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)

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

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

NAAC

VISION

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

MISSION

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

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

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

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

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

Value Framework

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

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

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Introduction

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

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

Objective

The primary aim of IQAC is

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

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

Strategies

IQAC shall evolve mechanisms and procedures for

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

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

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

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

e) The credibility of evaluation procedures;

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

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

Functions
Some of the functions expected of the IQAC are:

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

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

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

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

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

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

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

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

i) Development of Quality Culture in the institution;

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

Benefits
IQAC will facilitate / contribute

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

b) Ensure internalization of the quality culture;

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

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

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

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

Composition of the IQAC

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

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution

2. A few senior administrative officers

3. Three to eight teachers

4. One member from the Management

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

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

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

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

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

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

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

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

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

The role of coordinator

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

Operational Features of the IQAC

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

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

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

1. Details of the Institution

1.1 Name of the Institution

> **Goodwill Christian College for Women**

1.2 Address Line 1

> No 10, Promenade Road

Address Line 2

> Frazer Town

City/Town

> Bangalore

State

> Karnataka

Pin Code

> 560005

Institution e-mail address

> goodwillchristiancollege@gmail.com

Contact Nos.

> 080-25567177 / 41100422

Name of the Head of the Institution:

> **Prof. Shobha Stephen**

Tel. No. with STD Code:

> 080-25567177

Mobile:

> 9845355262

Name of the IQAC Co-ordinator: Mrs. Hazel D'Souza

Mobile: 9844349274

IQAC e-mail address: goodwilliqac@gmail.com

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

1.4 **NAAC Executive Committee No. & Date:**
   (For Example EC/32/A&A/143 dated 3-5-2004.   EC/PCA 8A/ 61/19 dated September 2012
   This EC no. is available in the right corner- bottom
   of your institution's Accreditation Certificate)

1.5 Website address: www.goodwillchristiancollege.com

Web-link of the AQAR: http:/goodwillchristiancollege.com/report

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.55	2012	5 years
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   20/06/2011

1.8 **AQAR for the year** *(for example 2010-11)*   **2015-2016**

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

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

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)   **Computer Applications**

1.12 Name of the Affiliating University *(for the Colleges)*   **Bangalore University**

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

Autonomy by State/Central Govt. / University | - |

University with Potential for Excellence | - | UGC-CPE | - |

DST Star Scheme | - | UGC-CE | - |

UGC-Special Assistance Programme | - | DST-FIST | - |

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

UGC-COP Programmes | - |

2. IQAC Composition and Activities

2.1 No. of Teachers | **10** |

2.2 No. of Administrative/Technical staff | **02** |

2.3 No. of students | **05** |

2.4 No. of Management representatives | **02** |

2.5 No. of Alumni | **02** |

2. 6 No. of any other stakeholder and

   community representatives | **05** |

2.7 No. of Employers/ Industrialists | **02** |

2.8 No. of other External Experts | **02** |

2.9 Total No. of members | **30** |

2.10 No. of IQAC meetings held | **04** |

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

Non-Teaching Staff Students **02** Alumni **01** Others **01**

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. **08** International ☐ National **2** State ☐ Institution Level **6**

(ii) Themes **Childrens' Literature, Frontiers Lectures In Biology, Human Resource Management, Skill Development in Visual Communication, Economic Reforms.**

2.14 Significant Activities and contributions made by IQAC

- **Inauguration of Dr. B.R Ambedkar Study and Research Centre.**

- **Inauguration of the Language Club 'Bhasha Spoorthi'.**

- **Organised 2 National Seminars: a) Children's Literature organised by Dept. of English**

   b) National level Workshop organised by Dept. of Science and sponsored by Indian Science Academy.

- **Organised Guest Lectures in Management, Computer Applications, Economics and Languages.**

- **IQAC in association with the Dept. Of Psychology organised a two day workshop on peer pressure, self esteem, motivation etc.**

- **The College has Disciplinary Committee, Anti Ragging Committee, Counselling Committee and Committee against Sexual Harassment. These Committees take care of day to day student support as and when needed. The IQAC generally interacts with these committees. However there has not been a single complaint received so far.**

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1.Seminars/ Workshops	2 National level seminars were organised by the Dept. Of English and Science. The Science workshop was sponsored by Science Academy. Dept of Management, Computer Applications, Economics and Languages organised Guest Lectures.
2. Research and Paper Presentations	1. Few lecturers have enrolled for Phd Programmes. Mrs. Hazel D'Souza, HOD of Science is on the verge of completing her Phd programme. 2. Lecturers have presented papers in State and National level seminars.
3. Club Activities	Language club 'Bhasha Spoorthi' was inaugurated.
4.NSS/ Civil Defence	Guest lectures, Blood Donation Camps, celebration of World Yoga Day, fund collection for purchase of furniture in Govt. Schools, donation of stationary to a Govt. School in Putenahalli were some of the events that were organised.

* *Attach the Academic Calendar of the year as Annexure.* : **2015-16 attached**

2.15 Whether the AQAR was placed in statutory body   **Yes** √   No

Management │ --- │   Syndicate │   │   Any other body   **Governing Council**

Provide the details of the action taken

> **The recommendations of the IQAC was enough for the motivation of the management to equip the college infrastructure. The management also patronized Dept. Tours and Seminars.**

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	**05**		**05**	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				**02**
Others				**02**
Total	**05**		**05**	**04**

Interdisciplinary	**05**			
Innovative	**05**			

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 `yes` Students `yes`
   (On all aspects)

   Mode of feedback   :   Online `yes` Manual `yes` 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.

   A new course in BA namely Psychology, Economics, Journalism was introduced.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
29	**07**	**06**	**01**	**15**

2.2 No. of permanent faculty with Ph.D.

03

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

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

2.4 No. of Guest and Visiting faculty and Temporary faculty

| | **03** | |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		**04**	**03**
Presented papers		**06**	
Resource Persons			

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

1.Technology based Teaching and Learning
2.Interactive Learning
3.Field trips/Industrial Visits
4. Group Discussions.

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

| **02** | | |

2.10 Average percentage of attendance of students

| 80% |

2.11 Course/Programme wise

distribution of pass percentage : : **Examination of Nov / Dec 2015**

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	**100**		**25**	**19**	**29**	**73%**
B.Sc	**55**		**13**	**05**	**10**	**51%**
B.Com	**510**		**111**	**98**	**131**	**67%**
BBA	**114**		**31**	**31**	**28**	**79%**
BCA	**84**		**28**	**28**	**25**	**96%**

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

1. IQAC in its meeting with faculty members and Heads of Departments convenes Annual plan meetings at the beginning of each session to discuss the organisation of seminars, club activities, industrial trips, prepares time schedule for term tests and convenes term review meetings.

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

3. A bio metric system of staff attendance is followed.

4. Percentage of attendance is calculated for each student at the end of every month and the shortage of attendance list is displayed on the notice board. Parents of erring students are informed by the class teachers.

5. Class tests are given and feedback on their performance is provided to the students.

6. Committees like Cultural, Sports, Seminar, Elections, NSS, Red Ribbon club, Sexual Harassment, Anti ragging, Counselling, Student grievance etc are formed at the beginning of the academic year for the smooth functioning of all curricular and extra-curricular activities. Students are involved in a few of these committees to instil in them a sense of responsibility and co-operation.

7. Slow learners & late admission students (II PUC Supplementary students) are identified and remedial classes are taken.

8. At the beginning of every month, the Principal calls for a staff meeting to discuss issues related to academics and co-curricular activities. The minutes of the previous month are also reviewed.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	**35**
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	**10**
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

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

Criterion – III

3. Research, Consultancy and Extension

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

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

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4   Details on research publications

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

3.5 Details on Impact factor of publications:

Range ☐   Average ☐   h-index ☐   Nos. in SCOPUS ☐

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

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

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

ii) Without ISBN No.   ☐

3.8 No. of University Departments receiving funds from

UGC-SAP ☐   CAS ☐   DST-FIST ☐

DPE ☐   DBT Scheme/funds ☐

3.9 For colleges   Autonomy ☐   CPE ☐   DBT Star Scheme ☐

INSPIRE ☐   CE ☐   Any Other (specify) ☐

3.10 Revenue generated through consultancy   ☐

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		**02**			**06**
Sponsoring agencies		**Indian Science Academy, College Management**			**College Management**

3.12 No. of faculty served as experts, chairpersons or resource persons   **01**

3.13 No. of collaborations   International **01**   National [ ]   Any other **01**

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 **3 lakhs**

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 | 25 | State level | 50 |

National level | - | International level | - |

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

University level | - | State level | 30 |

National level | - | International level | - |

3.23 No. of Awards won in NSS:

University level | - | State level | - |

National level | - | International level | - |

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

University level | | State level | 01 |

National level | | International level | |

3.25 No. of Extension activities organized

University forum | | College forum | |

NCC | | NSS | 20 | Any other | 06 |

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

1.The NSS unit of our college undertook sapling plantation, conducted health surveys, blood donation camps, organised workshops, seminars, guest lectures and women empowerment programmes.

2. The unit also played an important role in organising funds for purchase of furniture in a govt school, donated stationery to a govt school in Puttenahalli thus fulfilling social responsibility towards the community.

3. The Civil Defence and NSS organised a rally to ban the use of plastic.

4. Dr. M.S. Gayathri was awarded Chief Minister's Gold Medal Award on 20th April 2016 for excellent work in Civil Defence.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

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

4.2 Computerization of administration and library

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

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	**10,145**	**8,36,600**	**499**	**86161**	**11405**	**86160**
Reference Books	**1032**	**10,9476**	**13**	**7000**	**1045**	**17947**
e-Books						
Journals						
e-Journals						
Digital Database	**3**	**25000**			**3**	**25000**
CD & Video	**57**	**26000**			**57**	**26000**
Others (specify)	**54**	**30500**			**54**	**30500**

4.4 Technology up gradation (overall)

	Total Computers	No. Of Computers in Computer Lab	Internet facility	Browsing Centres	Computer Centres	No. Of Computers in Office	Depart-ments	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 :
2850000

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

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

5.2 Efforts made by the institution for tracking the progression

> **Regular class tests, oral tests, pre-final exams are conducted to measure the efficiency of the teaching-learning process. Weak students are identified and remedial classes are taken.**

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
882	**-**	**-**	**-**

(b) No. of students outside the state

09

(c) No. of international students

01

Total Number of students:

Men

No	%
NA	

Women

No	%
882	**100**

	Last Year						This Year				
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
671	**153**	**-**	**45**	**01**	**870**	**703**	**159**	**01**	**17**	**02**	**882**

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

50

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

1. **Every year the college introduces value added certificate courses like employability skills, e-business skills, Tally etc to enhance the students employability. Career counselling for the final year students is held by inviting resource personnel from different organisations.**

2. **The career counselling cell also look into the diverse economic problems that confront students. One of the objectives of this cell is to help students who come from economically backward families with placement opportunities and provide institutional support.**

No. of students benefitted   **200**

5.7 Details of campus placement

	On campus		*Off Campus*
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
05	**200**	**10**	**50**

5.8 Details of gender sensitization programmes

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

5.9 Students Activities

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

State/ University level | **20** | National level | **04** | International level | **--** |

No. of students participated in cultural events

State/ University level | **250** | National level | **--** | International level | **--** |

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

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

Cultural: State/ University level | **100** | National level | **--** | International level | **--** |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government(SC/ST & Minority Community)	**329**	**1691722**
Financial support from other sources		
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 | **02** | National level | **--** | International level | **--** |

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

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION - **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. However few lecturers are members of the board of studies and text book committees.

6.3.2   Teaching and Learning

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

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

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

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

6.3.3 Examination and Evaluation

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

6.3.4 Research and Development

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

6.3.5 Library, ICT and physical infrastructure / instrumentation

> **To develop and update facilities in the library, the IQAC has adopted the following strategies:-**
>
> **1. Physical infrastructure has been improvised.**
>
> **2. Books are purchased by all departments every year.**
>
> **3. A new computer has been added to the library.**
>
> **4. Internet facility is available.**

6.3.6 Human Resource Management

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

6.3.7 Faculty and Staff recruitment

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

6.3.8   Industry Interaction / Collaboration

1. **Science students visited Biocon, Bangalore Diary, GKVK and the Brain Museum at Nimhans.**

2. **Students of Psychology also visited the Brain museum.**

3. **Journalism students visited Doordharshan and Kasturi TV channel.**

4. **Urdu students participated in an event organised by Doordharshan.**

5. **Management students visited Nestle Factory in Goa.**

6. **Commerce students visited Mysore Sillk Udyog and an Ice cream factory.**

7. **The college is associated with NIE, a unit of Deccan Herald. The college has also collaborated with the British Library.**

6.3.9   Admission of Students

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

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

For UG Programmes   Yes | √ | No | -- |

For PG Programmes   Yes | -- | No | -- |

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

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

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

> --

6.11 Activities and support from the Alumni Association

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

6.12 Activities and support from the Parent – Teacher Association

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

6.13 Development programmes for support staff

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

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

> ✑ **Campus declared plastic free zone.**
>
> ✑ **Plantation in the college campus.**

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> 1. **Two National seminars were organised.**
>
> 2. **All the Depts. organised workshops/guest lectures and industrial trips.**
>
> 3. **Cash prizes were given to rank holders and merit students.**

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

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

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

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

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

7.4 Contribution to environmental awareness / protection

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

7.5 Whether environmental audit was conducted?   Yes [ ]   No [--]

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

> **Nandini of B.Sc secured Bangalore University Rank in Tamil and also for highest marks in B.Sc.**
>
> **Strengths: Dedicated faculty, sense of belonging as family, good results.**
>
> **Weakness: Lack of space, better cafeteria.**

8. Plans of institution for next year

> **1. To expand infrastructure with the ever increasing no of students.**
>
> **2. To organise more no of State and National level seminars.**
>
> **3. To implement development programmes for sub staff.**
>
> **4. To organise inter-collegiate departmental fests /exhibitions.**

Name **Mrs. HAZEL D'SOUZA**   *Name*   **Prof. SHOBHA STEPHEN**

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Goodwill Christian College For Women
BANGALORE

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

_____***_____

Annexure I

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 2015-16 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 Face book Profile was formed by the alumni to strengthen the bond with the college. The alumni contributed by donating books & instituted prizes in cash or kind.

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

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

PRINCIPAL
Goodwill Christian College For Women
BANGALORE

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

ANNEXURE: Criterion-VII (7.2)

The Action Taken Report (ATR):

Committees were constituted to increase the number of seminars and workshops, certificate courses & Parents-Teachers meet. Class Teachers regularly inform parents towards their wards absence & progress.

Members of Committee:

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

PTA MEETING COMMITTEE: Mrs. Shalini.A.E.
Mrs. Asma Azeez
Mrs. Anitha.S.
Mrs. Saria Banu

CERTIFICATE COURSES COMMITTEE: Mrs. Geetha.D.
Mrs. Lydia Glory.I.
Ms. Amthur Rehman
Mrs. Josephine Prapulla.A.

WORKSHOP & SEMINAR COMMITTEE: HODs
Mrs. Mayuramani. B
Dr. Thejavathi.K.
Mrs. Pramila Sudharshan
Ms. Raziya Sultana

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Goodwill Christian College For Women
BANGALORE

BANGALORE UNIVERSITY

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

No: Aca.I/R3/UG-Calender of Events/2015-16

Dated: 26.05.2015

NOTIFICATION

Sub:- Calendar of Events for I/III/V/VII of Odd Semesters i.e. B.A/B.Sc/ B.Com/BBA/BHM/BVA/ B.Sc(FAD)/BCA Undergraduate courses for the academic year 2015- 16

Ref:- Vice-Chancellor's approval dated:26.05.2015

** * **

Calendar of Events of odd Semesters for I/III/V/VII Semesters i.e., B.A/B.Sc/B.Com/BBA/BHM/ BVA/B.Sc (FAD) /BCA U.G courses for the academic year 2015-16 is notified hereunder.

Sl#	Name of the Event	Date fixed for 2015-16
1.	Commencement of admission to UG Courses	01.06.2015
2.	Re-opening of Colleges, date of reporting of teachers and commencement of classes.	22.06.2015
3.	Last date for admission without penal fee 1st semester students	08.07.2015
4.	Last date for admission with penal fee of Rs.440/-	15.07.2015
5.	Last date for admission with penal fee of Rs.440/- 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 from other Universities the principals should obtain NOC from Bangalore University before admitting to III and V semester courses.	15.07.2015
6.	Admission approval (Admission Approval procedure is as done during previous years- Online Admission procedure)	17.08.2015 to 23.09.2015
7.	Allotment of Register Numbers	22.08.2015 to 26.09.2015
8.	Last working day for Odd semester (End of Academic Session, after 90 days)	15.10.2015
9.	Commencement of Vacation	16.10.2015
10.	Commencement of Practical Examinations	16.10.2015
11.	Last date to submit Internal Assessment Marks to the University	13.10.2015
12.	Commencement of Theory Examinations	28.10.2015
13.	Commencement of Valuation of major subjects (having more number of Students) in B.Com, BBA, English, Mathematics, Economics, Etc.,	11.11.2015
14.	Closing of Theory Examinations	24.11.2015
15.	Re-opening of Even semesters i.e. II, IV, VI and VIII semesters	14.12.2015

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.

3. The colleges have to collect and remit the fee as prescribed by the University.

4. 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 27.07.2015. The application received after this date will not be considered.

5. 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.

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6. Guidelines/Instructions for determination of eligibility of students to various U.G. courses (Semester Scheme) issued vide Notification No.ACA-I/Guidelines/2006-2007 dated 27.6.2007 shall be followed for the academic year 2015-16 except Bachelor of Speech and Language Pathology and Audiology (BSLP) Courses.

7. Principals are requested to allot the invigilation work to the teachers of major subjects such as Commerce, Management, English, Mathematics, Economics, etc., in the beginning of the theory examination and relieve them immediately for evaluation work.

8. Principals are further requested to compulsorily collect the evaluation attendance certificates from all the teachers who attended evaluation work in different subjects and produce them before the Local Inquiry Committee for verification at the time of visit.

9. During vacation, it is mandatory for teachers to undertake theory valuation and practical examination related work assigned by the University. Otherwise disciplinary action will be initiated for dereliction of duty, in the case of University, Government, and Aided College teachers and in the case of Unaided colleges attending to the examination work is one of the conditions to continue Affiliation.

10. Submission of any required document after the date of approval will not be considered for approval.

11. Wherever Bio-Metric attendance is implemented, the principals are requested to take permission from the Higher Authorities to waive the requirement of attendance of the teachers on the days of the examination related work in the University especially during the evaluation of answer books.

BY ORDER

REGISTRAR

To

1. The Principals of Affiliated Colleges of Bangalore University- (Fees structure statement annexure-A,B,C is enclosed for reference)
2. The Deans, Faculties of Arts, Science, Commerce & Management, B.U.B
3. The Officer on Special duty to the Hon'ble Minister for Higher Education, Vidhana Soudha, Bangalore, for kind information.
4. P.A. to the Principal Secretary to the Govt. Higher Education Dept. 6th Floor M.S. Building Dr. Ambedkar Veedhi, Bangalore -560 001 for kind information.
5. PA to Vice-chairman, Karnataka State, Higher Education Council, Palace Road Bangalore-560001.
6. The Director of Students Welfare, B.U.B.
7. Smt. Sujatha, System Analyst, Bangalore University, Bangalore – with a request to please publish in the Bangalore University Website.

Copy to:

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

To
The Editor,

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

Bangalore

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