Acharya First Grade College For Women
Gauribidanur-561208

Annual Quality Assurance Report

(AQAR)

2017-18

of
Internal Quality Assurance Cell
(IQAC)

Acharya First Grade College for Women,

Submitted to
The National Assessment and
Accreditation Council
Bangalore

The Annual Quality Assurance Report (AQAR) of the IQAC 2017-18

Part – A

1. Details of the Institution

Name of the Institution

ACHARYA FIRST GRADE COLLEGE FOR WOMEN

Address Line 1

M .G ROAD, (KUVEMPU ROAD)

Address Line 2

NEAR RAILWAY STATION

City/Town

GAURIBIDANUR

State

KARNATAKA

Pin Code

561208

Institution e-mail address

acharyacollege@gmail.com

Contact Nos.

08155-284661

Name of the Head of the Institution:

Dr. C. NAGARATHNA

Tel. No. with STD Code:

08155-284661

Mobile:

9986759865

Name of the IQAC Co-ordinator:

Dr. R.ASWATHAREDDY

Mobile:

9113819033

IQAC e-mail address:

iqacacharyacollege@gmail.com

NAAC Track ID

NA

NAAC Executive Committee Number and Date | 15-06-2017

Website address: | **www.afgcw.in**

Accreditation Details:

Sr. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	-	2006	5 YEARS
2	2nd Cycle	B	2.50	2016	5 YEARS
3	3rd Cycle	-	-	-	-
4	4th Cycle	-	-	-	-

Date of Establishment of IQAC: DD/MM/YYYY | **16-07-2008**

AQAR for the year *(for example 2010-11)* | **2017-18**

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   -   2016-17   -   15-11-2017

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 `✓`

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Urban   [-]   Rural [✓] Tribal [-]

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

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

Type of Faculty/Programme

Arts [✓]   Science [-] Commerce [✓] Law [-]   PEI (Phy. Edu.) [-]

TEI (Edu) [-] Engineering [-] Health Science [-] Management [-]

Others (Specify) | NA |

Name of the Affiliating University (*for the Colleges*) | BANGALORE UNIVERSITY |

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

Autonomy by State/Central Govt. / University   [NA]

University with Potential for Excellence   [NA]   UGC-CPE [NA]

DST Star Scheme   [NA]   UGC-CE [NA]

UGC-Special Assistance Programme   [NA]   DST-FIST [NA]

UGC-Innovative PG programmes   [NA]   any other (*Specify*) [NA]

UGC-COP Programmes   [NA]   [N]

2. **IQAC Composition and Activities**

No. of Teachers	4
No. of Administrative/Technical staff	1
No. of students	2
No. of Management representatives	1
No. of Alumni	1
2. 6 No. of any other stakeholder and Community representatives	0
No. of Employers/ Industrialists	0
No. of other External Experts	0
Total No. of members	9
No. of IQAC meetings held	05

No. of meetings with various stakeholders: No. 05 Faculty 3

Non-Teaching Staff 1 Alumni 1 Others 0

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

If yes, mention the amount --

Seminars and Conferences (only quality related) NA

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

Total Nos. - International - National [ ] State - Institution Level -

(ii) Themes

Themes	Amount Sanctioned
--	--

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Significant Activities and contributions made by IQAC

- Motivated various Associations and Clubs of the college to go in for socially relevant community outreach programs.

- Encouraged the various Departments to hold seminars /conferences.
- Assisted the departments in conducting various college activities like inter class competitions, Seminars, Merit prize distribution Talents day, college athletic meet etc
- Convened a department wise meeting with the principal to discuss the feedback analysis of the faculty members.
- Planned and conducted student Union Elections and formed other associations
- Evolved guidelines for internal Assessment for all departments.
- Orientation programme conducted for new students.
- IQAC assisted the Management to organized faculty development programmes for staff members.
- Initiative for RUSA funding.
- Placing proposals for more student support programmes.
- Familiarization of the Revised SSR format and process of NAAC to staff members.

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	To install projectors and audio facility in the Business lab to facilitate the better learning process.	Installed projectors and audio facilities in the Business lab.
2	Upgradation of Language lab and business lab.	Upgraded Business lab with Audio and visual facilities.
3	Insurance facilities for students.	Actions initiated.
4	Enhancing areas for Sport activities.	More space provided for sports activities in the ground.
5	To enhance registration and strengthen the Alumni Association in the college and to construct learning center.	Alumni meetings are regularly conducted Funds for construction of the learning center received from few alumni.

Attach the Academic Calendar of the year as Annexure. (Please See Annexure I)

Whether the AQAR was placed in statutory body   Yes | ✔ | No | - |

Management | ✔ | Syndicate | - | any other body | - |

Provide the details of the action taken

The various recommendations of the IQAC were sent to the Governing Body for their approval.

Plan:

1	Instructed all HOD's to prepare academic calendar for the year 2017-18 before commencement of the academic year.

2	To ask all teachers to submit their semester wise teaching plan for the year.
3	To encourage the teachers to participation of presentation of papers as many as seminars and conferences.
4	Decision to take feedback from students and evaluation of feedback.
5	Formation of different clubs and committees for the effective functioning of various activities in the college.
6	Union formation and inauguration of different associations and submission of action plan for the year 2017-18.

Achievements:

1	All departments prepared academic calendars and all activities of the department were conducted accordingly.
2	All teachers prepared and submitted semester wise teaching plan.
3	Faculties participated in seminars & workshops.
4	Feed back and evaluation process performed.
5	All the committees were formed and they functional effectively.
6	All the departments formed their associations and HOD's submitted their plan of action.

Part – B

Criterion   –   I

1. Curricular Aspects

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
Ph.D	-	-	-	-
PG	-	-	-	-
UG	2	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	**2**	**-**	**-**	**-**

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

(i) Flexibility of the Curriculum: Elective options for Under Graduate Classes.

No flexibility in selecting elective options is available to the students of B.A/B.Com. Since the college is following curriculum of Bangalore University.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02
Trimester	NA
Annual	NA

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 (Please See Annexure – II)

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

The college does not update the syllabi but give suggestions for updating the syllabus to the University.

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

- **During the academic session 2017-18**: Nil

Criterion – II

2. Teaching, Learning and Evaluation

Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
7	-	7	-	-

No. of permanent faculty with Ph.D.   :   04

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

Total	Asst. Professors		Associate Professors		Professors		Others	
	R	V	R	V	R	V	R	V
01	0	01	0	0	0	0	0	0

No. of Guest and Visiting faculty and Temporary faculty:

Temporary faculty: 07

Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	0	01	04
Presented papers	0	00	0
Resource Persons	0	0	0

Innovative processes adopted by the institution in Teaching and Learning:

Teaching:
- Use of LED projector for teaching purpose.
- Use of Power Point presentation and Seminars for the students for enhancing the general awareness.
- Screening movies on various educational topics.
- Conducting subject related talks by the experts drawn from the diverse fields.
- Holding training in computers for teaching and non teaching staff.

Learning:
- Holding tutorials and discussing the assignments given to the students.
- Giving students the opportunity to learn by field experience through educational tours & camps.
- Remedial coaching classes for slow learners.

Total No. of actual teaching days during this academic year: 180

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

As per Bangalore University guidelines

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

UG	PG
02	NA

Average percentage of attendance of students   75%

Course/Programme wise distribution of pass percentage:
       (Please see Annexure – III)

Title of the Programme	Total no. of students appeared	Division Odd Sem results				
		Distinction %	I Class %	II Class %	III Class %	Pass %
B.A	**64**	**31**	**08**	**-**	**-**	**61**
B.COM	**39**	**07**	**07**	**10**	**-**	**62**

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

In the following way IQAC Monitors and evaluates the teaching and learning process of the college.

- ✓ IQAC conducts orientation for the new students to appraise them about the teaching, learning and evaluation process adopted in the college / university as well as provide information about all learning resources available in the college.
- ✓ IQAC encourages teachers to adopt innovative methods of teaching and the use of digital resources.
- ✓ At the beginning of every academic semester, the IQAC organizes faculty. development and orientation programmes the planning and definitive arrangements are put in place during special meetings held during vacation. The Heads of all the departments offer input regarding topics and issues that need to be addressed.
- ✓ IQAC encourage teachers to adopt student centric teaching / learning and evaluation methods like Student seminar - student projects - teaching on a one to one basis – group learning etc.
- ✓ IQAC helps the HOD in the preparation of academic calendar.
- ✓ IQAC designs feedback forms for various stakeholders including student

appraisal to help teachers and the Departments to know their strength and weakness.

✓ Periodically the IQAC monitors log books, , registers etc relating to student activities.

✓ Co-coordinators of curricular and co-curricular activities, out-reach programs and certificate courses are regularly invited to IQAC Meetings to discuss the progress and future plans.

✓ IQAC has developed Uniform guidelines for internal Assessment in various core/ Non-core. Curricular and extra - curricular activities as per the requirement of Bangalore University for the CBCS pattern.

✓ Examination performance of students is perused by IQAC and heads of departments through regular parent-teacher's meetings.

✓ The IQAC in the principal's presence discusses the 'Faculty Appraisal' by each department individually.

Initiatives undertaken towards faculty development

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

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	**08**	**03**	-	02
Technical Staff	**08**	**01**	--	07

Criterion – III

3. Research, Consultancy and Extension

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

☐ To encourage faculty members with doctorate to apply for research guide ship.

☐ To encourage the teachers to participate in international / National / State level seminars.

☐ Provide research facilities like free internet & inflibnet and create E-zone, E-journal access.

☐ Invite eminent resource persons to conduct lecture programmes/workshops/seminars on relevant topics.

☐ A Research Advisory Committee was established on the recommendation of IQAC to facilitate and encourage research work.

Details regarding major projects: NA

Completed	Ongoing	Sanctioned	Submitted
-	-	-	-

Details regarding minor projects: NA

Completed	Ongoing	Sanctioned	Submitted
-	-	-	-

Details on research publications: NA

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

Details on Impact factor of publications: NA

Range   **-**   Average   **-**   h-index   **-**   Nos. in SCOPUS   **-**

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

Sr. No	Nature of Project	Name of the funding Agency.	Project Name	Grant Received	Year	Status.
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-

No. of books published: NA

With ISBN No.	Chapters in Edited Books	Without ISBN No.
-	-	-

No. of University Departments receiving funds from: NA

UGC-SAP [--]   CAS [--]   DST-FIST [--]

DPE [--]   DBT Scheme/funds [--]

For colleges: NA   Autonomy [--]   CPE [--]   DBT Star Scheme [--]

INSPIRE [--]   CE [--]

Any other (specify) [--]

Revenue generated through consultancy   [NA]

No. of conferences organized by the Institution : NA

Level	International	National	State	University	College
-	-	-	-	-	-

No. of faculty served as experts, chairpersons or resource persons: [NA]

No. of collaborations   International [--]   National [--]   Any other [02]

No. of linkages created during this year   [--]

Total budget for research for current four years in lakhs: **NA**

From funding agency [--]

From Management of University/College [--]

Total [--]

No. of patents: NA

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	

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	Granted	-	
Commercialised	Applied	-	
	Granted	-	
		-	

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

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

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

--

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

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

JRF --   SRF --   Project Fellows --   Any other --

No. of students Participated in NSS events:

University Level	State Level	National Level	International Level
00	--	--	--

No. Of students participated in NCC events: NA

University Level	State Level	National Level	International Level
-	-	-	-

No. of Awards won in NSS:

University level   --   State level   --

National level   --   International level   --

No. Of Awards won in NCC: NA

University level   --   State level   --

National level   --   International level   --

No. of Extension activities organized

University forum   --   College forum   5

NCC   --   NSS   --

Any other   --

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

The following extension activities conducted through NSS unit of the college.

- □ NSS volunteers participated in extension service activity organized by Viduraswatha Freedom Memorial Development Committee, Viduraswatha.
- □ Conducted AIDS Awareness programme in association with Karnataka State Aids Prevention Society.
- □ Awareness program on Environment at Viduraswatha.
- □ Blood Grouping Camp in association with Youth Red Cross.
- • "Swachatha Andolana."
- □ NSS annual special camp at Hampasandra.
- □ NSS unit in the college organised legal awareness programme.
- □ Students visited the shops near the college and educated the sellers and buyers about the ban on use of plastic.
- □ Involved in the tree plantation programme in Kurdi forest area.

Criterion – IV

4. Infrastructure and Learning Resources

Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	5 Acres	-	-	5 Acres
Class rooms	6 Class Rooms	0	Management	6 Class Rooms
Laboratories	3	1	MLA Grants	04
Seminar Halls	1	-		1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

Computerization of administration and library:

Library computerisation is done.

Library services:

	Existing		Newly added		Total	
	No.	**Value**	**No.**	**Value**	**No.**	**Value**
Books	**15303**	**1443486**	**138**	**19155**	**15441**	**1462641**
e-Books						
Journals	**19**	**28380**	**15**	**24468**	**15**	**24468**
e-Journals						
Digital Database						
CD & Video	**107**	**18893**	**---**	**----**	**107**	**18893**
Others (specify)						

Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centre	Computer Centre	Office	Department	Others
Existing	58	40	40	-	-	9	9	-
Added	02	-	-	-	-	1	1	-
Total	60	40	40	-	-	10	10	-

Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.) : NA

Amount spent on maintenance in lakhs:

Sr. No.	Particulars	Rs.
(i)	ICT	-
(ii)	Campus Infrastructure and facilities	2
(iii)	Equipment	-
(iv)	Others	-
	Total	**2**

Criterion – V

5. Student Support and Progression

The IQAC has made the following efforts in enhancing the student support services

□ During admission, counselling the students and parents regarding student support systems.
□ Orientation programmes for all students admitted to make them familiar with various student support systems are conducted.
□ The available support services are notified for the benefit of the student in the college notice board.
• The IQAC convene meetings with the students to enhance their awareness about student's supports and services which are exist in the college.
• Provision of student support services are discussed with parents during parent – teacher meetings by class teachers.

Efforts made by the institution for tracking the progression
□ Test and assignments given and evaluated as part of internal assessment which also. serves to keep the track of student progress.
□ Result analysis at departmental level and counselling.
□ Remedial classes at departmental level.
□ Mentoring system to track the progress of the students.
□ To track the progress of co- curricular and extracurricular activities of students who have enrolled in the current year for the CBCS scheme students have been grouped under various departments who tract and monitor their activities [50 marks is awarded in the CBCS pattern as Internal Assessment].

(a) Total Number of students:

UG	PG	others
310	--	--

(b) No. of students outside the state

NA

(c) No. of international students

No. of International Students	Men	Women
-	-	-

Men		Women	
No.	%	No.	%
-	-	-	-

Period	General	SC	ST	OBC	Physically Challenged	Total
This Year (2017-18)	06	72	48	184	0	310
Last Year (2016-17)	05	76	51	203	0	335

Demand Ratio: Varies from stream to stream and subject to subject, Dropout %:

Demand Ratio: 1:1

Dropout: 5 %

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

☐ Provided additional books to the students on various subjects for competitive examinations.

☐ Arranged special lectures by the experts on the technique of facing the interview.

No. of students qualified in these examinations

NET	-	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	-

Details of student counselling and career guidance

(i) The college has a student counselling and career guidance cell which worked under the guidance of a senior faculty member.

(ii) Guided the students to select the program (course) during admission.

(iii) The placement cell organises placement training programme and career guidance.

Details of Campus placement

On campus			Off Campus
Number of Organizations Visited	**Number of Students Participated**	**Number of Students Placed**	**Number of Students Placed**
09	100	Nil	0

Details of gender sensitization programmes

• Organised talks on various themes of gender sensitization such as life skills for women on the occasion of International Women's Day - March 8th 2017

Students Activities

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

State/ University	National Level	International Level
-	-	-

No. of students participated in cultural events

State/ University	National Level	International Level
-	-	-

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

State/ University	National Level	International Level
--	-	-

No. of medals/ awards won by students in cultural events:

State/ University	National Level	International Level
-	-	--

Scholarships and Financial Support:

	Number of students	Amount
Financial support from institution	--	--
Financial support from government	198	7,43,619
Financial support from other sources	--	--
Number of students who received International/ National recognitions	NA	NA

Students organised initiatives

Fairs: State /University Level | -- | National Level | -- | International level | -- |

Exhibitions: University Level | -- | National Level | -- | International level | -- |

No. of social initiatives undertaken by the students: | 02 |
1. Tluk Level Kannada Sahithya Sammelana.
2. Nudi Namana Program.

Major grievances of students (if any) redressed:

☐ Some Grievances were received from the students and they were satisfactorily redressed.

☐ No major grievance recorded.

Criterion – VI

6. Governance, Leadership and Management

State the Vision and Mission of the institution

Mission:

Statement of Mission
Value Based Education • **To provide education not only to acquire knowledge but also to inculcate a sound philosophy for a holistic living.** • **To encourage self-evaluation, personality development and guide the students to strive towards perfection and competence.** • **To create eco-friendly, non-corrupt, secular and self introspect future citizens for a healthy society.** • **To inculcate a spirit of service and dedication.**

Vision:

Vision of the College
Excellence In Education • **To impart Quality education for all and especially to under privileged section of the society.** • **To build empowered, conscious, responsible and abled citizens with human and social values, and also to make our institution a centre of academic excellence.**

Does the Institution has a management Information System

1. NO.

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

Curriculum Development:

The curriculum for various programmes is developed and up dated by the Bangalore University. The college will follows/implemented the framed syllabi, examination system.

Faculty participating in the BOS, syllabi framing committees and test book committees

Participating in syllabus related workshops.

Teaching and Learning

The College adopts some innovative processes in teaching and learning.

- Preparing and implementation of lesson plan.
- Preparing an academic calendar.
- Extensive use age of ICT based teaching.
- Conducting internal tests and giving home assignments.
- Conducting pre – final tests.
- Exposing students to outdoor learning through educational and industrial trips excursions, camps.
- Motivating students for research activities.
- Co-curricular activities which are a part of the academic plan provided serval opportunities for students to develop skills and knowledge beyond syllabus such as seminars, group discussions, participation in management fests etc.
- Institution conducts remedial classes and re- tests for slow learners based on that it adapts teaching strategies to improve the level of learning.
- For advanced learners, the institution encourages them by providing test books at the beginning of the semester for various subjects.
- Multiple choice questions are also given in each subject in the term test to encourage the students to equip themselves.

Examination and Evaluation

Semester Examination for UG programmes are conducted by the Bangalore University. This includes internal assessment marks for students.

During the academic session, the college holds three internal examinations for undergraduate students. The progress of the students is monitored through continuous internal assessment, which is based on attendance, tests, class room interaction, home assignment, presentations and project work.

In order to ensure transparency students are shown their answer books of house examinations/tests. Teachers point out the shortcoming and suggest improvements. Internal assessment is displayed on the notice board before submitting it to the University.

Research and Development:

Establishing Research Advisory committee for inculcating a research culture.

Motivating teachers and students to take up research work.

Library, ICT and physical infrastructure / instrumentation

We have been making sincere efforts for providing knowledge and other services to the students and the staff. We strive hard for the upgradation of library. Technology and knowledge are ever developing domains. We always try to keep sync with this fast developing field.

- Reference Section is also well equipped with all possible reference material ranging from Encyclopaedias on various subjects. New volumes were added in this section to rare books and books for competitive examinations like CAT/IAS, CDS/NDA.

- The Library is devoted to Periodical Section with Multi faculty Journals, knowledge based and general magazines, newspapers in various languages are housed in this section.

- CDROMs covering literature and various other subjects are also provided in the Periodical Section of the Library.

- College is Wi- Fi enabled.

- The College subscribes to Inflibnet services through which e books and journals can be accessed by staff through the NList programme.

- All the departments of the college are provided with computers; internet access is given to all systems in the college.

- Computers in the college are networked through LAN.

Human Resource Management

☐ Student leaders are democratically elected to form their Union and organise various activities in the college.
☐ Co-curricular and extracurricular activities.
• Class teachers are appointed to monitor the students' progress
☐ Student welfare Officer [Student Union In- charge] is nominated to co-ordinate the activities of the student union.
☐ Teacher and student conveners are identified to plan and carryout the activities of various clubs / cells / Committees**.**

Teachers Quality:

- The management is always keen to improve the teachers' quality. The faculty is always encouraged to improve their professional skills by way of organising/attending seminars, workshops.

- To meet the changing requirements of the curriculum the college encourages its teachers to enrol for various faculty development programmes like Refresher Courses conducted by Academic Staff College, Bangalore University.

- At the beginning of academic year, student's union will be formed by the teacher council by nominating the students from each class as office bearers.

- The teachers' council and non-teaching staff association look after the affairs of the teaching and non teaching staff respectively.

- There is a Governing Body that manages and develops the total human resource of the college.

Faculty and Staff recruitment:

The recruitment of teachers and non-teaching staff is done strictly by following the rules and regulations laid down by the UGC, Bangalore University and the Karnataka Govt Administration.

Industry Interaction/ Collaboration: Nil

Admission of Students

Admission of students is done on Merit basis and as per the Government Rules\

The institution ensures publicity of its courses in the following ways;

- Announcement of the college website.
- Display of banners in strategic areas of the locality and near selected PU Colleges.
- Distribution of pamphlets.
- Word of mouth publicity.
- Through Alumni.
- The entire process of admission is carried out in a transparent manner and as per Government rules.
- Experienced teachers counsel the students and their parents and help them in choosing the course.
- Financial aid or concession is extended to meritorious and needy Students during admissions.

Welfare schemes for

Teaching	Aided Staff are covered under the Government schemes including mandatory Insurance, Group Insurance, Gratuity, Family welfare fund and Pension (as per norms) Maternity, Casual, Earned leave and special leave to attend workshops, seminars etc are also given. They can also avail leave as per Government / UGC rules. The management employees have the several leave facilities like Maternity leave, Casual leave, and OOD. In addition, the college provides clean drinking water, canteen, safety and security.etc.

Non teaching	All the facilities extended to Aided and Management teaching staff for leave and financial help are available to non-teaching staff as well
Students	TA/DA to sports women, safe campus with round-the –clock security, cameras installed in campus safe drinking water, financial help, scholarships and endowments. Sanitary Napkin burning machine is made available to the female students,

Total corpus fund generated   Nil

Whether annual financial audit has been done ✓ Yes   No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	**Yes**	Principal
Administrative	No	-	Yes	Principal

6.8. Does the University/ Autonomous College declare results within 30 days? : NA

For UG Programmes   Yes   --   No   --

For PG Programmes   Yes   -   No   --

What efforts are made by the University/ Autonomous College for Examination Reforms? NA

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

Activities and support from the Alumni Association

> **There is an Alumni association in the college since 2003-04 academic year it meets annually in the college premises. They give constructive suggestions and conducts various activities for the all round development of the college.**

Activities and support from the Parent – Teacher Association: Nil

Development programmes for support staff

The support staff is an integral part of an organisation. It plays an important role in the development of the institution. The college takes a lot of care for their well being and professional competency. The following activities have been introduced for the support staff:

- Participation in the computer related training programmes during vacations.
- Organising periodic health camps.

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

- Planting more trees in the campus.
- Making the students aware on environmental issues by arranging talks and holding poster competitions.
- Saving papers by exchanging information through e-mail & SMS.
- Banning use of polythene bags in the college campus.

Criterion – VII

7. <u>Innovations and Best Practices</u>

INNOVATIONS:

a) The college introduced a certificate course in functional communicative English and a good number of students, opted for the course and work benefited by it.

b) Remedial couching classes have been arranged for students belonging to SC/ST/OBC and minority and it has resulted in increase of success rate in the (part –I part-II and part-III) examinations. The certificate course in functional /communicative English has also created a positive impact among the students.

c) Digitalization of library has ensured smooth functioning of library.

d) Providing of computers with internet facilities to each faculty has helped in teaching learning.

New teaching learning methods

a) Introduction of MCQ test for students.

b) Introduction of Power Point presentation for taking classes.

c) Introduction of profile mapping for the students.

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

Plan of Action	Achievements
Enclosed the academic calendar of the year as Annexure - 1	

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

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

Practice #1.

Title: Certificate course in communicative English

Goal: To help the students speak in fluent English and thus make them more confident and competent.

The Context

The students are from a poor socio-economic background which makes them not so exposed to the ways of speaking in English. The college has a taken a step to overcome this.

The Practice

The college has started a certificate course in English for students who are interested. The interested students are asked to enrol.

As a step towards promoting the employability for the students the syllabus for the certificate course in English that was in existence previously was revised by taking inputs from industry experts and students. An online exam module related to this course by creating a question bank of more than 1000 questions. Accordingly, the teachers started working towards it. For implementing the question bank software was also contracted and work is in progress for creating question bank.

Evidence of Success

The students are now more confident in speaking than before.

Problems Encountered and Resources Required

As of now the college is facing problems in fund for continuing this course

Practice# 2

Title – *Administrative empowerment*

Objective – The College aims to improve efficiency of the administrative staff by introducing administrative empowerment

Context – The number of students in the college as increased over time but the number of administrative staff did not increase proportionately. For effective functioning of the college it was necessary to empower the administrative staff to handle the extra workload effectively.

1. One-day orientation training workshop on Office Administration and reforms by Resource person Dr. G.P .Sudhakar,Bangalore

2. One Day orientation program conducted by the management to Faculty and staff members – Resource persons Dr Ali Khwaja, Chairman and Principal faculty, Banjar Academy Bangalore during the year 2017-18.

Practice – The College has taken a number of steps for administrative empowerment.

- Train the administrative staff to effectively use software
- Install advanced software solution for administrative automation
- Create administrative calendar at the beginning of each session
- Create verbal and non verbal training schedule for the administrative staff
- Introduce administrative benefit such as arranging food if they work for extra hours at workplace

Evidence of Success –

Today, with limited administrative resources, we are able to handle additional workload for increased number of students effectively.

Resources Required –No resources required except extra time involvement from our faculties.

Problems encountered – There was general resistance to change although it was taken care of later.

Contribution to environmental awareness / protection

☐ The Eco club organised poster making competitions on environment day.

☐ Created awareness among the students and the staff on energy saving drives.

To achieve the same, the college enlists the support and co-operation of its NSS Unit. The NSS volunteers regularly lead campaigns to prevent use of polythene and polythene products in the college campus.

Whether environmental audit was conducted?   **Yes** ☐   **No** ☑

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

Strengths:

- ☐ Highly transparent student admissions based on merit and Government rules
- The institution is known for its good teaching – learning environment, through a healthy mix of very senior experienced and reputed senior level teachers and highly motivated and enthusiastic younger teachers, to provide a blend of formal academic training with value education and exposure to the rich Indian traditions, culture and heritage
- ☐ Career Guidance and Placements Cell: The Cell functions as a guidance mechanism for the students to provide them knowledge/information about various career opportunities available to them. A wide range of activities are organised throughout the year such as preparation for Group Discussion and Interview, lectures on Career Awareness by experts, personality development, etc. Annual job fair is also organised in which various companies take part and hire the students.

Weaknesses:

- ☐ Need of establishment of Entrepreneur Development Cell.
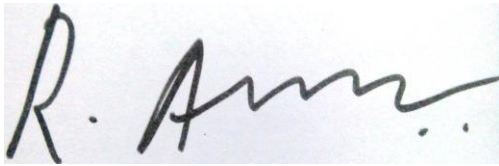
Opportunities:

- o Personality Development Programs and communication skills enhancement courses for better employability of students.
- o Short term & certificate courses in various disciplines can be started.
- o Starting remedial classes for week students of undergraduate classes.
- o To involve the Alumni to lead strong academic and research endeavours in the institution.

Threats:

- More dropouts due to early marriages of Girl Students.
- Attracting qualitative students because two more colleges in the town.
- Lack of communication skills and Computer knowledge.
- To inculcate skills to the students to make them employable.

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

- To be complete the Women's Hostel Building.

- To have plan for constriction of Auditorium.

- To introduce Insurance facility for students.

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

Acharya First Grade college for Women, Gowribidanur

Academic Calendar for the session 2017-18

JULY-2017	1st week	2-7-2018-Re-Opening of the College
	2nd week	Fresher's Day & Orientation
	3rd week	Student's Union Formation
	4th week	Student Union Inauguration
AUGUST-2017	1st week	Independence Day Celebration
	2nd week	Monthly Test (class wise)
	3rd week	15th Independence Day Celebration
	4th week	Guest Lecture programme
SEPTEMBER-2017	1st week	Teachers Day,
	2nd week	Ganesh Chaturthi
	3rd week	Monthly Test (class wise)
	4th week	Guest Lecture programme
OCTOBER-2017	1st week	2nd oct Gandhi Jayanthi Celebration
	2nd week	Guest Lecturer
	3rd week	Monthly Test (class wise)
	4th week	31st Oct Rastreeya Ekta Divas Celebration
NOVEMBER-2017	1st	Kannada Rajyothsava Celebration
	2nd week onwards	Commencement of Theory Examination
DECEMBER-2017	1st , 2nd and 3rd week	Evaluation Work
	4th week	Re Opening of the College II IV & VI Sem BA/B.Com
JANUARY-2018	1st week	NSS Special Camp
	2nd week	Guest lecturer Programme
	3rd week	Sports, Literary & cultural activities
	26th	Republic Day Celebration
	4th week	Monthly Test (class wise)
FEBRUARY-2018	I st 2nd week	Guest Lecture programme
	3rd week	Monthly Test (class wise]
	4th week	Educational Tour
MARCH-2018	1st week	International Women's Day
	2nd week	Monthly Test (class wise)
	3rd week or 4th week	College Day
APRIL-2018	1st week	BA/B.Com Class Social day
	2nd week	Send-off III BA/B.Com
	3rd week	
	4th week	Commencement of Theory examination