

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



**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्**

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

# NAAC

## VISION

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

## MISSION

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

## Value Framework

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

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

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

## **Introduction**

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

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

## **Objective**

*The primary aim of IQAC is*

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

## **Strategies**

*IQAC shall evolve mechanisms and procedures for*

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) The relevance and quality of academic and research programmes;

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

## **Functions**

*Some of the functions expected of the IQAC are:*

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

## **Benefits**

*IQAC will facilitate / contribute*

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

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

## **Composition of the IQAC**

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

The composition of the IQAC may be as follows:

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

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

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

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

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

society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

### **The role of coordinator**

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

### **Operational Features of the IQAC**

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

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

### **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](mailto: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)

**2017 - 2018**

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

Bengaluru

State

Karnataka

Pin Code

560005

Institution e-mail address

goodwillchristiancollege@gmail.com

Contact Nos.

080-25567177 / 41100422

Name of the Head of the Institution:

**Dr. PRISCILA J C J**

Tel. No. with STD Code:

080-25567177 / 41100422

Mobile:

9845611290

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

Mobile: **9844349274**

IQAC e-mail address: **Principalnaac2018@gmail.com**

1.3 NAAC Track ID (For ex. MHCOCN 18879)

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

1.5 Website address: **www.goodwillchristiancollege.com**

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

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

#### 1.6 Accreditation Details

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

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

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

**2017 - 2018**

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

- i. AQAR 2013- 2014 submitted to NAAC on 01.07.2014
- ii. AQAR 2014-2015 submitted to NAAC on 30.06.2015
- iii. AQAR 2015-2016 submitted to NAAC on 03.08.2016 (DD/MM/YYYY)
- iv. AQAR 2016-2017 submitted to NAAC on 14.07.2017
- v. AQAR 2017-2018 submitted to NAAC on 16.10.2018

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Business Administration

Computer Applications  Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

**BANGALORE UNIVERSITY**

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

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

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<b>14</b>
2.2 No. of Administrative/Technical staff	<b>02</b>
2.3 No. of students	<b>05</b>
2.4 No. of Management representatives	<b>02</b>
2.5 No. of Alumni	<b>02</b>
2.6 No. of any other stakeholder and community representatives	<b>05</b>
2.7 No. of Employers/ Industrialists	<b>02</b>
2.8 No. of other External Experts	<b>02</b>
2.9 Total No. of members	<b>34</b>
2.10 No. of IQAC meetings held	<b>10</b>

2.11 No. of meetings with various stakeholders: No Faculty

Non-Teaching Staff  Students  Alumni  Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Value Education was introduced for all the classes.
- A talk was arranged by the Elders helpline to sensitise the students on Elders abuse.
- In association with YWCA, the IQAC organised a talk on menstrual hygiene.
- The Student Christian Moment of our College organised a talk by the YWCA to encourage students to actively engage in social work.
- IQAC in association with the Depts. of Languages, Economics, Journalism, Commerce, Management, Psychology, English, Science and Computer Applications organised Guest Lectures.
- The College has Disciplinary Committee, Anti Ragging Committee, Counselling Committee, Equal Opportunities and Committee against Sexual Harassment. These Committees take care of day to day student support as and when needed. The IQAC generally interacts with these committees. However there has not been a single complaint received so far.
- RHAPSODY – An Inter-Collegiate Cultural Fest was organised wherein students from 30 Colleges in and around Bangalore participated.
- Certificate Courses in Tally, Website Creation, Coral Draw, Excel and Photoshop were conducted by Alfatech.
- Two trained counsellors offer support to the students to deal with a wide range of concerns - be it academic, personal, emotional, family or peer related through counselling on Tuesday and Thursday from 9:00 am - 4 .00 pm.
- Orientation Programme was organised for staff. Rev. Dexter Maben, Professor in the Dept. of NT, UTC Bangalore was the Resource Speaker.
- Freshers Orientation was organised for the Freshers.

## 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 \*

<b>Plan of Action</b>	<b>Achievements</b>
1.Seminars/ Workshops	<ul style="list-style-type: none"> <li>• IQAC in association with the Depts. Of Languages, Economics Commerce, Management, Psychology, Journalism, English, Science and Computer Applications organised guest lectures.</li> <li>• Dept. of Journalism organised 5 workshops in association with Deccan Herald.</li> <li>• The Department of Commerce as part of the extension activity organised workshops on Soft skill Development by Cocoons Pvt. Ltd.</li> </ul>
2. Research and Paper Presentations	<p>Mrs. Hazel D’Souza, HOD of Science and Mrs. Lydia Glory, Dept. of English are on the verge of completing their Ph.D. programme.</p> <p>Mrs. Josephine, Mrs. Kavitha &amp; Mrs. Amudha.S have enrolled for Ph.D.</p> <p>Lecturers have presented and published papers in International, National and State level seminars.</p>
3. Club Activities	<ul style="list-style-type: none"> <li>• The Arts club was renamed from ‘AATMA’ to ‘ARTISTS HUB’.</li> <li>• The Departments of Commerce, Science, Arts, Management and Computer Applications organised Inter and Intra-Department Club activities.</li> </ul>
4.NSS/ Civil Defence / Red Cross	<p>Guest lecture on Organ Donation, legal literacy etc. Blood Donation Camps, celebration of World Yoga Day, One week NSS camp was organised by our college and students took active part in social awareness programmes.</p>

\* Attach the Academic Calendar of the year as Annexure. : **2017-18 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 IQAC met with the Board of Management and gave a proposal to equip the college infrastructure. Steps are being taken by the management. The management also patronized Dept. Tours, Staff Picnic, Inter-Collegiate Fests, Departmental Fests, Guest Lectures, Workshops and National Seminars.

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

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

Interdisciplinary	<b>05</b>			
Innovative	<b>05</b>			

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	<b>05</b>
Trimester	
Annual	

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students

(On all aspects)

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

\*Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

- **As the College is affiliated to Bangalore University, the Syllabi of the University is adhered to.**
- **In addition Certificate Courses like Tally, Coral Draw, Website Designing and Photoshop were added.**

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

- Nil

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
<b>28</b>	<b>20</b>	<b>07</b>	<b>01</b>	-

2.2 No. of permanent faculty with Ph.D.

**04**

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

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

2.4 No. of Guest and Visiting faculty and Temporary faculty

**06**

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	<b>07</b>	<b>21</b>	-
Presented papers	<b>04</b>	<b>07</b>	-
Resource Persons		-	<b>01</b>



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

1. Use of ICT
2. Screening of text based films
3. Field trips/Industrial Visits
4. Outreach Programs
5. Workshops
6. Guiding students to present papers at regional/state/national level seminars

2.7 Total No. of actual teaching days

180

during this academic year

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

**As per Bangalore University Semester Scheme**

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

03

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

2.10 Average percentage of attendance of students

80%

2.11 Course/Programme wise

distribution of pass percentage :

**Examination of Nov / Dec 2017**

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
<b>B.A.</b>	<b>91</b>	<b>04</b>	<b>47</b>	<b>04</b>		<b>60%</b>
<b>B.Sc</b>	<b>56</b>		<b>39</b>			<b>67%</b>
<b>B.Com</b>	<b>460</b>	<b>89</b>	<b>310</b>	<b>50</b>	<b>11</b>	<b>68%</b>
<b>BBA</b>	<b>130</b>	<b>14</b>	<b>47</b>	<b>29</b>		<b>69%</b>
<b>BCA</b>	<b>94</b>	<b>63</b>	<b>20</b>			<b>88%</b>

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

**1. IQAC in its meeting with faculty members, Heads of Departments prepares Calendar of Events to plan for the new academic sessions with reference to the organisation of seminars, club activities, industrial trips, time schedule for term tests and convenes term review meetings.**

**2. The Principal interacts regularly with students to get feedback. Staff Appraisal Forms were given to all the students.**

**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. Open book tests, 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 instill in them a sense of responsibility and co-operation.

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

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

9. To make the students employment worthy, Certificate courses in, Tally, Website creation, Coral Draw, Excel and Photoshop were conducted in the college by Alphatech.

10. The final year students participated in career counselling and placement meets organised by our College and other Institutions.

#### 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	<b>40</b>
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	<b>04</b>
Summer / Winter schools, Workshops, etc.	<b>32</b>
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	<b>04</b>	-	-	<b>02</b>
Technical Staff (Sub-Staff)	<b>06</b>	-	-	<b>02</b>

## Criterion – III

### 3. Research, Consultancy and Extension

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

**IQAC encourages teachers to pursue research. The Management provides all possible support for carrying out research work. One lecturer has enrolled for Ph.D. and Four others are pursuing Ph.D. Faculty staff involved in research are granted permission to leave early to continue with their research work .**

#### 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		<b>01</b>	
Non-Peer Review Journals			
e-Journals			
Conference proceedings			<b>02</b>

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		-			<b>10</b>
Sponsoring agencies					<b>College Management. Journalism workshops sponsored by Deccan Herald</b>

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

3.13 No. of collaborations International  National  Any other –

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

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

-

-

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

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

JRF  - SRF  - Project Fellows  - Any other  -

3.21 No. of students Participated in NSS events: University level  90 State level

National level  - International level  -

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

University level  - State level  35

National level  - International level  -

3.23 No. of Awards won in NSS:

University level  - State level  -

National level  - International level  -

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

University level	-	State level	-
National level	-	International level	-

3.25 No. of Extension activities organized

University forum		College forum	
NCC		NSS	20
		Any other	10

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

- The NSS unit of our college organised Blood Donation Camps, Guest Lectures etc to create awareness on various social issues.**
- Celebration of National Festivals.**
- The Civil Defence and NSS organised a rally to ban the use of plastic.**
- During Christmas a few staff members and students visited the Geatric ward at CSI Hospital and distributed cakes.**
- National Youth Day Celebration programme organized by Ramakrishna mutt at Basavanagudi, Bangalore- 154th birth anniversary of Swami Vivekananda a one-day programme was arranged at Ramakrishna mutt on 12th January 2017 •**
- National Youth Week Valedictory programme in Palace Grounds, Bangalore on 18th January 20**
- Value Education was introduced for all the classes.**
- A talk was arranged by the Elders helpline to sensitise the students on Elders abuse.**

## 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)	<b>20 Lakhs</b>	<b>50000</b>	<b>Management</b>	<b>20,50,000</b>
Others	-	-	-	<b>20,50,000</b>

#### 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	<b>11930</b>	<b>10,5600</b>	<b>654</b>	<b>242375</b>	<b>12584</b>	<b>12,47,975</b>
Reference Books	<b>1081</b>	<b>28184</b>	<b>47</b>	<b>32,460</b>	<b>1128</b>	<b>60644</b>
e-Books	-	-	-	-	-	-
Journals	<b>10</b>	<b>25000</b>	<b>08</b>	<b>18055</b>	<b>18</b>	<b>43,055</b>
e-Journals			<b>01</b>	<b>4500</b>	<b>01</b>	<b>4500</b>
Digital Database	<b>3</b>	<b>25000</b>	-		<b>03</b>	<b>25000</b>
CD & Video	<b>62</b>	<b>27025</b>	-	-	<b>62</b>	<b>2705</b>
Others (specify)	<b>54</b>	<b>30500</b>	-	-	<b>54</b>	<b>30,500</b>

#### 4.4 Technology up gradation (overall)

	Total Computers	No. Of Computers in Computer Lab	Internet facility	Browsing Centres	Computer Centres	No. Of Computers in Office	Departments	Others
Existing	<b>57</b>	<b>38</b>	√	-	-	<b>07</b>	<b>06</b>	<b>06</b>
Added				-	-	-	-	
Total	<b>57</b>	<b>38</b>	√	-	-	<b>07</b>	<b>06</b>	<b>06</b>

#### 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	5 lakhs
ii) Campus Infrastructure and facilities	132125
iii) Equipments	48976
iv) Others	-
<b>Total :</b>	<b>681101</b>

## **Criterion – V**

### **5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- 1. Two trained counsellors offer support to the students to deal with a wide range of concerns -be it academic, personal, emotional, family or peer related through counselling on Tuesday and Thursday from 9:00 am to 4 .00 pm.**
- 2. In association with YWCA, the IQAC organised many awareness programmes.**
- 3. 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.**
- 4. Students and their parents are notified through SMS, through circulars etc.**
- 5. The college is under CCTV surveillance.**
- 6. Chapel Service was introduced.**
- 7. Music classes to be introduced.**
- 8. Wending Machine to be purchased.**

5.2 Efforts made by the institution for tracking the progression

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



5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
<b>855</b>	-	-	-

(b) No. of students outside the state

(c) No. of international students

**Total Number of students**

**WOMEN**

No	%
<b>855</b>	<b>100</b>

Last Year						This Year						
General	SC	ST	OBC	Physically Challenged	Men Total	General	SC	ST	OBC	Physically Challenged	Total	
<b>651</b>	<b>180</b>	<b>02</b>	<b>22</b>	<b>02</b>	<b>857</b>	<b>660</b>	<b>137</b>	<b>01</b>	<b>57</b>	<b>--</b>	<b>855</b>	

Demand ratio

Dropout %

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

**Certificate Courses in Tally, Website Creation, Coral Draw, Excel and Photoshop were conducted by Alfatech. The Department of Commerce as part of the extension activity organised workshops on Soft skill development by Cocoons Pvt. Ltd.**

No. of students beneficiaries

**200**

5.5 No. of students qualified in these examinations

NET	<input type="text"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

5.6 Details of student counselling and career guidance

- 1. Every year the college introduces value added certificate courses like Tally, Website creation, Coral Draw, Excel and Photoshop etc. 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. The alumni also help in career guidance and placement.**

No. of students benefitted

**400**

### 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
<b>50</b>	<b>1300</b>	<b>400</b>	<b>600</b>

### 5.8 Details of gender sensitization programmes

**Many Programmes on women empowerment & health issues were organised by various NGOs.**

### 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(SC/ST & Minority Community)	<b>252</b>	<b>2256481</b>
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

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

5.12 No. of social initiatives undertaken by the students

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

**Criterion – VI**

## **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

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

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

6.2 Does the Institution has a management Information System

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

6.3.1 Curriculum Development

**As the college is affiliated to Bangalore University, the syllabus of the university is adhered to. However few lecturers are members of the board of studies, Board of examiners and text book committees. More Certificate Courses were added.**

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. Use of ICT. Establishment of the course plan for every subject well before the commencement of each semester. Teacher's study materials [Soft copy-PPT slides/PDF presentation] are shared with students. Organizing conferences, seminars, workshops and guest lectures. Deputation of students and faculty for conferences, seminars and workshops, Remedial classes, student counseling and internal tests are being conducted on a routine basis. Organizing guest lectures/ workshops on recent trends and developments in respective subjects.**

### 6.3.3 Examination and Evaluation

**As the college is affiliated to Bangalore University which already have in place a evaluation process featuring Internal Assessment etc. In addition Weekly tests, Pre-Final Examinations, Guiding students to apply for photo copy of answer scripts, evaluation of received answer script, apply for revaluation and challenge evaluation are done by the college.**

### 6.3.4 Research and Development

**IQAC encourages teachers to pursue research. The Management provides all possible support for carrying out research work. Few lecturers have enrolled for Ph.D. and few others are pursuing Ph.D. & B.Ed. Faculties involved in research are granted permission to leave early to continue with their research work.**

### 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. Library & Reference Books are purchased by all departments every year.**
- 3. Internet and wifi 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. The HR team/Management manages Human Resource of the College. It is responsible for the selection, training, assessment, and rewarding of employees.**

### 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. Roaster System is followed during Faculty and Staff recruitment.**

### 6.3.8 Industry Interaction / Collaboration

- **Industry Interaction is incorporated for all courses**
- **Field visits, industrial visits are arranged.**
- **Collaboration with industries and other premier institutions to organize seminars, workshops and value added courses.**
- **Urdu students participated in an event organised by Doordharshan.**
- **The college is associated with NIE, Newspaper in Education - a unit of Deccan Herald. The college has also collaborated with the British Library.**

### 6.3.9 Admission of Students

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

### 6.4 Welfare schemes for

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

### 6.5 Total corpus fund generated

**30 Lakhs**

### 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	<b>✓</b>	<b>Charles Prabhakar &amp; Associates</b>	-	-

### 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?

- **University organized workshops for Principals, Custodians and Chairman-BOE ahead of the exams. Sitting squad appointed by the University in addition to flying squad to keep the daily account of question papers, answer scripts, additional sheets, and recording of any irregularities including malpractice cases. Admission & Examination Registration are done online. Results are declared online to the students & college.**

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

**University conducted workshops on highlighting the significance of autonomy in affiliated colleges and motivates the affiliated colleges to become autonomous.**

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 endowment awards to outgoing students.**

6.12 Activities and support from the Parent – Teacher Association

**PTA meetings are organised regularly by all the departments to convey information about programs, field trips and to discuss attendance, academic performance 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. Picnic & Inter-personnel Relationship skills.**

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

**Waste Segregation into dry and wet waste.**

**Wending Machine**

**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. All the Departments organised workshops/guest lectures and industrial trips.**
- 2. Students were encouraged and guided to present papers at regional/state/national level seminars**
- 3. Increase in the number of certificate courses offered to students.**
- 4. Cash prizes, trophies were given to rank holders and merit students.**
- 5. Value education was introduced for all classes.**
- 6. Counselling Cell functions actively to meet the needs of the students.**
- 7. Red Cross Unit was formed.**

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. Value education was introduced for all classes.**
- 2. During Christmas, few staff members visited the Geatric Ward in CSI Hospital, interacted with the patients and distributed cakes.**

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

7.4 Contribution to environmental awareness / protection

- Rainwater Harvesting**
- Usage of LED bulbs & Generator**
- Waste Segregation Management**

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 & committed faculty.**

**Good results- Few of our Commerce and Management students have scored 100/100.**

**Weakness:-**

**Constraints with space for expansion of the college campus.**

**Opportunities:-**

- 1. To initiate academic linkages**
- 2. Opportunities to facilitate research work.**
- 3. To start PG Center.**

Plans of institution for next year

- 1. Increase numbers of Staff with Ph.D.**
- 2. Develop linkages with Industry and National / International Research Institutions.**
- 3. Effective involvement of Alumni in various College Activities.**
- 4. To Organize Inter-Disciplinary Workshops, FDPs and National level Seminars.**
- 5. Expansion of campus.**

Name **Mrs. HAZEL D'SOUZA**  
Signature of the Coordinator, IQAC

Name **Dr. PRISCILA J C**  
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-IA1/Modified UG-Calendar of Events/2017-18

Dated: 25.07.2017

**MODIFIED NOTIFICATION**

Sub:- Modified Calendar of Events for B.A/B.Sc/B.Sc(FAD)/BCA/B.Com/BBA/BHM/BVA Undergraduate courses for the academic year 2017- 18-reg.

- Ref:-
1. ಸರ್ಕಾರದ ಪತ್ರ ಸಂಖ್ಯೆ:ಇ0150ಎಂಎಸ್/ಇ2017, ಬೆಂಗಳೂರು, ದಿನಾಂಕ: 04.04.2017
  2. Uni. Notification No: Aca-IA3/UG-Calendar of Events/2017-18, dt:28.04.2017
  3. Uni. Notification No: Aca-IA3/Modify UG-Calendar of Events/2017-18, dated: 26.05.2017, 30.05.2017, 27.06.2017 and 04.07.2017
  4. Vice-Chancellor's approval dated: 24.07.2017

Modified Calendar of events for B.A/B.Sc/B.Com/BBA/BHM/BVA/B.Sc(FAD)/BCA undergraduate courses for the academic year 2017-18 is notified as hereunder :-

Sl. #	Name of the Event	Date fixed for 2017-18
1.	Re-opening of colleges and commencement of I Semester admission	01.06.2017
2.	Commencement of I, III, V, semester classes including VII semester of BHM course	10.07.2017
3.	Last date for admission to 1 <sup>st</sup> semester without penal fee	19.07.2017
4.	Last date for admission to 1 <sup>st</sup> semester with penal fee of Rs.550/-	28.07.2017
5.	Uploading of students details in University portal	03.08.2017 to 19.08.2017
6.	Admission approval (Admission Approval procedure is as done during previous years- Online Admission procedure)	Last week of August 2017
7.	End of I, III, V semester classes including VII semester of BHM course	09.11.2017
8.	Commencement of vacation for Teachers	10.11.2017
9.	Commencement of Practical examination	11.11.2017 to 17.11.2017
10.	Last date for submission of Internal Assessment to University	17.11.2017
11.	Commencement of I, III, V, VII semester theory examination	From 20.11.2017
12.	Commencement of Valuation	From 24.11.2017
13.	Commencement of II, IV, VI and VIII semester classes	26.12.2017
14.	End of the II, IV & VI semester and VIII semester of BHM course	16.04.2018
15.	Commencement of Vacation for teachers	17.04.2018
16.	Commencement of practical examination	From 18.04.2018
17.	Last date for submission of Internal Assessment to University	23.04.2018
18.	Commencement of II, IV & VI semester and VIII semester of BHM course theory examination	24.04.2018
19.	Commencement of valuation	From 28.04.2018
20.	Announcement of results	Between 28.05.2018 - 01.06.2018
21.	Reopening of Colleges and Commencement of admission	01.06.2018
22.	Commencement of Classes	15.06.2018

**Note:-**

1. The college shall submit the applications for issue of Eligibility Certificates in respect of Foreign Nationals **before 31.07.2017**. The application received after this date will not be considered.
2. The last date for obtaining permission from University for admission to III & V semester on transfer from other colleges/Universities and readmission to III & V semester is **before 28.07.2017**.
3. The last date for obtaining permission for re-admission to II, IV, VI and VIII semester is **before 26.11.2017**
4. Principals are requested to make admissions strictly in accordance with the Eligibility condition and also as per the sanctioned intake for each course.
5. The Guidelines for completion of degree circulated vide Circular No: Aca-I/ UGC Guidelines/ Span period/2017-18, dated: 13.07.2017 may be displayed on the College Notice Board.

.....2

## ANNEXURE-II

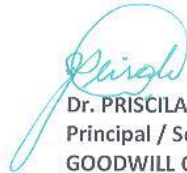
### The Action Taken Report (ATR):

A Committee was constituted to increase the number of seminars and workshops. The committee saw to it that all the departments organised Guest Lectures / workshops.

The Parents Teachers Committee was also constituted and each department organised PTA meets wherein parents were informed about the progress and shortage of attendance of their wards.

Members of Committee:

- Mrs. Hazel D'Souza
- Mrs. Shalini.A.E.
- Mrs. Asma Azeez
- Mrs. Shyamala.M.
- Mrs. Geetha.D.
- Mrs. Talathoti Leena Elizabeth
- Mrs. Diana Samson



Dr. PRISCILA  
Principal / Secretary  
GOODWILL CHRISTIAN COLLEGE FOR WOMEN  
BANGALORE-560 005

### ANNEXURE-III

Members of the Alumni Committee:

Mrs. Hazel D'Souza

Ms. Shalini.A.E.

Mrs. Asma Azeez

Mrs. Talathoti Leena Elizabeth

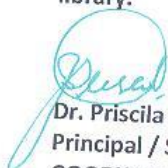
#### Analysis & Review of Alumni Feedback:

The Alumni Meet 2017-18 saw the participation of more than 80 alumni from different batches. The meet was highly interactive as they shared their precious memories, experiences & achievements gained through this college. They were also introduced to our new principal Dr. Priscila.

The Alumni elected their representatives. Mrs Fouziya, was elected President, Ms. Paveena as treasurer and Ms. Meetu Sobhani as Secretary.

They also created a whatsapp group and are trying to put in their mite for their alma mater.

The alumni sponsored endowment prizes that were given to the outgoing students during Graduation. Ms. Noor Siddiqua donated Rs 500 for purchase stop clocks for the Psychology lab. A few alumni donated books to the college library.



Dr. Priscila

Principal / Secretary

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BANGALORE-560 005