available for all the students.

6.3.6 Human Resource Management

The entire system of administration mainly functions through HRMS.

6.3.7 Faculty and Staff Recruitment

Required staff in the respective areas of expertise were recruited especially in commerce subjects, Journalism, English, maths, electronics and computers.

6.3.8 Industry Interaction / Collaboration

The students of management studies visited a coir manufacturing industry and a few silk industries. The college is also associated with NIE, a unit of Deccan Herald

6.3.9 Admission of Students

Our College is unaided and a minority institution, no donations are taken for any course and admission is provided for all sections of society.

6.4 Welfare schemes for

Teaching & Administrative Staff	Leave Encashment Health Insurance Christmas bonus Teachers Day gift Staff Trip facilities
Sub-Staff	Leave Encashment Health Insurance, Christmas Bonus, May Day gift, Staff Trip facilities.
Students	Scholarships as per Government Order fee concession

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	√	C Rama Mohan & Co	-	-
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 Alumni association meets once/twice a year .The association has an elected President, Secretary and Treasurer. The members of the association have thus far donated books to the library, helped in career guidance, served as volunteers during inter collegiate fests, and have also instituted awards to the outgoing students.

6.12 Activities and support from the Parent – Teacher Association

The institution has PTA meetings with parents and students to convey information about programmes, industrial visits, excursions and also to discuss the progress of their wards. Feedback is also taken from the parents.

6.13 Development programmes for support staff

Problems related to support staff are solved by the Principal.

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

A botanical garden was set up. The staff strives to keep the campus a plastic free zone. All students are apprised about the importance of using the garbage bin inside and outside the campus.

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.

- Development of infrastructure- 3 classrooms were constructed to accommodate all students.
- B.C.A was a new course that was introduced and the results were 100%
- The college celebrated its First Annual Prize distribution day.
- Increase in value added certificate courses.

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

At the beginning of the year it was decided to increase the no of seminars/workshops, faculty were encouraged to participate in seminars/symposiums organised by other Institutions affiliated to Bangalore University, and Autonomous Colleges. A few of the faculty presented papers and articles were also published in journals.

The parents & guardians are called & informed about the progress and shortage of attendance of their wards.

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

IQAC cell Activities: The IQAC cell formatted a plan of action in the beginning of the academic year and regularly met to assess the progress of various actionables.

Library information systems: The College conducts in-service programs to familiarise and enhance their expertise in library automation, e-library services etc.

7.4 Contribution to environmental awareness / protection

The college regularly conducts guest lectures on the importance of environment protection and the work to make the students aware of the benefits of conservation.

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, sense of belongingness, innovative teaching techniques. **Weaknesses—**Lack of playground, few students pursue higher studies as they hail from orthodox families, better cafeteria. **Opportunities-**Infrastructure, association with the industry in each stream.
- Jameela Roohi.P of B.Sc won the gold medal at the 49th annual convocation of Bangalore University and also received a cash prize for securing highest marks in Chemistry.

8. Plans of institution for next year

The college with its growing number of students plans to expand and better the present infrastructure.

Holistic learning is critical for every student. The college plans to organise State level seminar for the students and lecturers to interact with students and faculty from various other state level institutions.

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



No: Aca.I/Calender of Events 2013-14

JnanaBharathi,
Bangalore – 560 056
Dated: 16.09.2013

NOTIFICATION

Sub:- Revised Calendar of Events for I/III/V/VII of Odd Semesters i.e. B.A/B.Sc/B.Com /BBM/BHM/B.V.A/B.Sc(Fad)/BCA U.G. courses for the academic year 2013- 14

Ref:- 1) University Notification No Aca-I/Calendar of Events 2013 -2014 dt: 25.07.2013
2) Vice-Chancellor's approval in the file dated:

In partial modification of the University Notification of even No. dated 25.07.2013 the 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 course for the year 2013-2014 is notified hereunder.

Sl#	Name of the Event	Date fixed for 2013-14 (relevant dates)
1.	Commencement of admission to UG Courses	06.05.2013
2.	Re-opening of Colleges, date of reporting of teachers and commencement of classes.	15.07.2013
3.	Last date for admission without penal fee 1 st semester students	31.07.2013
4.	Last date for admission with penal fee of Rs.350/-	26.08.2013
5.	Last date for admission with penal fee of Rs.350/-regarding 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.	26.08.2013
6.	Admission approval (Admission Approval procedure is as done during previous years-Online Admission procedure)	23.9.2013 to 21.10.2013
7.	Allotment of Register Numbers	23.9.2013 to 21.10.2013
8.	Last working day for Odd semester (End of Academic Session, after 91 days)	09.11.2013
9.	Commencement of Vacation	10.11.2013
10.	Commencement of Practical Examination	28.10.2013
11.	Last date to submit Internal Assessment Marks by the teachers to the Principal of the Colleges.	08.11.2013
12.	Last date to submit Internal Assessment Marks to the University	15.11.2013
13.	Commencement of Theory Examination	18.11.2013
14.	Commencement of Valuation of major subjects (having more number of Students) in B.Com, BBM, English, Mathematics, Economics, Etc.,	02.12.2013
15.	Closing of Theory Examination	17.12.2013
16.	Commencement of valuation of all other subjects	18.12.2013
17.	Re-opening of Even semester i.e. II, IV, VI and VIII semesters	06.01.2014
18.	Last working day for Even semester i.e. II, IV,VII semesters (End of Academic session after 91 days)	26.04.2014

Note:-

1. Strictly adhere to the above schedule.
2. 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.

S. Stephen
PRINCIPAL

Goodwill Christian College For Women
BANGALORE

ANNEXURE-II

The Action Taken Report (ATR):

A Committee was constituted to increase the number of seminars and workshops.

The Parents Teachers Committee was also constituted and they were called & informed about the progress and shortage of attendance of their wards.

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)


PRINCIPAL
Goodwill Christian College For Women
BANGALORE

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

ANNEXURE-III

Analysis & Review of Alumni Feedback:

The Alumni Meet 2013-14 was a very productive gathering of more than 60 alumni with their parents. The meeting was highly interactive as they shared their precious memories, experiences & achievements gained through this college. The parents also shared their strong sense of satisfaction regarding the academic performance and extracurricular activities. 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. Then they also decided to form a group profile in face book to strengthen the bond with the college. The alumni were also happy to donate books & contribute in cash or kind.


PRINCIPAL
Goodwill Christian College For Women
BANGALORE

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