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)

College Building

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

1. 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

Name of the Head of the Institution:

> Prof. B Narayan 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

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

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

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

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

1.7 Date of Establishment of IQAC :   DD/MM/YYYY | 2005

1.8 AQAR for the year *(for example 2010-11)* | 2013-14

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 _____ _____ (DD/MM/YYYY)4

  ii. AQAR_____ _____ (DD/MM/YYYY)

 iii. AQAR_____ _____ (DD/MM/YYYY)

 iv. AQAR_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

  University   State ☐ Central ☐ Deemed ☐ Private ☐

  Affiliated College   Yes ☑ No ☐

  Constituent College   Yes ☐ No ☐

  Autonomous college of UGC   Yes ☐ No ☐

  Regulatory Agency approved Institution   Yes ☑ No ☐

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

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 | 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. | 10 | Faculty | 06 |

Non-Teaching Staff /Students [01]   Alumni [01]   Others [---]

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

   If yes, mention the amount   [300000.00]

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

> 1. Orientation program for 1st semester students (TQM)
> 2. Conduct of National/State seminars /Conferences
> 3. Academic audit of the faculty by management.
> 4. Farewell meeting for 6th semester student.
> 5. 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 towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. Constant evaluation of the progress of the students.	Executed.
2. Academic audit of the faculty.	
3. RUSA report submitted as required by the Dept. Of Collegiate education to the Govt. Of Karnataka.	Executed.
4. Proposal submitted to various grants in 12th plan under 14 merged schemes to UGC.	Executed.
	Executed.

   Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes [✓]   No [ ]

Management   Syndicate   Any other body

Provide the details of the action taken

> AQAR was scrutinised and approved by the management

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	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)

[✓]

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

Please provide an analysis of the feedback in the Annexure
- Feedback is periodically obtained from Alumni members through organising Alumni meetings.
- Frequently the management of the Institution conducts meeting with faculty and critically reviews the performance of the teaching and Non teaching staff.

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

--NA--

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

--NO--

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
14	02	12	--	--

2.2 No. of permanent faculty with Ph.D.

02

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
00	05	00		00		00		00	05

2.4 No. of Guest and Visiting faculty and Temporary faculty

08   ---   ---

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	08	02
Presented papers	01	04	02
Resource Persons	00	00	01

2.6 Innovative processes adopted by the institution in Teaching and 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

during this academic year

193

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

05

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 appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA	114	06	86	16	8	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

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	01
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	--	--	--	--

3.3   Details regarding minor 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	--

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	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. of books published   i) With ISBN No. [04] Chapters in Edited Books [02]

ii) Without ISBN No. [01]

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

| Nil |

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	00	03	01	00	00
Sponsoring agencies		UGC	LOCAL		

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

| 05 |

3.13 No. of collaborations   International | 00 | National | 00 | Any other | 00 |

3.14 No. of linkages created during this year

| -- |

3.15 Total budget for research for current year in lakhs :

From Funding agency | -- | From Management of University/College | -- |

Total | -- |

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
01					01	

3.18 No. of faculty from the Institution
       who are Ph. D. Guides

| 01 |

       and students registered under them

| 03 |

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 [50]   State level [10]

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 forum [   ]

NCC [01]   NSS [01]   Any other [01]

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

- 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 added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	8443	770807	204	26389	8647	797196
Reference Books	126	42430	02	485	128	42915
e-Books	--	--	--	--	--	--
Journals	12	30000	--	--	12	30000
e-Journals	--	--	--	--	--	--
Digital Database	--	--	---	--	--	--
CD & Video	--	--	--	--	--	--
Others (General books)	5365	464945	39	6409	5404	471354

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.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
552	-	-	-

(b) No. of students outside the state

(c) No. of international students

Men

No	%
250	45.40

Women

No	%
305	54.95

	Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
11	69	02	470	0	552	07	64	02	482	0	555

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 opportunities available at various sectors.

No. of students benefitted

All VI sem students

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
--	--	--	--

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 challenge of the modern world.

5.9 Students Activities

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

State/ University level $\boxed{06}$ National level $\boxed{02}$ International level $\boxed{01}$

No. of students participated in cultural events

State/ University level $\boxed{06}$ National level $\boxed{02}$ International level $\boxed{00}$

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

Sports : State/ University level $\boxed{01}$ National level $\boxed{00}$ International level $\boxed{00}$

Cultural: State/ University level $\boxed{01}$ National level $\boxed{00}$ International level $\boxed{00}$

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 recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level   `--`   National level   `--`   International level   `--`

Exhibition: State/ University level   `--`   National level   `--`   International level   `--`

5.12   No. of social initiatives undertaken by the students   `2`

5.13 Major grievances of students (if any) redressed: _____--- _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> Vision
>   To provide quality and value based education for rural youths.
> Mission
> - 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 both in BOS and BOE.

6.3.2 Teaching and Learning

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

6.3.3 Examination and Evaluation

- 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.

Non teaching	-----
Students	-----

6.4 Welfare schemes for

6.5 <u>Total corpus fund generated</u>

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 (JD Office)		Internal (Management)	
	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 What efforts are made by the University/ Autonomous College for Examination Reforms?

N/A

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

N/A

6.11 Activities and support from 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

Revis   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

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

7.4 Contribution to environmental awareness / 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 conducted?　　Yes ☐　　No ☑

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

> ---

8. <u>Plans of institution for next year</u>

> According to the Academic calendar of the college all the activities are conducted.

Name _____　　　　*Name* _____

_____　　　　　_____

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

_____***_____

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

****