

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 (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHC0GN16601-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.

Mandatory Submission of AQAR by IQAC

So far submission of AQARs was not a Mandatory requirement for Institutions applying to NAAC 2nd and subsequent cycles of Assessment and Accreditation (A&A). It has now been decided by the Executive committee of NAAC that **regular submission of AQARs should be made mandatory for 2nd and subsequent cycles of accreditation.**

In view of the decision of **Executive Committee of NAAC** the following will be the pre-requisites for submission of LOI for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A **with effect from 16th September 2016:**

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders.

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

RPA First Grade College

1.2 Address Line 1

5th Block, Rajajinagar

Address Line 2

CA-2, 70th Cross

City/Town

Bangalore

State

Karnataka

Pin Code

560010

Institution e-mail address

rpacollege@rediffmail.com

Contact Nos.

080-23503211
080-23208656

Name of the Head of the Institution:

Dr. Dhananjaya B.R.

Tel. No. with STD Code:

080-23210284

Mobile:

9844032126

Name of the IQAC Co-ordinator:

Smt. Uma Manoj Turmari

Mobile:

9986369628

IQAC e-mail address:

principalrpafgc@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

1.4 NAAC Executive Committee No. & Date:

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

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

EC/63/A&A/55 Dated : March 23,2013

1.5 Website address:

www.rpadegreecollege.com

Web-link of the AQAR:

http://rpadeegreecollege.com/s/viewpage?pageid=226&submenuid=493

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	2.58	2013	5 Years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

20/07/2011

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

2017-18

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. 2012-13 Submitted to NAAC on 07/03/2013 (DD/MM/YYYY)⁴
- ii. AQAR_2013-14 Submitted to NAAC on 15/09/2014 (DD/MM/YYYY)
- iii. AQAR_2014-15 Submitted to NAAC on 15/03/2016 (DD/MM/YYYY)
- iv. AQAR_2015-16 Submitted to NAAC on 14/03/2017 (DD/MM/YYYY)
- v. AQAR_2016-17 Submitted to NAAC on 18/06/2017 (DD/MM/YYYY)
- vi. AQAR_2017-18 Submitted to NAAC on 08/06/2018 (DD/MM/YYYY /)

1.10 Institutional Status

University	State	<input checked="" type="checkbox"/>	Central	<input type="checkbox"/>	Deemed	<input type="checkbox"/>	Private	<input type="checkbox"/>
Affiliated College	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>				
Constituent College	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				
Autonomous college of UGC	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				
Regulatory Agency approved Institution	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				

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

Type of Institution	Co-education	<input checked="" type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input type="checkbox"/>
	Urban	<input checked="" type="checkbox"/>	Rural	<input type="checkbox"/>	Tribal	<input type="checkbox"/>
Financial Status	Grant-in-aid	<input type="checkbox"/>	UGC 2(f)	<input type="checkbox"/>	UGC 12B	<input type="checkbox"/>
	Grant-in-aid + Self Financing	<input type="checkbox"/>	Totally Self-financing	<input checked="" type="checkbox"/>		

1.11 Type of Faculty/Programme

Arts	<input type="checkbox"/>	Science	<input checked="" type="checkbox"/>	Commerce	<input checked="" type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phys Edu)	<input type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input checked="" type="checkbox"/>		
Others (Specify)	<div style="border: 1px solid black; padding: 5px; display: inline-block;">Bachelor of Computer Science</div>								

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

1.13 Special status conferred by Central/ State Government--

Bangalore University,
Bangalore-560056

Autonomy by State/Central Govt. / University

No

University with Potential for Excellence

No

UGC-CPE

No

DST Star Scheme

No

UGC-CE

No

UGC-Special Assistance Programme

No

DST-FIST

No

UGC-Innovative PG programmes

No

Any other (*Specify*)

---Nil--

UGC-COP Programmes

No

2. IQAC Composition and Activities

2.1 No. of Teachers

08

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

04

2.4 No. of Management representatives

04

2.5 No. of Alumni

02

2.6 No. of any other stakeholder and
community representatives

02

2.7 No. of Employers/ Industrialists

02

2.8 No. of other External Experts

01

2.9 Total No. of members

25

2.10 No. of IQAC meetings held

04

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

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes ☐ No ☒
If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

- Bhaktisahityada ondu Apporv Prasava Kavya Kathana
- Health & Hygiene
- Inspire your Students to be Self Confident
- Science & Technology for specially abled persons
- Science & Technology for Sustainable Future
- Awareness about Corporate Culture
- Empowering Faculty on Life Skills

2.14 Significant Activities and contributions made by IQAC

Biometric Attendance, Complete automation of library, Security friendly, CCTV

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. Arrangement for orientation Programme	Conducted
2. Review on the academic progress of students in the previous examination.	Periodically reviewed
3. Review in the curricular aspects.	Periodically reviewed
4. Conduct of monthly tests/assignments/Project works	Conducted
5. Conduct of first and second internals test.	Conducted
6. Seminars: Arranging classroom seminars for students by all subject	

teachers.	arranged
7. Parents meeting	Conducted
8. Bridge course and remedial classes.	Conducted
9. Use of modern teaching methods:	Conducted
10. Feedback from students, alumni, Parents	Yes taken
11. NCC/NSS activities.	Organised
12. Extension activities.	Yes, arranged
13. National Programmes	Conducted
14. Career guidance and placement	Yes arranged
15. College fest.	Conducted
16. All the departments information will be available in the system	yes

** 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

For further strengthening of IQAC, number of academic programmes will be increased, Discussions regarding overall development of student's performance and action is taken. Management is ready to provide all the financial implications to conduct all programmes.

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	01	--	01	--
UG	04	--	04	--
PG Diploma	01	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	--	--	--	--
Others	--	--	--	--
Total	05	--	05	--
Interdisciplinary	--	--	--	--
Innovative	--	--	--	--



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

Pattern	Number of programmes
Semester	05
Trimester	--
Annual	--

1.3 Feedback from stakeholders* Alumni ☒ Parents ☒ Employers ☐ Students ☒
(On all aspects)

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

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

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

As per Bangalore University Norms

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
21	12	08	01	--

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
10	--	--	--	--	--	--	--	10	--

2.4 No. of Guest and Visiting faculty and Temporary faculty

01

01

14

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	--	15	16
Presented papers	--	05	--
Resource Persons	--	--	01

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

- **Lecture method:** It is a conventional method that facilitates the teacher to interpret, explain and revise the contents of a text orally, for better understanding of the subject by the learners.
- **Interactive method:** This method is adopted by the teachers in order to assess the learners level of understanding the topics / concepts that the teachers have taught by using lecturer method.
- **Project Based learning:** The courses such as BCA, BBM and M.Com. demand project based learning.
- **Project Based learning:** Teachers are utilising advanced technology i.e. Projector in the classroom to make the lecture and effective and communicative.
- **Computer assisted learning:** The College is equipped with 58 computers for the use of learners.
- **Experiential learning:** The departments concerned arrange for industrial visits through which the students could gain practical knowledge and experience.
- **Seminars:** The teachers conduct class room seminars at the end of each semester or completion of regular syllabus and encourage the students to present papers.
- **Others: Group Discussions:** On completion of the syllabus in each paper, the teacher divides the students into different groups and give a topic to each group in the subject for discussion.
- The institution is encouraging faculties to enrol themselves for Ph.D. program by providing monetary benefit of Rs. 10,000 from this academic year.
- The institution grants OOD facilities for attending State / National / International Seminars / Conferences etc. and even delegate fees and travel allowances are borne by the institution.

2.7 Total No. of actual teaching days

during this academic year

180 days

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

Open book

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

03

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
M.Com.		57.57	42.42	---	---	100
B.Com	573	36.3	19.89	4.7	---	60.89
BBA	113	29.2	19.46	4.42	1.76	54.84
BSc	31	6.45	38.70	6.45	---	51.6
BCA	77	33.76	20.77	3.89	---	58.42

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

- Feedback from students is obtained in a prescribed proforma on the curriculum, teaching-learning-evaluation, teachers, facilities, support services and overall learner centric issues. The data is analyzed by the IQAC of the College
- Feedback from alumni is obtained at the department level.
- Feedback from parents is obtained at the department level.
- *The feedback is being obtained from employers and industrial representatives about our students suitability for job in relation to knowledge skill component and soft skills.*
- *The views of the academic peers are considered by the members of the BOS in related subjects at the time of designing curriculum.*
- *The Heads of the departments informally collect the oral feedback from parents and guardians.*
- *Suggestions obtained from the feedback is discussed in Principal's and concerned subject lecturers meetings whenever it is conducted. The members of BOS communicates the suggestions to the concerned authorities.*

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	00
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	30
Faculty exchange programme	08
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	00
Others	02

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	--	--	02
Technical Staff	01	--	--	--

Criterion – III

3. Research, Consultancy and Extension

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

To initialise research environment in the college it has been decided in the GC meeting held on 07-03-2018 to provide Rs.10,000 financial aid and two additional increments for the teachers who acquire Ph.D. degree. It was also decided to extend Rs. 8100/- financial support for the teachers publications and paper presentations.

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 (other than compulsory by the University)	--	--	--	--
Any other(Specify)	--	--	--	--
Total	--	--	--	--

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences
organized by the Institution

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

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
--	--	--	--	--	--	--

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level 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
NCC NSS Any other

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

- Pulse Polio immunization programme.
- Swatch Bharath Abhiyan
- Blood donation camp
- Tree Plantation
- Special camp
- Adventure 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	0.70 Acres	7.20 Acres	RPES management Bank Loan	7.90 acres
Class rooms	28	--	RPES Management	28
Laboratories	07	--	RPES Management	07
Seminar Halls	01	--	RPES Management	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	101	46	RPES Management	147
Value of the equipment purchased during the year (Rs. in Lakhs)	--	1377900	RPES Management	1377900
Others	--	20	RPES Management	20

4.2 Computerization of administration and library

Digitalized and fully automated library including: New Gen Lib Software, Internet facility (for 11 Computers). Tally Software for Accounts & Internet Facility for 5 computers. SMS alerts for Faculty, Students & Parents for Administration.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	10961	1524539	224	100000	10961	1524539
Reference Books	1600	280000	--	--	1600	280000
e-Books	--	--	--	--	--	--
Journals	25	130000	--	--	25	130000
e-Journals	Yes	5900	--	--	Yes	5900
Digital Database	--	--	--	--	--	--
CD & Video	210	35000	20	10000	230	45000
Others (specify)	2483	540000	--	--	2483	540000

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	101	03	20	02	--	04	10	--
Added	30	01	20	--	--	01	--	--
Total	131	04	40	02	--	05	10	--

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

Yes

4.6 Amount spent on maintenance in lakhs :

i) ICT

1464900

ii) Campus Infrastructure and facilities

471741

iii) Equipments

571802

iv) Others

300000

Total :

2808443

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The institute publishes prospectus, academic calendar handbook and College Magazine, “AVALOKANA” every year, Through these publication, students get a clear and descriptive information of the academic programs, calendar of events, details of faculty and the other facilities available at the campus and placement activities and rules and regulations to be followed at the campus.

The Welfare of the students is being taken care of in the following ways:

- Mentoring facility has been offered to the students so that they feel at home and they are assured of improvement in their performance in both curricular and co-curricular activities.
- For any emergencies that may happen in the institute, clinic and first aid facilities with a qualified nurse are available on campus. A panel of doctors is ready for any other major emergencies. In case any student needs hospitalization, he/she will be immediately taken to the hospital by institute vehicle for treatment. The class mentors follow up treatment and the class coordinators follow the case until the student recovers. Meanwhile, if necessary, Parents are informed immediately.
- In addition, Free Eye Check-up and Health Check-up camps are regularly conducted for the maintenance of health and fitness by qualified and experienced doctors.
- Canteen facility is available in the institute for the students
- Student grievance cell takes up any grievances that the students may have and appropriate solutions are furnished.

5.2 Efforts made by the institution for tracking the progression

- There is a provision to offer on campus placement to the students who qualify and who are in need.
- Women’s cell of the College has been established to take up any issues related to girl students.
- There is an anti-raging committee of lecturers at RPA First Grade College to prevent any such activities.
- For holistic development of students guest lectures on spirituality, civic sense, health and nutrition are organized from time to time.
- PLACEMENT CELL of the institute is an exclusive and full fledged department that helps the students to get suitable placements. The department has a data a database of different companies of several industries and develops contacts with them. The companies visit tot he campus for recruitment. Deriving inputs from corporate interactions, THE CELL designs programs to groom the students with adequate skills as per the requirement of the industries. The cell based on the inputs and feedback from employers, industries and alumni, has designed the necessary modules for the training sessions. These training modules help the students become more confident and perform well in the interviews. If required reputed external training organisations are engaged. The students are counselled to make their own SWOT analysis and develop the competency to choose a suitable employment.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
844	75	--	--

(b) No. of students outside the state

09

(c) No. of international students

--

Men	No	%	Women

No	%

Last Year (2016-17)						This Year (2017-18)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
249	99	12	504	01	865	213	102	07	522	--	844

Demand ratio **0.97:1**

Dropout % : **1.27%**

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

--

No. of students beneficiaries

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

(List Enclosed)

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
	02 (IGSS)	14	13
			12

5.8 Details of gender sensitization programmes

Health Education by Dr. Damodhara K.P.

5.9 Students Activities

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

✓			
State/ University level	02	National level	--
		International level	--

No. of students participated in cultural events

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

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

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

Cultural: State/ University level	--	National level	--	International level	--
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5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	15	21600
Financial support from government	143	918710
Financial support from other sources	10	9000
Number of students who received International/ National recognitions	--	--

5.11 Student organised / initiatives

Fairs	: State/ University level	--	National level	--	International level	
Exhibition:	State/ University level	02	National level	--	International level	--

5.12 No. of social initiatives undertaken by the students

03

5.13 Major grievances of students (if any) redressed: Pure drinking water and CCTV Cameras

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: To be amongst the finest institutions in education by providing value based and career-oriented education and create self-reliant citizens with moral values and social responsibilities.

Mission:

- To provide adequate infrastructure.
- To encourage the faculty and students to pursue academic excellence.
- To ensure quality education for the economically weaker sections to the society.
- To impart human values and to promote leadership qualities among students.
- To impart education based on scientific, moral and value-based foundation to meet the challenges of the technologically advancing global environment.

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

Feedback on curriculum—a) Students b) Alumini c) Employment/Industries d) Parents e) Academic peace of community

6.3.2 Teaching and Learning

Academic Calendar:

The Institution prepares an academic calendar well ahead of the commencement of the academic year and distributes to each teacher and informs the learner about the academic activities for that year and a copy will be displayed on the notice board. The calendar will contain the details about the working days for each semester, holidays, celebration of days of national importance, provisions for the conduct of seminar, extra-curricular activities, internal examinations, university examinations, etc.

Teaching Plan: The heads of the departments on the basis of the academic plan, sketched in the calendar, will prepare the time table of each semester, allotting subjects to each teacher.

6.3.3 Examination and Evaluation

Evaluation:

- The academic calendar will set apart dates for conducting two internal examinations for all courses in a semester.
- The Principal will entrust the work of conducting these exams as per schedule to the concerned departments and preparatory exams in Practical subjects. (A blue print is prepared to evaluate the performance in tests assignments, attendance etc).
- Identifying the slow learners and adopting remedial measures to improve their learning skill.
- Study groups are informally formulated to assist the slow learners by the advance learners.

6.3.4 Research and Development

The Institution has Committee to facilitate and monitor research activities.

The Research Committee consists of :

Sri. G.S. Mruthyunjaya swamy	EC Member
Dr. Dhananjay B.R	Principal
Sri. Govindaraju T	Dept. of English
Smt. Sana begum	Dept. of Commerce
Sri. Yogesh S.P.	Dept. of Kannada
Miss. Shilpa S	Dept. of Commerce
Miss. Shwetha	Dept. of Commerce

The management encourages teachers to pursue higher education in the form of M.Phil. and Ph.D, Programmes. The committee meets once in three months in order to monitor the research activities and its progress. Further the management also encourages teachers to present papers at the State/National/International Seminars/Conferences.

Library:

College library, a knowledge centre has been developed on modern lines, as prominent learning resource centre. The library has an Advisory Committee which discusses and considers the developmental proposals of the library, budget allocations and policy decisions. Introduction for developmental programmes and requirements of the users are addressed and allocation and utilization of funds are approved by the committee.

Library advisory committee consists of 1) Principal 2) Committee members
3) Librarian 4) Heads of the Departments.

Its Major Responsibilities include.

- To held meeting at regular intervals.
- Discuss on issues of addition of new books, Review on journals e-resource, Magazines, New updates that are helpful for the students.
- Discuss and review the process of book lending borrowing process.
- Discussion on issues of addition of new books, Review on journals e-resource, Magazines, New updates that are helpful for the students.
- Discuss and review the process of book lending borrowing process.
- Discussion on the usage and stock of books in the departmental libraries.
- Monitoring the condition so the books and also discussion on what best can be done to maximize the usage of books.
- Discussion on procurement of new books.
- Library is kept open between 8:00 am to 20:30 pm on working days and examination days.
- All the students, teachers and officials of the college are given ID cards and browser's card.
- Library is fully computerized with 11 computers and internet facility.
- Assistant librarian and the library attender extends help in the use and security of the materials.
- Scanners, Printers, Xerox machines are also available. Both the students and faculty make use of the facilities.

6.3.6 Human Resource Management

- There are various mechanisms of performance assessment.
- Self appraisal forms are filled by the staff once a year and submitted to the Principal Comprehensive.
- Performance evaluation of the staff is also done by the students through the questionnaire distributed to them.
- Apart from this students are also free to drop in suggestions in the suggestion box.
- To assess the performance of the staff the Principal also takes keen interest by observing the teaching sessions in progress. All the above mechanisms provide sufficient feedback which is used for the improvement of the quality of teaching.
- For example, measures such as rotation of the subjects and responsibilities are made every semester for performance assessment.
- Yearly special allowances are granted for the satisfaction of the faculty.
- Encourage the faculty to attain FIP
- Encourage the faculty to enrol for M.Phil/Ph.D. Encourage the faculty to enrol for other developmental courses.
- Increases the qualification by doing correspondence P.G. Courses.

6.3.7 Faculty and Staff recruitment

Through Advertisement and Interview

6.3.8 Industry Interaction / Collaboration

Through Campus & Off-Campus Selection

6.3.9 Admission of Students

As per roaster system

6.4 Welfare schemes for

Teaching	ESI & PF,GI
Non teaching	ESI & PF,GI
Students	Scholarships

6.5 Total corpus fund generated

8,62,42,175

6.6 Whether annual financial audit has been done

Yes



No



6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Hedge & Co.		
Administrative	Yes	Hedge & Co.	Yes	Shivanna & Co.

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?

-----NA-----

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

-----NA-----

6.11 Activities and support from the Alumni Association

- *During the Alumni Association meetings, the participating alumni give valuable inputs for strengthening industry institute interface through building relationship and exchanging mails on a regular basis. Alumni working in different industries share the current trends in the industry and expectations based on which augmentation programmes.*
- *Alumni through their network and contacts give the leads for Management and Executive Development Programmes based on which RPA College works on proposals to conduct MDPs and EDPs.*

The following are some of the ways Alumni are contributing for the growth of RPA and build the brand name:

- *Alumni association got registered for the academic year 2017-18 on 17th October 2017.*
- *RPA First grade college alumni association with registration number DRBI-SOR/404/2017-18*
- *Spreading good will positive reputation of the institute which results in good quality student intake*
- *Strengthening the relationship with industry-institute interface*
- *Recommending recruiters from reputed organisations for campus placements*
- *Giving ideas / participating in training & development of current batches students*
- *Making provision of industrial visits to institute*
- *Giving inputs to the institute in designing augmentation programmes*

6.12 Activities and support from the Parent – Teacher Association

The parents interact with the teachers and offer suggestions. Frequent Parent teachers meeting are held to review the performance of their wards, feedback and opinion in all academic activities is solicited from the parents.

6.13 Development programmes for support staff

The faculty members of the institute not only project themselves as pedagogical experts but also empathetic counsellors. Apart from the class room teaching, the faculty members are willing and always ready to render additional help to the students by way of conducting guiding class, project guidance, pre-placement training, paper presentations and mock interviews to name a few.

Mentoring System has been introduced in the institute. All the faculty members act as mentors to the students. Workshops on Mentoring are organised for the faculty members to enlighten them on the role and responsibility that they need to take up as mentors. At RPA College, every faculty member is a mentor and is allotted a group of students 15 - 20 students as mentees and work in coordination with the directors of their respective departments and the Director- Student Welfare.

Students of RPA feel secured as they have an assurance that their concerns and problems could be shared with their mentors who could help them to lead to solutions with utmost confidentiality. The students who may need professional help are identified and encouraged to meet experienced and trained counsellors.

Students are also discreetly monitored to check for unwarranted habits such as alcoholism, drug addiction etc. Parents are informed if the problem demands their attention.

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

- *Institution has Eco-Club 'Nisarga Nele'.*
- *From the Eco-Club, yielding and maintaining plants inside & outside the Institution.*
- *Sufficient windows in all the classrooms.*
- *Plantation programmes are arranged every year from the Eco-Club.*
- *Rain water harvesting structure and utilization in the campus.*
- *Waste management in our institution – like solid waste management, liquid waste management & E-Waste management.*
- *Renewable energy resource has utilized*

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.

- E-Class teaching.
- Internet facility to all the students.
- Seminars and Workshops conducted for students.
- Wi-Fi connection to teaching and non-teaching staff
- Faculty development programme

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

PLAN OF ACTION FOR THE ACADEMIC YEAR 2017-18

- Arrangement for orientation programme.
- Review on the academic progress of students in the previous examinations.
- Review in the curricular aspects.
- Conduct of monthly tests/assignments/project works.
- Conduct of first and second internals test.
- Seminars: Arranging classroom seminars for students by all subject teachers.
- Parents meeting.
- Bridge course and remedial classes.
- Use of modern teaching methods : Using of OHP/LCD, Workshops/Seminars, Group discussion, Industrial visits.
- Feedback from students, alumni, Parents.
- NCC/NSS activities.
- Extension activities.
- National programmes
- Career guidance and placement.
- College fest.
- Conduct of need based training programme and soft skill development training for students.
- Conduct of National level seminars.
- Conduct of National programmes like National youth day and other National festivals.

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

- i) Personality development program*
- ii) Pedagogy innovation and e-learning*
- iii) Digital library*
- iv) Remedial Classes*
- v) Need based training programme and soft skill development training to face interviews confidently*
- vi) Gives accounting knowledge to B.Com students from non commerce background*
- vii) Best teacher award (felicitating to the teacher)*
- viii) Bosch Training.*
- ix) Alumni meet*
- x) Training programme and soft skill development*

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

7.4 Contribution to environmental awareness / protection

- *Plantation of Saplings on World Environmental Day.*
- *Institution has Eco-Club "Nisarga Nele".*
- *From the Eco-Club, yielding and maintaining plants inside & outside the Institutions.*
- *Plantation programmes are arranged every year from the Eco-Club.*
- *Anti Drug and Anti Tobacco Campaigns.*
- *Swatch Bharath Abhiyan, conducted for giving awareness to public.*
- *Rain water harvesting and solar energy.*

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

- *PLAN OF ACTION FOR THE ACDEMIC YEAR 2017-18*
- *Arrangement for orientation programme.*
- *Review on the academic progress of students in the previous examinations.*
- *Review in the curricular aspects.*
- *Conduct of monthly tests/assignments/project works.*
- *Conduct of first and second internals test.*
- *Seminars: Arranging classroom seminars for students by all subject teachers.*
- *Parents meeting.*
- *Bride course and remedial classes.*
- *Use of modern teaching methods:*
- *Using of OHP/LCD, Workshops/Seminars, Group discussion, Industrial visits.*
- *Feedback from students, alumni, Parents.*
- *NCC/NSS activities.*
- *Extension activities.*
- *National programmes.*
- *Career guidance and placement*
- *College fest, cultural fest and other activities.*
- *All the departments information will be available in the system.*
- *Handling of students grievance etc.*

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I

Abbreviations:

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