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

Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) for the year 2012-13



Vijaya First Grade College

Padavapura, Mandya-571434

AQAR Report submitted to

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

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

I. Details of the Institution

1.1 Name of the Institution	Vijaya First Grade College
1.2 Address Line 1	Shanthinagara Pandavapura-571434
Address Line 2	-do-
City/Town	Pandavapura
State	Karnataka
Pin Code	571434
Institution e-mail address	Vfgc.principal@gmail.com
Contact Nos.	08236-255343
	Duf DName of Contract
Name of the Head of the Institution:	Prof. B Narayana Gowda
Tel. No. with STD Code:	08236-255343
Mobile:	9880156251

Name of the IQAC Co-ordinator:

Dr Nagesh .S. Dooganavar

Mobile:

9916653797

IQAC e-mail address:

nagesh_india1@rediffmail.com

vfgc.principal@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

SR/BSP/13234/rar/2010, Dated:23-03-2011

EC/59/RAR/30 Dated: 21-04-2012

1.4 NAAC Executive Committee No. & Date:

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

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

1.5 Website address:

www.vfgcp.org.in

Web-link of the AQAR:

www.vfgcp.org.in

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

1.6 Accreditation Details

C1 No	Cyala	Grade	CGPA	Year of	Validity
Sl. No.	Cycle	Grade	COFA	Accreditation	Period
1	1 st Cycle	В		2007	5 years
2	2 nd Cycle	В	2.4	2012	5years
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

2005

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

2012-13

Accreditation by NAAC ((for example AQAR 2010-11submitted to NAAC on 12-10-2011)
i. AQAR (DD/MM/YYYY)4
ii. AQAR(DD/MM/YYYY)
iii. AQAR(DD/MM/YYYY)
iv. AQAR(DD/MM/YYYY)
1.10 Institutional Status
University State Central Deemed Private
Affiliated College Yes V No
Constituent College Yes No
Autonomous college of UGC Yes No
Regulatory Agency approved Institution Yes V No
(eg. AICTE, BCI, MCI, PCI, NCI, UGC)
Type of Institution Co-education Men Women
Urban Rural Tribal
Financial Status Grant-in-aid UGC 2(f) UGC 12B
Grant-in-aid + Self Financing Totally Self-financing
1.11 Type of Faculty/Programme
Arts Science Commerce Law PEI (Phys Edu)
TEI (Edu) Engineering Health Science Management
Others (Specify)
1.12 Name of the Affiliating University (for the Colleges) University of Mysore

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 Activit	<u>ies</u>		
2.1 No. of Teachers	08		
2.2 No. of Administrative/Technical staff	04		
2.3 No. of students	02		
2.4 No. of Management representatives	02		
2.5 No. of Alumni	02		
2. 6 No. of any other stakeholder and community representatives	02		
2.7 No. of Employers/ Industrialists	01		
2.8 No. of other External Experts	01		
2.9 Total No. of members	22		
2.10 No. of IQAC meetings held 04			
2.11 No. of meetings with various stakeholders:	No. 04	Faculty 04	

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

Non-Teaching Staff /Students 01 Alumni 01 Others							
2.12 Has IQAC received any funding from UGC during the year? Yes If yes, mention the amount	No						
2.13 Seminars and Conferences (only quality related)							
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQ	QAC						
Total Nos. International National State	Institution Level						
(ii) Themes 2.14 Significant Activities and contributions made by IQAC							
 Orientation program for 1st semester students (TQM) Conduct of National/State seminars /Conferences Academic audit of the faculty by management. Farewell meeting for 6th semester student. Calendar of events, frequent meeting of staff and management and students concerning test and extracurricular activities 							
2.15 Plan of Action by IQAC/Outcome							
The plan of action chalked out by the IQAC in the beginning of the year tow enhancement and the outcome achieved by the end of the year *	vards quality						
Plan of Action	Achievements						
 Constant evaluation of the progress of the students. Academic audit of the faculty. Proposal submitted to various grants in 12th plan under 14 merged schemes to UGC. 	Executed. Executed. Executed.						
* Attach the Academic Calendar of the year as Annexure.							
2.15 Whether the AQAR was placed in statutory body Yes No							
Revised Guidelines of IQA disubmission of	Page 7						

Provide the details of the action taken

AQAR was scrutinised and approved by the management

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	03	00	01	00	
PG Diploma					
Advanced Diploma					
Diploma					
Certificate					
Others					
Total	03		01		
Interdisciplinary					
Innovative					

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

Pattern	Number of programmes
Semester	Six semesters s (03)
Trimester	
Annual	

1.3 Feedback from stakeholders*	Alumni	✓	Parents	✓	Employers	✓	Students	✓	
(On all aspects)							J		_
				✓					
Revised Guidelines of IQAC and s	submissio	TULA	QAR		-	·		Ра	ge o

 *Please provide an analysis Feedback is period Frequently the man performance of the 	ically obt	ained of the	from Alu Institution	ımni memb on conducts			_			_		e
1.4 Whether there is any	revision/	updat	e of reg	ulation or	syllabi,	, if yes	, mentio	n th	eir s	salient a	spects	S.
1.5 Any new Department	/Centre i	ntrod		ring the ve	ar. If v	es, giv	e details]			
	, 00110101		NO	ing one je	<u> 11)</u>							
Criterion – II												
2. Teaching, Lear	ning a	ınd	Evalu	ation								
2.1 Total No. of	Tota	1	Asst. P	rofessors	Asso	ciate P	rofessor	S	Prof	essors	Othe	ers
permanent faculty	13	3		02			11					
2.2 No. of permanent fac	ulty with	Ph.D). [03								
2.3 No. of Faculty Position		Ass	st. ofessors	Associa Profess		Profe	ssors	Ot	hers		Total	
Recruited (R) and Vacant during the year	t (V)	R	V	R	V	R	V	R		V	R	V
		00) 06	00		00		0	0		00	06
2.4 2.5 Faculty participation				siting facul	ity a	12	3		-			
No. of Faculty	Internat			National National	level	Stat	te level	1				

08

02

00

02

02

01

Co-operating schools (for PEI)

01

01

00

Attended

Presented papers

Resource Persons

Mode of feedback :

Online

Manual

2	6	Innovative	processes ado	nted by	the	institution	in '	Teaching	and	Learning
∠.	v.	mino van ve	processes auc	pica by	uic	montanon	111	1 Cacining	ana	Learning

- 1. Class Room Teaching is supported with the use of LCD, Geography Lab, and Computers etc.
- 2. Continuous evaluation through tests.
- 3. Seminars and project works.
- 4. Orientation visits (Field Visits by BSW students).
- 2.7 Total No. of actual teaching days

193

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)

--NA--

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

2.10 Average percentage of attendance of students

85%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students	Division					
Trogramme	appeared	Distinction % I % II 9		II %	III %	Pass %	
BA	114	06	86	16	05	113	
BCom	58	05	28	15	10	50	
BSW							

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

- 1. Lesson plan and completion of the given syllabus.
- 2. Maintenance of the work dairy by the faculty.

3. Regular evaluation of the progress of the students.

2.13 Initiatives undertaken towards faculty development NIL

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

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	05	01	00	00
Technical Staff	00	00	00	01

Criterion - III

3. Research, Consultancy and Extension

- 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution
 - Constantly encouraging the faculty to undertake research.
 - Attend the Seminars Presentation of papers etc.
 - Faculty of the college provides consultancy free of cost to needy persons.
 - The faculty of Commerce guides MBA students of KSOU in preparing the project work .

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

\sim	^	T	1.		
3.	-3	I letaile	regarding	minor	nrolecte
J.		Details	regarding	IIIIIIOI	projects

	Completed	Ongoing	Sanctioned	Submitted
Number		01	01	Not Yet
Outlay in Rs. Lakhs			25000.00	

3.4 Details on research publications

	International	National	Others
Peer Review Journals		01	
Non-Peer Review Journals		03	
e-Journals			
Conference proceedings		03	

	1 ton 1 cer ite vie w sournais			05	
	e-Journals				
	Conference proceedings			03	
3.5	Details on Impact fa	actor of publi	cations:		
	Range Average	✓ l	n-index	Nos. in SCOPU	S
	esearch funds sanctioned and r	eceived from	various funding ag	gencies, industry	and other
018					
	Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
	Major projects				
	Minor Projects	01	UGC	25000	25000
	Interdisciplinary Projects				
	Industry sponsored				
	Projects sponsored by the University/ College				
	Students research projects (other than compulsory by the University)				
	Any other(Specify)				
	Total	01		25000	25000
3.7 No	o. of books published i) With	ISBN No.	03 Chapte	ers in Edited Boo	ks 03
3.8 No	ii) With	out ISBN No			
	TIGG G	~	a.a.		
	UGC-SA	P	CAS	DST-FIST	
	DPE			DBT Scheme	e/funds
3.9 Fc	or colleges Autonom INSPIRE		CPE	DBT Star Sch Any Other (s	

3.10 Revenue generated throug	h consult	ancy	Nil				
3.11 No. of conferences	Leve	el	International	National	State	University	College
	Numb	er	00	02	01	00	00
organized by the Institution	Spons			UGC	LOCAL		
	agenc	_		ode	LOCAL		
3.12 No. of faculty served as ex	xperts, ch	airpers	ons or resource	e persons	05		
3.13 No. of collaborations	I	nternat	ional 00	National [00	Any other [00
3.14 No. of linkages created du	ring this	year					
3.15 Total budget for research t	for curren	nt year i	in lakhs :				
From Funding agency		Fron	n Management	of Univers	ity/College		
Total							
		_					
3.16 No. of patents received th	is year	Typ	oe of Patent		Nui	mber	
		National		Applied			
		1 (40101141		Granted			
		International		Applied Granted			
		Commercialised		Applied			
				Granted			
				1			
3.17 No. of research awards/ re Of the institute in the year	_	is rece	ived by faculty	and resear	ch fellows		
Total International I	National	State	University	Dist Coll	lege		
01				01			
3.18 No. of faculty from the In	stitution	[01				
who are Ph. D. Guides and students registered und	der them	[03				
3.19 No. of Ph.D. awarded by	faculty fr	om the]		

3.20 No. of Research scholars receiving the Fello	wships (Newly enrolled +	existing ones)
JRF SRF	Project Fellows	Any other
3.21 No. of students Participated in NSS events:		
	University level 50	State level 08
	National level 05	International level
3.22 No. of students participated in NCC events:		
	University level 25	State level
	National level 15	International level
3.23 No. of Awards won in NSS:		
	University level 03	State level 01
	National level	International level
3.24 No. of Awards won in NCC:		
	University level 02	State level
	National level 04	International level
3.25 No. of Extension activities organized		
University forum College for NCC 01 NSS		y other 01
3.26 Major Activities during the year in the sphere	re of extension activities ar	nd Institutional Social

- Blood donation Camp.
- NSS Camp.

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	4.08	00	Management	
Class rooms	10		management	10
Laboratories	02	00	Managemet	02
Seminar Halls	02	00	Management	
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	03	02	UGC/Management	05
Value of the equipment purchased during the year (Rs. in Lakhs)	1730838	00	UGC/Management	00
Others	08	06	UGC/Management	14

4.2 Computerization of administration and library

The library is computerised and the books are issued on computerised catalogue base

4.3 Library services:

	Existing		Newly	Newly added		otal
	No.	Value	No.	Value	No.	Value
Text Books	8647	791196	220	45169	8867	842365
Reference Books	128	42915	03	560	131	43475
e-Books						
Journals	12	30000			12	30000
e-Journals						
Digital Database						
CD & Video						
Others (General books)	5404	471354	67	1190	5471	472544

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart- ments	Others
Existing	36	25	-	-	-	04	04	03

Added	05	-	-	-	-	-	-	-
Total	41	-	-	-	-	-	-	-

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

01, Non teaching staff

4.6 Amount spent on maintenance in lakhs:

i) ICT .42050

ii) Campus Infrastructure and facilities

105000

iii) Equipments

11000

iv) Others

Total:

158050

Criterion - V

5. Student Support and Progression

- 5.1 Contribution of IQAC in enhancing awareness about Student Support Services
 - 1. Total Quality Management (Orientation for freshers)
 - 2. Scholarship for the poor and deserving students.
 - 3. Rest room for girls students.
 - 4. Drinking water facility.
 - 5. Exit meet for VI Sem students.
- 5.2 Efforts made by the institution for tracking the progression
 - 1. Self appraisal report by the faculty.
 - 2. Students counselling.
 - 3. Frequent meetings held by the management in order to assess the progress of the faculty.

UG PG Ph. D. Others 555 - - - (b) No. of students outside the state (c) No. of international students No % 250 45.40 Men No % 305 54.95 Women											
			1	Last Y		1				his Yea	1
	General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenge d
	07	64	02	482	0	555	07	64	02	482	0
Demand ratio 100% Dropout 5% 5.4 Details of student support mechanism for coaching for competitive examinations (If any 1. Books on general studies. 2. Employment News is subscribed in order to make students aware of various vacant posts in various Dept. 3. Some faculty members provide guidance to the students regarding competitive examinations.											
No. of students beneficiaries All VI sem students 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											

Special lectures are organised in order to bring awareness about the career

All VI sem students

Revised Guidelines of IQAC and submission of AQAR

No. of students benefitted

opportunities available at various sectors.

Total

555

5.7 Details of campus placement

	Off Campus		
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

1. Through women's cell the college has been providing enough knowledge about women's potentialities and making girl students come forward to take up the challenges of the modern world.

5.9 Students Activities

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

	State/ University level	05	National level	02	International level	01
	No. of students participa	ted in cul	tural events			
	State/ University level	06	National level	02	International level	00
5.9.2	No. of medals /awards w	on hy str	idents in Sports	Games and	l other events	
	: State/ University level	01	National level	00	International level	00
Cultura	l: State/ University level	01	National level	00	International level	00

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	63	396347
Financial support from other sources		
Number of students who received		

	International/ National re	ecognition	s				
5.11 Stud	dent organised / initiatives	s					
Fairs	: State/ University level		National level		International l	evel	
Exhibition	: State/ University level		National level		International l	evel	
5.12 No.	5.12 No. of social initiatives undertaken by the students 2						
5.13 Major grievances of students (if any) redressed:							
Criterion – VI							
6. Governance, Leadership and Management							

Vision

To provide quality and value based education for rural youths.

Mission

6.1 State the Vision and Mission of the institution

- To impart quality education that meets the needs of the present and emerging society .
- To provide the scholarly and responsive learning environment that promote the professional and personal growth of the students and staff.
- To strive for students achievement and success and preparing them for life and leadership.
- To have a beneficial relationship with the employees , alumni and society.
- To undertake activities which inculcate social responsibility among stakeholders.
- 6.2 Does the Institution has a management Information System
 - 1. Biometric attendance is setup for both teaching and Non teaching staff.
- 6.3 Quality improvement strategies adopted by the institution for each of the following:
 - 6.3.1 Curriculum Development

08 (Eight) Faculty members are in both BOS and BOE.

6.3.2 Teaching and Learning

Revised Guideli

Under the headship of the principal IQAC conducts meeting of the staff in order to enhance both teaching and learning efficiency of the teacher as well as the taught.

6.3.3	/ L/37	omin	otion	010	LITTO	luation

- Consistent evaluation through tests, assignments and projects.
- Internal evaluations of the students is done.

6.3.4 Research and Development

Seminars with in the class room activities are conducted by various faculty members in order to develop research culture among the students.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library provides enough material for the students to pursue their education.
- Infrastructure of the college is conducive to the students.
- Computer lab keeps students updated about their domain of knowledge.

6.3.6 Human Resource Management

- Various committees have been formed among the staff
- All the faculty members actively carry out the activities of various committees.

6.3.7 Faculty and Staff recruitment

Apart from sanctioned post by the Govt. the Management has appointed qualified and committed teaching faculty in order to provide quality education of the students.

6.3.8	Industry Interaction / Collaboration				

6.3.9 Admission of Students

Merit Based.

6 1 Wai	Ifana sahamas fan	Teaching	g			
0.4 We	lfare schemes for	Non teac				
		Students				
6.5 Total corpus fund generated						
6.6 Wh	nether annual financial	audit has been	done Yes	No		
6.7 Wh	ether Academic and A	dministrative A	Audit (AAA) has	been done?		
	Audit Type	External	(JD Office)	Internal (Ma	anagement)	
		Yes/No	Agency	Yes/No	Authority	
	Academic	Yes	Yes	Yes	Yes	
	Administrative	Yes	Yes	Yes	Yes	
6.8 Does the University/ Autonomous College declares results within 30 days? For UG Programmes Yes No For PG Programmes Yes No						
6.9 Wh	at efforts are made by	the University	/ Autonomous Co	ollege for Exami	nation Reforms?	
		N/A				
6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?						
N/A						
6.11 Ac	ctivities and support fro	om the Alumni	Association			
 Annual Alumni meet is held every year . Alumni association of the college keeps the track of its Alumnae. 						

6.12 Activities and support from the Parent – Teacher Association

Parents meets is conducted and suggestions have been incorporated.

6.13 Development programmes for support staff

Computer training is given to the non teaching staff in order to make them work more efficiently.

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

The infrastructure of the college and the ground for the students activities is kept clean and conducive atmosphere is created for the students to pursue their cultural and sports activities.

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.
 - Computer lab.
 - Screening of the text based movies.
 - Student's seminar within the class room activity.
- 7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

As per the plan of action chalked out at the inception of the academic year.

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

Encourage the students to take part in various cultural activities: - Mysore Dasara (Our students represented our college during Dasara and performed a folk dance. Honouring the meritorious students every year

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

7.4 Contribution to environmental awarene	ess / protection						
NSS Camps are held regularly and our students bring awareness among the village folk about environmental protection, cleanliness of the village in 7 days special camp in a remote villages and Jathas							
7.5 Whether environmental audit was cond	lucted? Yes	No 🗸					
7.6 Any other relevant information the inst	itution wishes to	o add. (for example SWOT Analysis)					
8. Plans of institution for next year	<u>r</u>						
According to the Academic calendar conducted.	of the college a	Ill the activities are					
Name	Name	?					
Signature of the Coordinator, IQAC		Signature of the Chairperson, IQAC					
<u>-</u>	***						

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
