

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). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

I. Details of the Institution

1.1 Name of the Institution	S.S.S.Samiti's Mahaveer P. Mirji College of Commerce, Belagavi.
1.2 Address Line 1	Nehru Nagar,
Address Line 2	
City/Town	Belagavi.
State	Karnataka
Pin Code	590010
Institution e-mail address	mpmccbmg@gmail.com
Contact Nos.	0831-2472228
Name of the Head of the Institution:	Prin. A. B. Patil
Tel. No. with STD Code:	0831-2472228
Mobile:	9448875266

Name of the IQAC Co-ordinator:

Prof. Nirmala I. Gadad

Mobile:

9482635793

IQAC e-mail address:

mpmcciqac@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

KACOGN 11291

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 Date: March 28, 2010

1.5 Website address:

www.mpmirji.com

Web-link of the AQAR:

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	77.05	May 2004	5 Years
2	2 nd Cycle	B	2.89	March 2010	5 Years
3	3 rd Cycle	Submitted RAR peer Team visit on 15 th 16 th & 17 th Sept 2016			
4	4 th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

2004

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 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 22-12-2010 (DD/MM/YYYY)
- ii. AQAR 17-05-2011 (DD/MM/YYYY)
- iii. AQAR 02-06-2012 (DD/MM/YYYY)
- iv. AQAR 09-11-2013 (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

Rani Channamma University,
Belagavi. (Karnataka)

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

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

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="05"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="02"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="02"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="02"/>
2.9 Total No. of members	<input type="text" value="15"/>
2.10 No. of IQAC meetings held	<input type="text" value="04"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="08"/> Faculty <input type="text" value="2"/>

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

The IQAC of Mahaveer P. Mirji College of Commerce, Belagavi Chalked out the plan of action at the beginning of the academic year towards quality improvement sustenance & enhancement.

We have various departments such as students welfare Dept, Dept of Sports, Planning forum, M.Com Dept, Debating Union, Ladies Union, College Miscellany, Excursion Dept, Dept of Arts Circle, Dept of Library & Reading Room, We have also various cells such as SC/ST Cell, Students Guidance Cell, Students Grievances Redressed Cell, Women Empowerment Cell, Placement Cell, Anti Sexual Harassment Cell, Anti Ragging Cell, Red Cross Unit, Air-wing, NCC, Scouts & Guides Unit, Innovative Club & staff council. We have also Group Discussion, Seminars, Remedial Classes, Book Banks, Quiz, Home Assignments & Test Examinations. The main objective of IQAC is to throw a light on personality development. The above departments/cells working under the quality sustenance & enhancement of higher education. As a result a continuous improvement of the college is made & strength of the students is increased, desciplined atmosphere is found in the college premises.

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
Academic Programme initiated	Our college is affiliated to RCU, Belagavi the Academic Programmes framed and executed by university. However the University has given the option to colleges to select certain subjects according to need based & relevancy to the Socio-economic development of the city. Our College opted for B.Com-I & II sem. Business Mathematics.
Innovations in curricular designs & transaction	<p>RCU has introduced Semester system for B.Com Course. There will be two Semester examinations in a year odd 1,3,5 & even 2, 4 & 6 sem. In addition to this there will be Two internal Tests of 20 marks for each semester.</p> <p>New Teaching methods such as use of smart Boards Lap tops, power Presentations have been installed in class rooms, exam Halls, Library, office & college Premises for the transparency & accountability in higher education.</p> <p>Departmental Seminars, group discursions, Home Assignments, remedial classes are conducted to promote the higher education.</p>
Plan of Action	Silver Jubilee Book Bank is introduced in our College to give away Set of Books for meritorious students. Question Bank has been working in our college for the benefit of student's community. Under Deposit Scheme, Books of Students interest are issued One month prior to the semester exam by depositing the price of the Book. The deposited amount will be refunded on return of Books after exam.
Students Performance	<p>Every year many of our College Students Complete CA, CS, ICWA, M.Com., LLB etc.</p> <p>PG dept. of our institution has excellent result & many of meritorious students are employed as Lectures in our college.</p>

Financial aid to Students	<p>The following important. & main Scholarship/Fee Concession will be awarded to the deserving students.</p> <ol style="list-style-type: none"> 1. Govt. of India post. Metric Scholarship to the SC/ST Students. 2. Fee-Concession to the students whose parental annual income does not exceed Rs. 44500/- to our students Rs. 1 Lakh to Cat-I & Rs. 2 Lakh for SC/ST Students. 3. Post metric Scholarship to student belonging to II A, II B, 3 A, 3 B & Cat-I etc.
Health Services	<p>We invite well qualified & experienced Doctors to Check up health of the Students both Male & Female. Health cards are maintained by the Dept. of Gymkhana. Yoga & meditation is practiced in college premises off time Our College organizes Blood Donation Camp in Collaboration with Mahaveer Blood Bank.</p>
Sports Activities	<p>Our College successively Secured championship for the 6th Time in Table Tennis (Women) at Inter Collegiate tournament. Our college has produced 6 University Blues.</p> <p>Our Students (Men & Women) Participated in National & State Level Tournaments.</p>
Incentives to Outstanding Sports Persons	<p>Our management is kind enough in extending number of incentives to Sports Person such as admissions are open to state & National level Players (Men & Women) Fee Concession for Players, Sports kit & Diet is given. And TA & DA will be given by the management/College.</p>
Good Practices of the institution	<p>College organizes Fresher's Day. Direct Election system is in practice. National Festivals are celebrated the Bible, Quran & Bhagavad Gita, main scripts are recited on the occasion of Republic Day. Raksha Bandhan festival is observed to create sentiment of Brotherhood among student & Staff of our College. As our College is morning College, Classes begin with prayer of Goddess saraswati & national anthem. Our former learned members of teaching fraternity instituted cash prizes for meritorious students.</p> <p>We conduct the competitions for our students on Mehendi, Hair – Style, Make up, Rangoli, Best out of waste, Preparation of Food without fuel, Vegetable carving & many others.</p>

** Attach the Academic Calendar of the year as Annexure.*

S.S.S.Samiti's
Mahaveer P. Mirji College of Commerce, Belgaum

ANNUAL SCHEDULE PROGRAMME FOR 2013-14

01	Re-opening of the College	17 th June 2013
02	Welcoming to the students	1 st week of July
03	Gymkhana Election	Last week of July
04	N.S.S. inaugural & Vanamahostava	1 st week of August
05	SC/ST students welfare cell (1)	1 st week of August
06	Red Cross Unit	12 th August
07	Oath administration & Singing Competition	15 th August
08	Joint inaugural	3 rd week of August
09	Raksha Bandhan	3 rd week of August
10	1 st Internal test of I,III & Vth Semester	Last week of August
11	Staff council Meeting (1)	Last week of August
12	Planning Forum	1 st week of September
13	Teachers Day	5 th September
14	Seminar (Economics)	1 st week of September
15	Seminar (Statistics)	2 nd week of September
16	Debating Union	2 nd week of September
17	Staff council Meeting (2)	2 nd week of September
18	Group Discussion (B.COM III)	3 rd week of September
19	Seminar (Kannada/Hindi/English)	3 rd week of September
20	Seminar (Commerce/Computer)	3 rd week of September

21	2 nd Internal test of I,III & Vth Semester	Last week of September
22	SC/ST students welfare cell (2)	1 st week of October
23	Celebration of Gandhi Jayanti	2 nd October
24	Excursion	1 st week of October
25	N.S.S Special camp	2 nd week of October
26	Annual Sports meet (Indoor & Outdoor)	3 rd week of October
27	Valmiki Jayanti	18 th October
28	Mid-term Vacation	25/10/2013 to 15/12/2013
29	Rajyostava Day Celebration	1 st November
30	Kanakadas Jayanti	20 th November
31	Commencement of 2 nd Term	16 th Dec 2013
32	Outdoor Sports Meet	3 rd week of December
33	Founders Day (Planning Forum)	29 th December
34	Red Cross Unit Awareness	1 st week of January
35	Swami Vivekananda Birth Anniversary	12 th January
36	Seminar (Commerce)	2 nd week of January
37	Seminar (Statistics)	2 nd week of January
38	Seminar (Economics)	2 nd week of January
39	Seminar (Kannada/Hindi/English)	3 rd week of January
40	Group Discussion (B.COM III)	3 rd week of January
41	SC/ST students welfare cell (3)	3 rd week of January
42	Quiz (debate Union)	3 rd week of January

43	Staff council Meeting (3)	3 rd week of January
44	Republic Day & Singing competition (National / Devotional Patriotic Songs) &Recitation of the verses from the holy scriptures	26 th January
45	Martyr's Day	30 th January
46	Seminar (English)	1 st week of February
47	Seminar (Computer)	1 st week of February
48	1 st Internal test of II,IV & VIth Semester	2 nd week of February
49	Donor's Day/Entertainment Programmes (Arts Circle)	16 th February
50	Students welfare Department	3 rd week of February
51	Annual Day	3 rd week of February
52	SC/ST students welfare cell (4)	1 st week of March
53	Staff council Meeting (4)	2 nd week of March
54	Farewell to B.Com IIIrd Year	2 nd week of April
55	Annual Vacation	20/04/2014 to 14/06/2014

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Management Directed to improve the quality of education

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	M.Com	-	-	-
UG	B.Com	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	2	-	-	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester <input checked="" type="checkbox"/>	B.Com M.Com.
Trimester	-----
Annual	-----

1.3 Feedback from stakeholders* (On all aspects)

Alumni	<input type="checkbox"/>	Parents	<input type="checkbox"/>	Employers	<input type="checkbox"/>	Students	<input checked="" type="checkbox"/>
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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.

Yes

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
03	01	02	-	-

2.2 No. of permanent faculty with Ph.D.

-

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	02	-	8	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

05	06	03
----	----	----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	18	15
Presented papers	-	04	02
Resource Persons	-	01	-

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

Smart Board, Lap top, Projector

2.7 Total No. of actual teaching days during this academic year

199

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

Double Valuation
Photo Copy

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

02	02	01
----	----	----

2.10 Average percentage of attendance of students

85%

2.11 Course/Programme wise
distribution of pass percentage : 2013-14

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com I	209	20.57%	35.89%	7.18%	4.78%	68
B.Com II	207	32.37%	18.36%	13.04%	7.25%	70
B.Com III	223	43.05%	23.32%	13.00%	1.79%	78
B.Com IV	222	32.43%	27.03%	27.03%	1.35%	67
B.Com V	202	28.22%	33.66%	33.66%	1.49%	72
B.Com VI	200	27%	20%	20%	NIL	81

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

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	-----
Faculty exchange programme	-----
Staff training conducted by the university	-----
Staff training conducted by other institutions	01 (NSS Training)
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	02	13	-	5
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

The research committee of our college encourages the students & staff to participate & present Research papers in seminars, workshops organized by different institutions. Some of the teaching staff have published articles in journals. The main motive of the Research Committee is to promote Research Culture among the teaching staff & students.

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	-	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	01	-
Sponsoring agencies	Management				

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	NIL
	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 State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum	-	College forum	02	Any other	Central Valuation
NCC	-	NSS	√		

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

- Eye check up & Dental Check up camp conducted at NSS Special Camp at Kakati.
- Blood Donation Camp is organized in Collaboration with Mahaveer Blood Bank, Belagavi.
- Our Students are motivated to take active part in HIV/AIDS awareness Rally conducted at adopted Village Kakati.
- Our NSS Voulnteers made survey in Ration Shops, regarding the Reality of functioning of Ration Shopsat ram Nagar, Mahantesh Nagar, Shrinagar etc, on the order of Food & Civil Supplies Department, Govt. Of Karnataka.

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	2 Acres 30 Guntas, 7 Annas	-	-	2 Aares 30 Guntas, 7 Annas
Class rooms	-	02	UGC+ Management	-
Laboratories (Computer Lab)	01	-	-	-
Seminar Halls Women's Hostel	- Ground Floor	- 2 nd Floor	- UGC+ Management	- 2 nd Floor
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	96	22	UGC+ Management	118
Value of the equipment purchased during the year (Rs. in Lakhs)	-	348000	UGC+ Management	-
Others	-	-	-	-

4.2 Computerization of administration and library

Yes

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	23061	2061844	1539	107414	24600	2169258
Reference Books						
e-Books	-	-	-	-	-	-
Journals	46	12500	02	1720	48	15070
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	57	-	16	-	73	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	65	01	-	-	-	01	07	-
Added	01	-	-	-	-	-	-	-
Total	66	01	-	-	-	01	07	-

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

Installation of Smart Boards & Training to teachers of its use
--

4.6 Amount spent on maintenance in lakhs :

i) ICT	-
ii) Campus Infrastructure and facilities	29.62.479
iii) Equipments	348000
iv) Others	421478
Total :	37,31,957.

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC provides the following information in enhancing awareness about student support services

- a) The vision, mission and goals of the college.
- b) Unique features of the college
- c) Information about the RCU and the management
- d) Previous achievement of the college
- e) Academic calendar of the year
- f) Eligibility rules for admission
- g) Library details
- h) Computer lab & internet with WI-FI facilities
- i) Placement cell
- j) Hostel facilities
- k) NSS & NCC, Scouts and Guides & Red cross unit
- l) Financial assistances & Scholarships
- m) Examination patterns and evaluation criteria
- n) Co -Curricular & extracurricular activities.
- o) Coaching to slow learners and addition information to meritorious students.

5.2 Efforts made by the institution for tracking the progression

The institute has been putting various efforts for tracking the progress. Such as college provides special training & guidance for students to participate at zonal, state, national level competitions , seminars & fests. The college bears all the expenses of such selected students. 12 station gym. For physical fitness Dietary support T-shorts, Shirts & Tracksuit for sports men & women. A well equipped auditorium Hall to conduct culture and extracurricular activities. A seminar hall is available with audio visual facilities. Computer lab for project work, publication of students magazine i.e. AKSHARA.

5.3 (a) Total Number of students	UG	PG	Ph. D.	Others
	641			

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	-	-		-	-

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
15	54	20	548	-	637	28	57	23	533	-	641

Demand ratio Dropout %

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

Ideal Coaching Classes

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="-"/>	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="2"/>

5.6 Details of student counselling and career guidance

Career guidance is done by MBA Colleges, CA, CS

No. of students benefitted

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	
2	60	12	17	

5.8 Details of gender sensitization programmes

01

5.9 Students Activities

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

State/ University level	<input type="text" value="80"/>	National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>
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No. of students participated in cultural events

State/ University level	<input type="text" value="22"/>	National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>
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5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level	<input type="text" value="06"/>	National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>
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Cultural: State/ University level	<input type="text" value="-"/>	National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>
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5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	1) ST Aid Fund - 81	Rs. 25600
	2) K S S W Fund -19	Rs. 5769
Financial support from government	1) GOI PM. SC/ST – 41	141346
	2) Fee – concession - 03	3110
Financial support from other sources	-----	-----
Number of students who received International/ National recognitions	City Corporation Prize money } 18	72000

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Bus Pass, Scholarships Auditorium Hall, and
Library Books Drinking Water

Major grievances of students are non-availability of bus pass on time non-availability of scholarships on time Library Books, Auditorium Hall, Drinking water are redressed.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

To emerge as premier learning centre of excellence

To imbibe moral and spiritual values with emphasis on Satya, Sahakar, Sve.

To inculcate values like patriotism, Discipline, Hard work, Respect for others views, Tolerance and Teamwork.

To promote better way of living amongst all.

To organise self-help groups under self-employment scheme.+

Mission

To expose the students to entrepreneurial skills and develop among them a desire for competency and self reliance.

To provide life skills and value based higher education with sound moral values.

To generate career opportunities.

To equip the students with the latest development and create in them the love of updating their knowledge and skills.

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

At the beginning of the academic year we prepare Annual Schedule as per the RCU Guidelines. It includes Re-opening of the college, meeting of Innovative Club, Staff Council, Scouts & Guides, SC/ST, Student Welfare Cell, Red Cross Unit, Annual Sports Meet, Founders Day, Donors Day NSS Special Camp, Internal Tests of 1, 3, 5 & 2, 4, 6th semesters. It also includes the various Dept. Functions, Farewell to Final Year students. Annual Schedule Copy is enclosed.

6.3.2 Teaching and Learning

The various quality improvement strategies are adopted by the institution in respect of teaching & learning.

1. Teaching plan is prepared in consultation with the concerned heads of the departments, along with respective subject teachers. Subject allocation is made by convening departmental meetings. Finally subjects are allocated after a detailed discussion with the faculty. Work done register is maintained by concerned subject teachers & signature is obtained from the head of the institution.
2. Department Plan: Departmental meetings are conducted with Principal & Head of the Departments regarding the various activities to be carried out by the respective departments during the academic year. The depts. follow the plan of action as per the Annual Schedule.

For slow learners remedial classes are conducted & for fast learners guidance will be given by each subject teacher. The college attendance committee monitors the attendance of the UG & PG students, min. of 75% attendance is mandatory as per the university norms.

6.3.3 Examination and Evaluation

On the basis of Annual Schedule Programme we prepare a schedule for conducting two Internal Tests of 20 Marks each for under graduation & post graduation students. And submission of Home Assignments, Seminars, Project Works.

6.3.4 Research and Development

The college has Research Committee consisting of the Principal as its Chairman, Staff members & student representatives as its members. The main objectives of the Research committee are to promote research culture among the teaching staff & students motivating the students to undertake the research project/surveys.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Our College Library is named as “Shrimati Leelavati Mahaveer P. Mirji Library the prime donor of the Library. According to Dr. Radhakrishnan “Library is the Heart of the College”. The total built up area of the Library is 3877 Sq. ft. (360.01 sq. meters) There are more than 60 steel cup-boards, 2 computers, one printer, 4 shelf’s. Our College Library is Well-equipped, consisting of as many as 23000 volumes with Text-Books, Reference Books, Books of General interest & standard Dictionaries to cater the diverse taste of our enthusiastic readers. We have UGC/PSL/ Book Bank, under the scheme, each Student can have a set of Books for a period of one year. The student can avail this benefit on payment of Rs. 10/- per Book allotted to them. We have also Silver Jubilee Book Bank, SC/ST Book Bank, Under the Scheme one Student from each Class, Who has scored Higher marks will be given away a set of Books of His/her choice. We have Deposit Book Bank Scheme under which each student can borrow a set of Books of Latest edition, one month prior to the commencement of the respective B.Com Semester Exam, by depositing current price of each book & deposit amount will be refunded on return of Books, In the Academic year 2013-14, 1539 Text Books & Reference Books purchased, two new Journals are Subscribed, CD & Video-16 are purchased.

6.3.6 Human Resource Management

Human Resource Management is the need of the hour. Our Management to impart the quality education, the management has provided necessary infrastructure that facilitate effective teaching, learning process. Whenever need of the College. Our College has been trying to adopt advanced Technology for our College a Research Committee has been established to Cultivate Research Culture among the teachers & the students to undertake various projects.

Physical education department is well established & it has necessary facilities to conduct Out-door Games In-door Games. The above facilities and environment of our institution results in Human Resource Management.

6.3.7 Faculty and Staff recruitment

In the Academic Year 2013-14, teaching total permanent Faculty is 3, one Asst. Prof. & 2 Associate Prof. in Teaching and Three are 12 Guests & Visiting faculty And 09 Non- Teaching Staff They are recruited on Temporary basis.

Four Permanent Non-teaching Staff.

6.3.8 Industry Interaction / Collaboration

Industrial interaction/collaboration with various industrial organizations the list is enclosed.

1. Belgaum District Central Co-operative Bank, Bgm.
2. Union Bank of India, Shahapur belgaum.
3. Shree. Basaveshwar Co-operative Bank ltd, Belagavi.
4. Shree. Malaprabha Sahakari Sakkare Karkhane Niyamit.
5. Karnataka Vikas Grameen Bank.
6. Axis Bank, Athani Branch.
7. Syndicate Bank, Nidagundi Branch
8. BEMCO Hydraulics Ltd, Belgaum.
9. Bank of Maharastra, Udyambhag Branch, Belgaum.
10. Grihalaxmi Metals Pvt Ltd, Belgaum.
11. Shree Renuka Sugar, Belgaum.
12. Syndicate Bank Camp area Branch, Belgaum.
13. Mahalaxmi Urban Society Kanabargi, Bgm.
14. Manikbag Automobiles Belgaum.
15. Indian Overseas Bank.
16. Vardhi Sidheshwar Co-operative Bank, Bhailhongal.

6.3.9 Admission of Students

The college ensures publicity & transparency in the admission process, through college website, Hand Book, Prospectus, Notice Boards, News Papers, College Miscellany, i.e. Akshara & Alumni, senior students of our college. Parents & Alumni are our best advertising bodies who popularize about the facilities available in our institution. They take into consideration the achievement of students which are presented in the form of PPT at important functions like Inaugural Function, Parents Meeting, Alumni Meeting & Annual Prize Distribution. Our institution gives top priority for poor & meritorious students. However, our college management follows strictly Roaster as per State Government & affiliated university norms poor deserving students & sports persons are given admission.

6.4 Welfare schemes for

Teaching	Management encourages teachers to attend seminars & workshops:
Non teaching	Non-teaching staff is deputed to certain programmes organized by the Joint Director, Collegiate Education Dharwad.
Students	Fee exemption, Books are provided to students,

6.5 Total corpus fund generated

Corpus fund is not generated from our college.

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
	Agency	Authority
Academic	Pravee B. Chinnanavar	Vinayak Badami
Administrative	Govt. Dept.	V. V. G.

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?

1. Semester system has been introduced.
2. 80 Marks for theory & 20 Marks of Internal Assignment.
3. On-line submission of internal assessment marks & hard copy is put up on the notice board for reference of the students.

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

The affiliated university always promotes autonomy in the affiliated / constituent colleges.

6.11 Activities and support from the Alumni Association

Alumni association always come forward to promote admission in the college alumni association helps poor students by paying their fees gives active support in NSS, activities, special camp & college functions.

6.12 Activities and support from the Parent – Teacher Association

The staff council of our college meets twice in a year to discuss quality enhancement programmes adopted by the college & suggests measures to improve.

6.13 Development programmes for support staff

During the academic year 2013-14 many of our senior staff members attended seminars, workshops & fests & brought the points to our college.

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

Our management has taken various measures during 2013-14 to make the campus eco friendly such as maintaining Garden, Anti use of Tobacco Board have been installed in the premises of the college. Dust-bins are kept at important places to maintain cleanliness, 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.

During the Academic Year 2013-14, outstanding sports Men & Women are honored by Chairman of our College Executive Committee, by extending fee concession & sports kits. We have Book Bank facility separately for SC/ST students. As a token of Love & Respect for our Donors & Founders, we celebrate every year Donors Day & Founders day every year. We celebrate Karnataka Rajyotsava Day, Kanakdas Jyanti, Valmiki Jyanti, Gandhi Jayanti.

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

Organising special camp at adopted village, conducting Blood Donation Camp in the college observing Fresher's Day, Publication of college magazine i.e. Akshara.

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

Two best practices.

1. Blood Donation Camp.
2. Central Valuation of RCY is conducted in our college.

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

7.4 Contribution to environmental awareness / protection

The college activity involved in the process of protection celebration of environment, the following steps have been taken such as :

1. Vanamahotsava .
2. Drinking water facility is provided in the campus, Maintaining Garden.
3. Blood Donation.

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. Plans of institution for next year

Starting of pre-primary school.
Applying for NAAC 3rd cycle re-accreditation.

Name: Prof. Nirmala I. Gadad

Name : Prof. A. B. Patil

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

To

The Assistant Advisor,

National Assessment And

Accreditation Council,

P.O. Box No. 1075,

Opp: NLSIU, Nagarbhavi,

BANGALORE 560 072

Sub:- Submission of AQAR of our College for the year 2013-14

Respected Sir,

We have sent AQAR (for the year 2013-14) through E-mail on 15/04/2015.
And we are sending hard copy of AQAR of our college for your record and reference.

Kindly acknowledge the receipt of the same.

Thanking you,

Yours faithfully

Principal