

Government of Karnataka



**INTERNAL QUALITY ASSURANCE CELL
(IQAC)**

Annual Quality Assurance Report

For the Year 2012-13



GOVERNMENT FIRST GRADE COLLEGE

Vijayanagara, Hampinagara Ward,

Bangalore – 560 104

Phone +918023302141

www.govtdegreecollegevijayanagara.com

Email -gfgcvb@yahoo.co.in

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution

Government First Grade College, Vijayanagara

1.2 Address Line 1

Hampinagara Ward

Address Line 2

Vijayanagara

City/Town

Bengaluru

State

Karnataka

Pin Code

560104

Institution e-mail address

gfgcvb@gmail.com

Contact Nos.

080-23302141

Name of the Head of the Institution:

Prof M Muthurain

Tel. No. with STD Code:

080-23302141

Mobile:

9916473934

Name of the IQAC Co-ordinator:

Dr.Shubha

Mobile:

9341273617

IQAC e-mail address:

gfgcvb@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

EC/51/RAR/24 dt.31-12-2009

1.4 NAAC Executive Committee No. & Date:

EC/51/RAR/24 dt 31-12-2009

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

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

1.5 Website address:

www.govtdegreecollegevijayanagara.com

Web-link of the AQAR:

www.govtdegreecollegevijayanagara.com

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	C		2003	5 years
2	2 nd Cycle	B	2.47	2009	5Years
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC :

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

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)

AQAR - 26-9-2012

AQAR-02-28-2013

AQAR

AQAR

1.10 Institutional Status:

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B
 Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)
 TEI (Edu) Engineering Health Science Management
 Others (Specify) -

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

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

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

Academic Counselling, personal counselling, soft skills, Add-on courses, Legal awareness, Tips to face examinations, Environmental awareness, energy conservation, water conservation, Personal hygiene.

2.14 Significant Activities and contributions made by IQAC

- a) IQAC was instrumental in motivating and guiding faculty belonging to various disciplines to send proposal for 17 minor research projects and 3 National level Conferences/workshops during the academic year . All 17 MRP proposals submitted were approved and 1National Level Workshop and 1 National Level Conference were sanctioned.
- b) In co-ordination with IQAC, our college counselling cell had organised a one day workshop for teachers to create awareness on the importance of Mentoring System
- c)Orientation program for freshers has been designed and conducted by IQAC and which was preceded by one day workshop to train faculty to execute the designed program.
- d) Feedback from students was taken regularly as per UGC guidelines
- e)A survey was conducted to analyse the problems faced by married girls
- f)**Value addition**-Under this system student's present academic performance was compared with previous performances , analysed and necessary action was planned
- e)Student research projects were initiated d)Various workshops at Institutional level were organised.

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
To conduct OP and Freshers	Done
To conduct entry survey	Done
To promote research activities among students and staff in co-ordination with UGC and research committee.	17 MRP proposals were submitted to UGC and all are approved by UGC
To conduct National Level seminar or Workshop	One Day National Level Workshop was conducted
To enter into MOU with various organisations and Institutions.	Under progress
To motivate faculty to organise curricular and extra-curricular activities	Done
To motivate all the college forums to conduct curricular and co-curricular activities	Done
To conduct workshop on documentation for faculty	Done
To include industrialists and educationists in IQAC	Done
To conduct entry and exit survey	Done

* Attach the Academic Calendar of the year as Annexure. **Attached-Anneure-i**

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body College council

Provide the details of the action taken

AQAR was discussed threadbare and it was fine tuned as per the suggestions of the council

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	01			
UG	04			
PG Diploma	-			
Advanced Diploma	-			
Diploma	-			
Certificate	10		08	Tally, Vikasana sahayog-3
Others				
Total	15			

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	05
Trimester	-
Annual	04

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- **Attached Annexure-ii**

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

Self financed certificate course-Syllabi designed with the help of subject experts in the respective fields and approved by the respective committee (BOS) with an external expert, Principal as the chairman ,members from the department running the course and a course co-ordinator.

Add-on course –BOS committees of respective subjects were constituted with Principal as chairman, a Subject expert from Bengaluru University, Co-ordinator of the ADD-On course , Chairman of College Development Council Bangalore University. The syllabi of certificate, Diploma, Advance Diploma of Journalism and Sociology were framed and approved at the

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

Planning to apply for M.Com.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
63	32	31	-	-

2.2 No. of permanent faculty with Ph.D:

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

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

*Recruitment is done by Karnataka Public Service Commission as ours is a Government College.

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	12	65	31
Presented papers	7	17	22
Resource Persons	-	3	15

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

Production of short films and Radio Programmes by Students, Power point presentations, Documentary Presentations, Wall Magazines, Departmental library, Special Guest lectures from subject experts, Industrial and field visits, screening of documentary and short films followed by interactions with the experts, Teaching with the help of internet facility, Educational tours, sharing of Knowledge, Group Discussion, Remedial Classes for slow learners, Monthly tests, Assignments, Seminars, Syllabus related Workshops, Soft Skill Training Programmes, Environment friendly Programmes, IQ Test, Aptitude test, brain storming competitions, Awareness Programmes in different disciplines, Dance dramas related to our syllabus and Moral

2.7 Total No. of actual teaching days

during this academic year

As per Bengaluru university guidelines

2.8 Examination/ Evaluation Reforms initiated by

the Institution (for example: Open Book Examination, Bar Coding,

Double Valuation, Photocopy, Online Multiple Choice Questions)

2.9 No. of faculty members involved in curriculum

09(BOS)

Restructuring /revision/syllabus development

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

84.82%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Total no. of students passed	Division				
			Distinction %	I %	II %	III %	Pass %
BA	768	305	15.16	32.22	36.46	15.92	0.37
B.Sc	184	101	29.59	37.36	30.31	2.35	0.54
B.Com	1262	834	10.44	26.17	43.23	20.24	Nil
BBM	260	99	6.86	36.29	33.19	23.63	Nil
M.A.	32	32	78.13	20.31	1.56	-	-

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

Contribution: IQAC motivated and guided faculty in document maintenance, preparation and execution of Road maps for every semester, to practice innovative teaching methods, to conduct subject related diploma and certificate courses, subject related special lectures, to organise awareness programs related to environment in support of the syllabus which is reflected as Total Quality enhancement in teaching and learning process.

Monitoring: IQAC monitored these activities by planning, guiding and execution of the strategies planned by conducting regular meetings and involving in these activities.

Evaluation: Evaluation is done by **Academic audit** conducted by the respective committee which includes Result analysis, Remedial classes for slow learners, counselling after identifying the problem. Evaluation is made more effective by considering analysis of Feedback from the stakeholders, parents, Alumni about the Institution (Facilities, infrastructure). Regular tests and preparatory exams are conducted.

SWOT analysis done by each department will make the departments to plan out future strategies.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	6
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	4
Faculty exchange programme	-
Staff training conducted by the university	5
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	9
Others	3

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	15	-	-	04
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

IQAC was instrumental in motivating and guiding faculty belonging to various disciplines to send proposal for 17 minor research projects and 3 National level Conferences/workshops during the academic year . All 17 MRP proposals submitted were approved and 1 National Level Workshop and 1 National Level Conference were sanctioned. Teachers are motivated to publish their research findings in leading research journals and present papers at International, National and State level conferences. Students are also motivated to carry out research projects.

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	-	1	16	-
Outlay in Rs. Lakhs	-	50,000	17,69,000	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	3	-	-
Non-Peer Review Journals	-	-	-
e-Journals	2	-	-
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	18 Months	UGC	15,24,000	-
Interdisciplinary Projects	02	UGC	2,45,000	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects(other than compulsory by the University)	1 Month	Self financed	-	-
Any other(Specify)	-	-	-	
Total			17,69,000	-

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	-	02		01	-
Sponsoring agencies	-	UGC		Self financed	-

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
01-	01	-	-	-	-	-

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: 107

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

Extension activity-

A) Audio CD recorded by our enabling unit for blind-“ Chethana” is provided to blind students of other institutions.

B) Awareness about Domestic Violence Act, Workplace harassment Act, Laws pertaining to Eve Teasing and other Laws pertaining to women was discussed in our college which was also extended to our neighbourhood women.

C) NSS unit of our college has conducted 7 days program Bachenhalli village, Magadi Taluk During this program our college students were involved in cleaning the village, conducted awareness programs on literacy, environmental consciousness, personal hygiene, healthcare etc to villagers..

Institutional Social Responsibility

A) Many of our faculty members are performing Institutional Social Responsibility by creating awareness about Women Empowerment, Water Conservation, Health and Hygiene, Sanitation for women, participation of women in political process, Literacy programs etc.

B) Our Institution is proud having Karnataka State Open University Unit that extends correspondence UG courses that benefits thousands of students who are deprived of the opportunities of attending regular classes.

C) Free coaching classes are conducted for SC/ST/OBC/Minority for entry in service (IAS, KAS, Bank Exams etc.,) by our institution which is sponsored by UGC.

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	7216.60Sq m			7216.60Sq m
Class rooms	34			
Laboratories	06	02	UGC	08
Seminar Halls	02	-	-	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	25	UGC and State grants	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	3,048 lakhs	-	-
Others				

4.2 Computerization of administration and library

Administration is automated, library procedures are computerised. Digitalisation of library is under progress

4.3 Library services:

LIST	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	23886	1324451	1751	169258	25637	1493709
Reference Books	15673	1740190	1190	201544	16863	1941734
e-Books	-	-	-	-		
Journals	19	25267	11	11712	30	36979
e-Journals			INFLIBNET	5000		5000
Digital Database	21430			-	21430	
CD & Video	24	4739	15	7639	39	12376
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	82	3	17	4	4	10	11	1
Added	6	-	-	-	-	-	-	-
Total	88	3	17	4	4	10	11	1

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

A computer fundamental is the compulsory paper prescribed by the university to all the degree students. Internet access is available to students and staff at the college library, Chethana-Enabling Unit for physically challenged students, Network Resource Centre. Internet facility is provided to all the departments, office and Principal Chamber. Language lab is set up with 16 thin clients and internet facility to communicative English students. Few departments are using Smartboards to conduct classes.

4.6 Amount spent on maintenance in lakhs :

i) ICT	39,850
ii) Campus Infrastructure and facilities	69,735
iii) Equipments	-
iv) Others	-
Total :	1,09,58

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- a) In co-ordination with IQAC, our college counselling cell had organised a one day workshop for teachers to create awareness on the importance of Mentoring System
- b) Orientation program for freshers has been designed and conducted by IQAC and also conducted one day workshop to train faculty to execute the designed program.
- c) Feed back from students was taken regularly as per UGC guidelines.
- d) A survey was conducted to analyse the problems faced by married girls.
- e) Value addition-Under this system student present academic performance was compared previous performances , analysed and necessary action was planned .
- f) Student research projects are initiated.

5.2 Efforts made by the institution for tracking the progression

Value addition with respect to academic performance is analysed. Academic audit is done periodically. Feedback from the students is taken and necessary action is recommended after analysing feedback. Overall student progression is achieved by motivating the students to participate in curricular and extracurricular activities. No. of students selected for Post graduate programs, NET cleared, employed students are recorded

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2830	34	-	-

(b) No. of students outside the state 13

(c) No. of international students -

No	%
-	-

Men

No	%
	-

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
510	522	79	1309	10	2420	1068	582	89	1125	14	2864

Demand ratio 1:1.1 Dropout %- 18.0

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

GK, Bank Exam Books, Panchayat Raj, NET, SLET, ICT training Audio Books are provided to all the needy students from the enabling unit Chethana. Training to face Interviews was also conducted. Special coaching for differently abled students in Typing was conducted by our college enabling unit for physically disabled students.

UGC sponsored coaching classes for entry in service for SC/ST/OBC (Non-creamy layer) and minority communities is being conducted to our students as well as to others from outside the institution. Library facility is also available.

No. of students beneficiaries

Chethana-25

Others-40

5.5 No. of students qualified in these examinations

NET	01	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	53	UPSC	-	Others	-

5.6 Details of student counselling and career guidance

Student Counselling: Personality development, to face the competitive world to make them confident.

Sahayog - Career guidance program is conducted by Directorate of Collegiate Education. Around 99 students from final year took part in it and were trained about life skills, time management, goal setting and job skills etc.

Under Vikasana, 150 students were benefitted and were trained about stress and time management.

CADMAXX Solutions Pvt.Ltd. trained around 300 students in Tally, Basic computers and soft skills.

Around 30 students participated in Job Mela conducted by Sheshadripuram college and one student was placed in a Tally based company.

No. of students benefitted: 611

No. of students placed-182

Students appointed-PH-6(UPSC and KPSC)
Normal-1(UPSC and KPSC)
Printing and Electronic Media-25

5.7 Details of campus placement:

Number of Organizations Visited	<i>On campus</i>		<i>Off Campus</i>
	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	150

5.8 Details of gender sensitization programmes

<p>Mahila Jagruthi Vedike organises regular gender sensitisation programs. Awareness programs were conducted on eve teasing, sexual harassment, domestic violence, workplace harassment.</p> <p>Many of our Faculty members have organised and participated as resource persons in gender sensitising public awareness programs.</p>
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5.9 Students Activities

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

State/ University level 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

5.10 Scholarships and Financial Support:

sno		Number of students	Amount
I.	Financial support from institution	08	12,000
II.	Financial support from government	386	16,80025
III.	Financial support from other sources	101	1,40,956
IV.	Number of students who received International/ National recognitions	01	10,000/Year

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: As there is phenomenal growth of student strength, the major grievance was shortage of toilets especially for girls. This grievance was redressed by constructing a toilet for girl students.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

-VISION –

To provide quality education to the youth by focusing on the development of their physical, intellectual, scientific, social and spiritual potentials and foster global competencies in them and to inculcate the qualities of honesty, integrity, tolerance and hard work. Central to our vision is a commitment to create brilliant disciplined builders of our nation and guardians of our heritage, having concern for the humanity as a whole.

-MISSION-

- To improve the quality of the curriculum
- To improve the quality of teaching by developing creative pedagogy
- To make learning an intellectually enriching experience
- To promote innovation, creativity and scholarship
- To inculcate and develop social and moral values among students to enable them to appreciate the diversity and complementarities of human culture
- To promote high standard professional knowledge and skill among students and teachers
- To provide an opportunity for students to acquire and cultivate leadership qualities
- To create an environment for the all round development students
- To create awareness with regard to gender equity and social justice

6.2 Does the Institution has a management Information System

Yes.

Through Human Resource Management Service salary bill is made.

Admission, Internal assessment, declaration of the result is also online.

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

6.3.1 Curriculum Development

As per Bangalore University guidelines. UGC sponsored One Day National Level Seminar on “Text Book Preparation” was conducted by Kannada PG seminar.

Conducted Workshop on Curriculum design for Communicative English Course.

6.3.2 Teaching and Learning

Teaching and Learning process is made more effective by adopting following methods by various departments. Production of short films and Radio Programmes by Students, Power point presentations, Wall Magazines, E-library, Special Guest lectures from subject experts, Industrial and field visits, screening of documentary and short films followed by interactions with the experts, Teaching with the help of internet facility, Educational tours, sharing of Knowledge, Group Discussion, Remedial Classes for slow learners, Monthly tests, Assignments, Seminars, Syllabus related Workshops, Soft Skill Training Programmes, Environment friendly Programmes, IQ Test, Aptitude test, brain storming competitions, Awareness Programmes in different deciplines and Moral education Pogrammes etc. Competitions were held for some of the skills and prizes were given which has inculcated more interest among the students towards academics.

6.3.3 Examination and Evaluation

Internal tests, assessment, evaluation is also done through the seminars, group discussions, project in support of syllabus. Preparatory exams are conducted to prepare the students for main examination.

6.3.4 Research and Development

UGC has sanctioned 17 minor research projects to our institution belonging to various disciplines which has created an atmosphere of research among teachers. Various departments are encouraging student research projects in their respective fields.

Research papers are published in International peer reviewed journals by many faculty of our college.

About 46 teachers have presented their research findings in prestigious National, International conferences, seminars, workshops in India and abroad. One of the faculty has been conferred on “Talented Scientist Award” at the 4th International Conference on Medicinal Plants and herbal Products held at Johns Hopkins University, Montgomery County Campus. Maryland. USA.

6.3.5 Library, ICT and physical infrastructure / instrumentation

LCD TV is added to library

ICT-Smart boards, English language lab, Network Resource centre, Internet facility to staff and students, LCD projector, Production of syllabus related and supportive Audio books which is distributed to all the needy and differently abled students of our Institution and other institutions belonging to BU. Audio books are also available to our students to prepare them for competitive examinations .Initiation is taken to develop digital libraries in all the departments. Counselling cell is also using Audio books .Tally training has been given to students.NRC has trained BBM students in Advertising and

6.3.6 Human Resource Management

Participation and presentation of research paper by faculty at various International, national and state level seminars/ conferences/symposia /workshops in India and abroad.

Publications by faculty members in both refereed and non-refereed, International, National and State Level journals.

Many faculty have Published and edited books in their respective area of interest

By conducting various UGC sponsored and self financed National and state level seminars/ conferences/symposia /workshops, the organising and academic capacities of the faculty is improved.

Refresher and Orientation programs conducted by ASC, NCC training, Scouts and Guides and other training programs.

Faculty working on various committees helps in promoting individual capacities and team work.

Institution has successfully created research ambience by motivating the faculty to take up MRP.

Faculty members have served as resource persons at various levels and have also shared their academic knowledge as in-house resource persons.

Several faculty members have participated as resource persons and experts on topical issues in electronic and print media.

Various faculty members have been invited as chief guests/Key note speakers at various public and academic programs.

For students: NSS, NCC, Magazine Committee, Red cross, Sports, self financed and ugc sponsored Add-on courses, certificate courses for students which has empowered students

With the help of the students laboratories and department libraries are maintained.

. Student projects, Seminars, Government sponsored programs like Sahayog, Placement, Industry Visits, Study tours, Field visits, Computer learning, Environmental awareness programs and Indian constitution.

Add-on course highlight self employment and skill development programs.

6.3.7 Faculty and Staff recruitment

It is as per Government of Karnataka rules and roster system is followed. Group D workers are recruited on temporary basis with College Development Council approval.

6.3.8 Industry Interaction / Collaboration

Departments of Economics, Commerce and Management have Visited Industry and entered into MOUs

6.3.9 Admission of Students

Transparent admission process is followed as per Roaster system Admission committee takes care of the admission as per Karnataka Govt. and Bangalore University Guidelines.

For B.A and B.Sc. admission is not denied to any applicant.

Special initiative is taken to encourage admissions to science stream through wide publicity by using Pamphlets, Banners and oral networking.

6.4 Welfare schemes for

Teaching	Group insurance, GPF, Employee insurance is made through Karnataka Government Insurance Department which is mandatory, Pension and Gratuity, Medical re-imburement, Festival advance, EL encashment, KGID and GPF loans, Vehicle loans, House Building Loans, Jobs given to spouse or children of employees on compassionate grounds.
Non teaching	Group insurance, GPF, Employee insurance is made through Karnataka Government Insurance Department which is mandatory, Pension and Gratuity Medical re-imburement, EL encashment, Half pay leave, KGID and GPF loans, Jobs given to spouse or children of employees on compassionate grounds etc.
Students	SC/ST, OBC scholarship schemes, BBMP scholarship, C.V. Raman Scholarship, Free hostel facility for SC/ST students, Stipend, Endowment prizes for subject Toppers Braille books and audio books to differently abled students by Bangalore Univesity etc

6.5 Total corpus fund generated

Rs.25, 000

6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	-	-	Yes	Result analysis committee
Administrative	-	-	Yes	Department Of Collegiate Education

6.8 Does the University/ Autonomous College declare 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?

The reform measure taken up by Bangalore University applies to our Institution. Admission process is made online. OMR sheets are filled during theory and practical examination which avoids delay in result declaration. Online entry of Internal Assessment marks.

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

College is preparing to send proposal for autonomy

6.11 Activities and support from the Alumni Association

College alumni association was registered . At the inaugural function of the registered alumni association, Plan of action for the year was released. On that day present students of our college interacted with the alumni and motivated our students to give all-round support to our institution.

Chethana – Cash awards were given to the differently abled students for their academic excellence. Prizes were sponsored by alumni for the participants of Cultural programs and competitions for Differently abled students including food.

6.12 Activities and support from the Parent – Teacher Association

Financial support is given to a student suffering from cardiac disease to undergo heart surgery. Many teachers support financially weaker students to pay the fees which has curbed the absence rate. 3-4 times in a month doctors and academic councillors visit the campus. Students, nonteaching staff and teaching staff take the benefit of this. The consultation fees for each visit of doctors is sponsored by the faculty

6.13 Development programmes for support staff

Computer training is given to support staff. They are given awareness on the problems faced by women in the programs conducted on women empowerment.

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

Growing and maintaining the trees inside the campus and outside the campus. Awareness is created with respect to various issues related to environment. Plastic usage is reduced. Leaf litter is used for mulching and other organic matter is used in composting. Compost is utilised to enrich our college garden soil. Vermicomposting is practiced and this is also used to fertilise the plants in the Institution. Rainwater Harvesting is another eco-friendly initiative of our college. Biodegradable and non-biodegradable waste is segregated at source. E-Waste is managed using special e-waste dustbin provided by “SAHA”, a Non Government Organisation. Plastic files are replaced by cardboard files. Students are advised to use paper files and blue book for submission of assignments. Minimal use of chemicals in the laboratories in order to reduce the wastage of chemicals which may pollute the environment. Paper cups, paper tumblers and biodegradable plates (Made of Areca) are used in functions and meetings whenever food is served.

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.

- 1) A comprehensive prospectus which gives a overall view of the academic and co-academic programs conducted by the institution. Special measures are taken to motivate more number of students to take up basic science courses. Posters and pamphlets reflecting the information about new combination in science viz.,Chemistry, Botany, Zoology (CBZ) and Physics, Chemistry, Maths(PCM): in B.A. like Journalism.Sociology,Kannada(Optional) and Psychology, Journalism and Communicative English.
- 2) INFLIBNET facility is introduced by our college library that opens access to faculty of all disciplines.
- 3) UGC has sanctioned 17 Minor Research Projects in various areas has improved research environment in the institution.
- 4) Field visits, Surveys by the students, case studies has improved their research acumen.
- 5) A two day intercollegiate Commerce and Management fest was organised to expose the students towards corporate functioning. Various events viz., Mad ads, Product Launch, Best Manager, Crisis Management and Business Quiz were conducted which has provided a platform for the students to showcase their talents in terms of communication, presentation, positive and creative thinking, decision making and leadership and management, team work etc. The students who are experienced with the program would definitely change their attitude and thinking and contribute to the growth of the Institution.
- 6) Theatre club of our college had organised a program in which students interacted with senior artistes and technicians and produced a drama “Bhagathsingh” which secured I Prize at the state level drama competition. This has created many professional artistes.
- 7)“Desi Habba” a Festival of nativity has enriched our knowledge on our folk culture and performing arts related to folk culture as folk artistes from various parts of the state performed in our institution. This has exposed our students to our cultural roots.

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

According to plan of action, the strategies were put into force successfully by utilising the human resource and technical support

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

Refer Annexure -iii

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

7.4 Contribution to environmental awareness / protection

Awareness is created among students in classrooms to conserve natural resources, reduce pollution, and reduce usage of vehicles and use of mass transport. As a result more than 90% of the students commute by mass transport that is BMTB buses. Plantation program is done on the campus and off the campus. Medicinal plants are distributed in the neighbourhood and awareness is created on usage of these medicinal plants. Assignments are given on various environmental issues like Global Warming, afforestation, acid rain, ozone depletion radioactive pollution etc. Documentary shows on environmental issues are a regular practice. As the syllabi of various subjects has environment related topics the environmental awareness is a regular practice. State level Seminar on “Tejaswi kanda keeta prapancha” and Insect Exhibition was also conducted by Kannada department in co-ordination with Horticulture College, Mudigere.

7.5 Whether environmental audit was conducted? Yes No

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

Done

8. Plans of institution for next year

Apart from regular teaching and co-curricular activities IQAC plans to motivate the staff to start Add- on courses, certificate courses, National level and State level seminars, Intercollegiate competitions, enrich CD libraries , student research projects, Exhibitions, neighbourhood activities, further research promotion, publications, to conduct health camps, tapping grants from funding agencies like UGC etc.

Name: Dr.Shubha



Signature of the Coordinator, IQAC

Name: Prof. Muthuraju



Signature of the Chairperson, IQAC

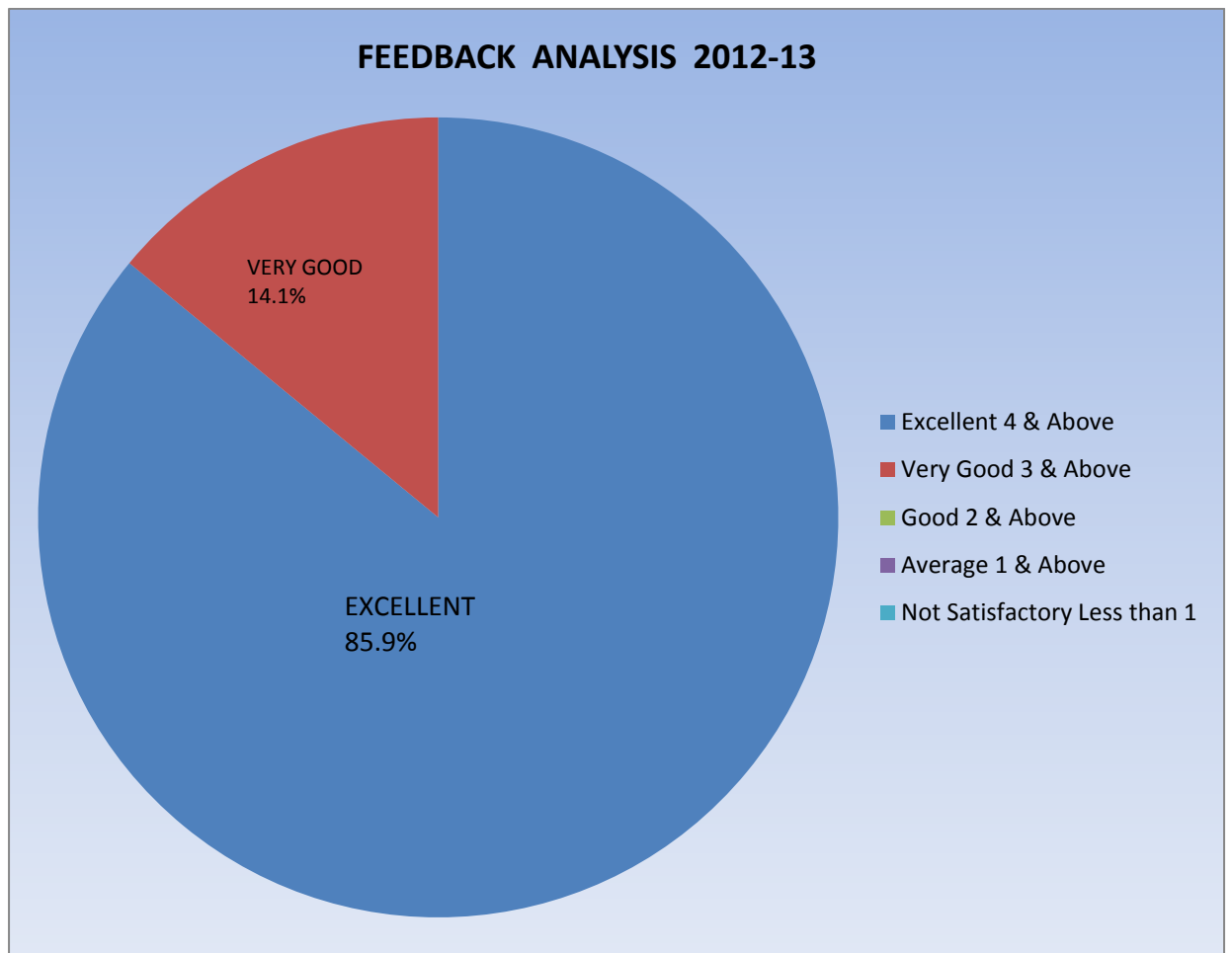
Principal
Government First Grade College
Vijayanagara, Bangalore - 560 104

Calendar of events : Academic year 2012 – 2013

Date	Event
15-6-2012	Re-opening of college, commencement of admission and classes
15-6-2012	Staff meeting
3 rd Wk of June	Department meetings, time table, work allotment
2-7-12	Orientation program for Freshers and entry survey
<u>3rd and 4th Wk of July</u>	Various committee meetings and initiation of activities
<u>31-7-2012</u>	Last date for admission without penal fee
1 st wk of August	Prathibhanveshane
1 st and 2 nd Wk of Aug	Meetings and initiation of activities of various forums
2 nd Wk of Aug	Meeting to send Minor Research Project and conference/Workshops proposals and to UGC
First and Second week of August 2014	Monthly Test
August 15, 2014	Celebration of Independence day
<u>16-8-12 to 5-9-12</u>	Admission approval
Last week of August	Inauguration of : Cultural, Sports, NSS & NCC Committees,
5-9-12	Celebration of Teacher's Day
10-9-12 to 20-9-12	Allotment of Reg. Nos.
First wk of October	Desi Habba-Festival of Nativity
1-10-2012	Commencement of practical examination
11-10-2012	Last working day, Staff meeting
12-10-2012	Commencement of theory examination
30-10-2012	Commencement of valuation
02-01-2013	Reopening of even semesters, Staff meeting
3 rd Wk of December	Department meetings, time table, work allotment
2 nd wk of Jan	Celebration of Vivekananda Jayanthi
1-2-2013 to 2-3-2013	Collection of exam fees
1-3-2013 to 14-3-2013	Collection of exam fees with fine

1 st Wk of Mar	NSS camp
3 rd Wk of Mar	Insect Exhibition, Seminars and Conferences
4 th Wk of Mar	Annual Athletic Meet
2-4-2013	Last date for submission of Internal Marks
3 rd Wk of April	Valedictory function
22-4-2013	Last Working Day
23-4-2013	Commencement of vacation
16-6-2013	Re-opening of college

- Any changes in the above said programs and dates are subject to Government holiday declarations, and Bangalore university notifications



Feedback analysis on a five point scale

Best Practices

BEST PRACTICES-1

1. Title of the practice

Awareness, Training, Empower and Sensitize –ATES

2. Goal

Creating Awareness, Training, Empower and sensitize the students, teachers and administrative staff to inculcate the values of Vision and Mission of the Institution. With the goal of empowering socially and economically underprivileged girl students, the department of Economics intends to add few more self financed add-on courses that motivate students to become small time entrepreneurs. With the goal of creating awareness about democratic and social values, department of Kannada continues to conduct “Kannada Siri”, a multidisciplinary program. To enable the students to sensitize about the complex social structure, the department of Sociology plans to start UGC sponsored add-on courses in Sociology. To empower students to face challenges and grab opportunities in media the department of Journalism intends to start UGC sponsored add-on courses in the field. IQAC, Science forum, Humanities Forum, Commerce and Management forum are striving towards empowering students to face real life challenges with the existing human and financial resources. The practice also aims at empowering and sensitising teachers and students by creating a congenial environment to carry out research projects.

3. The Context

Through varied programs ATES tries to create a definite identity for the Institution. This 27 year old institution has its own heritage and is standing out among all the institutions in Bengaluru. As the Karnataka Government has extended free education facility to girl students in Higher Education, number of girl students admitted to our college has increased logarithmically. Most of these girls are from poor socio-economic background and first generation learners. We have many married girls pursuing higher education in our college whose number is also increasing year after year which is a positive development and these married girls have to shoulder dual responsibilities like motherhood and academics. Because of these challenges they may face difficulties to work outside. To cater to the needs of these girl students who are from diverse background, various certificate courses (UGC sponsored and self financed) are strategically programmed and executed. As most of our students including boys are from underprivileged BPL families and first generation learners, to give equal opportunity and strengthen them with job skills, add-on courses and workshops are designed which metamorphoses them into a complete human being who can face the challenging world and compete with privileged sections of the society.

4. The Practice

1. Along with 2 UGC sponsored add-on courses in the departments of Sociology and Journalism, other self financed and free certificate courses were started. Department of Economics is offering following self financed job-oriented certificate courses.-a) Kalaroopini Beautician course (3 months course),b)Fashion technology and boutique management (3 months course) c) Doll making(2months course), d)Mehandi application,(1 month course) e)Hand embroidery(2months course), f) Machine Embroidery(3 months course), Glass Painting(2 months course) and g)Jewellery making (1month course).Committees were constituted to establish and monitor infrastructure including equipments required to run the respective courses successfully. External experts for each certificate courses engaged theory and practical classes.

2. Oral publicity was given for self financed add-on courses and pamphlets were distributed for UGC sponsored add-on courses. There is a mention of these courses in the prospectus. Students were admitted to the course after submitting their admission forms.

3. The time table was framed in such a way that the add-on course classes were conducted prior or after the regular classes and during holidays and vacation. Both theory and practical classes were handled by external and in-house experts.BOE was constituted and students were assessed on the basis of their assignments, projects, final examination .results. Marks card and certificates were issued to the successful candidates

3."Kannada Siri" conducted by the Kannada department on Thursday of every week aims at upholding the democratic values and designs the programs accordingly. Women sensitisation and environmental awareness programs were conducted which included interactive sessions with activists, documentary shows, special lectures etc. Kannada Siri also addresses the contemporary issues related to terrorism caste and racism and impact of globalisation on our culture.

4. Workshops organised by various departments conducted in the college helps the students, teachers and staff to achieve expertise in their subjects. To mention a few One day National level UGC sponsored symposium on Human Rights and Environmental Issues; 7 Day Workshop on Inclusive Growth by the department of Economics, covered Socio-economic, Political, legal, Cultural and environmental issues and challenges of inclusiveness.

Constraints or Limitations.

1. Being a Government College, providing infrastructure and equipments is an extra burden and a very big challenge to run such courses.

2. As most of our students are from poor economic background, they cannot afford to pay heavy fees which made us to run the course by collecting nominal fees from them. This financial constraint holds us back to make the course much more advanced and effective.

3. To run "Kannada Siri" programs, workshops and seminars, special and additional well equipped audio-visual room is required.

5. Evidence of success

The certificate courses run by the department of Economics to train the girl students was a big success. Out of 40 students enrolled for Beautician course 23 students enrolled for Fashion Technology and Boutique Management, 12 for Doll making certificate course, many of them have put the skills learnt to practical use and earning their living. Other certificate course beneficiaries like Mehandi application-14 students; Hand embroidery-6 students; Machine Embroidary-12 students; Glass painting-8 students; Jewellery making-3 students are empowered with the skills which have enabled them to become economically independent. Students who have enrolled for UGC sponsored certificate courses in Sociology and Journalism will be admitted to the higher level that is Diploma course after their successful completion of the certificate course.

Benchmark set by Kannada Siri to create awareness on contemporary issues related to terrorism, caste and racism and impact of globalisation on our culture are addressed by various programs which created positive impact on more than 150 young minds and teachers every week. Through this program our students today are motivated towards secularism, democratic and ethical values.

Through various workshops, symposia, seminars, conferences, students and teachers from our college and other institutions were sensitised about issues like, Human rights, Environment, gender, caste, racism and inclusive growth.

The impact of sensitisation in the field of research can be seen in the submission of 17 minor research project proposals by the faculty of various departments to UGC and all the submitted projects being accepted and sanctioned by UGC.

6. Problems encountered and resources required implementing the practice

Department of Economics while implementing its flagship self employment, self-financed add-on programmes encountered the major problem of infrastructure and financial resources, though funds were mobilised to start the programmes sustenance was a great challenge as meagre fee was collected from the students as most of them belong to BPL families.

Department had to face problems in inviting too many outside experts due to financial crunch.

As most of the students start early to the college and not able to carry lunch or not able economically to make use of the canteen on daily basis they have the tendency to leave early and lack enthusiasm to join the course.

Though large number of students is interested to join the course many of them go to part-time jobs to support the family.

To run Kannada Siri program, a special and exclusive AV room is required with all the necessary electronic gadgets.

To carry out minor research projects exclusive research centre with necessary equipments are required though some of the equipments can be purchased by the UGC fund.

BEST PRACTICES-2

1. Title of the practice

Information Collection and dissemination of information through student assembly, staff meeting, Counselling, Support system creation and Empower- ICSE.

2. Goal

To Collect information, Counsel, Support and empower the differently abled students, married women, slow learners and drop outs. Primary goal of the practice is to collect information from all our students regarding their socio-economic background, physical and mental health status through a well established tutor-ward system. To create support base, students are counselled and their academic needs, social and health requirements including physical and mental health are met through well established systems to empower them to meet the challenges of life. To ensure that no student feels left out appropriate precautions are taken and all the teachers are involved in the system.

3. The Context

Higher education in Government institutions poses serious challenges for the administrators. Students come from economically backward classes and diverse social background which believes in lot of social taboos. The physical, economical and social condition put together will affect the morale of the student. This is where “Chethana” an enabling unit supports visually and physically challenged students and moulds their personalities in a holistic approach. As our college enabling unit, Chethana is encouraging the physically challenged students, the number of physically challenged students admitted to our college is increasing year after year. Poor socio-economic background also forces the parents to marry off their daughters at an early age. Shouldering the dual responsibilities and challenges like pregnancy, motherhood can block the zeal to education. Our counsellors see to it that no such students are dropouts or under performers. Chethana and Network resource centre were established with the help of UGC grants to provide information, internet surfing, enhance computer knowledge of physically challenged students and married girl’s students. The other supporting system- counselling cell, “Sumana” was established to address psycho-social problems faced by students.

4. The Practice

The college has set up committees for Student Counselling-‘Sumana’, enabling unit for physically challenged – ‘Chethana’ consisting of selected faculty members. The information about the activities of these is announced regularly in the assembly, staff meetings so that the information reaches each and every needy student, staff both teaching and non-teaching.

Counselling cell Sumana collects information through a Academic counselling Record Sheet through tutor ward system in which 50 students are allotted to each teacher. The teachers were trained in mentoring system. The respective teacher first creates a good rapport with the students and then gives questionnaire to each student and see to it the questions in the

questionnaire are answered without any inhibition by promising confidentiality. Cases are identified. Common and simple problems are solved by mentors. Higher level problems are solved by NIMHANS trained teachers and academic counsellors.. Severe problems are referred to psychiatrist. Problems of the married girls are also attended by a gynaecologist. Visit of the specialists are announced in the assembly, notice boards and through class representatives. Apart from Students, teaching and non-teaching staff also take the benefit of this. Drop outs are also counselled and they are assured of good academic environment, financial benefits like scholarships which has made them not to leave the course Slow learners are identified and remedial coaching classes are conducted to these needy students.

At the physically challenged enabling unit 'Chethana', the blind and PH students are provided with all the necessary things to face the challenges of life. An audio and Braille library has been set up which has 250 audio and Braille books and CDs to be used by blind students. Braille books, CDs, DVDs, Cassettes, and Daisy Books are purchased and made available to blind students. 'Chethana' has produced 35 audio CDs which includes the study materials for all the subjects including languages for Bangalore University syllabi. Our college teachers and students volunteered to render their voice to record the study materials. Literary books of Kannada and English are also produced. General Knowledge books for competitive examination are another audio book facility extended to our blind students which is also produced here. With the help of Screen reading softwares, blind students are trained in Kannada and English DTP, basic computer operation, to browse the internet which has made them computer literates. Computer literacy training is also extended to physically challenged students, needy girl students. Apart from this special coaching is also given in their subjects. 'Sanchaya', a special Monthly magazine for blind is subscribed. Disabled friendly toilets, Wheel Chair and Security Guard help the disabled students movement. A loveable, caring co-ordinator, special ramp, are other advantages at the college premises which have made the college a perfect study place for physically challenged students.

Constraints or Limitations.

A separate, equipped consultation room with toilet facility for visiting doctors is an immediate necessity. As student counselling cell 'Sumana' is not funded by any authority, finance is a major problem.

Supply of Braille books, audio books, and study materials, up gradation of the software, maintenance and replacement of hardware which needs heavy funding is a major challenge to run 'Chethana'. Scarcity of Trained faculty in Screen reading software, for handling Braille books, absence of technical assistance are other limitations.

5. Evidence of success

From 2010-11 batch, among 4 students one is selected through UPSC and employed in Central Government, Two students are pursuing their B.Ed course and one is doing post graduation in economics. From 2011-12 batches out of two students one student is getting central government merit scholarship. He has passed KPSC exam and interview successfully. Because of the success stories of these students, sincere effort of the co-ordinator and the concerned committee the physically challenged particularly visually impaired student strength of our college has increased to 14. Out of these 14 students one has already secured

job at Government Primary Health Centre. Students of other Government and Private degree colleges visit our college for study material in the form of audio books as there is lack of such facilities in their respective colleges. Psychological problems of many students are solved at Sumana which has made many students especially girls and married girls to become confident and independent by overcoming their psychosocial problems. The support systems 'Chethana' and 'Sumana' have helped physically challenged students, girl students and married girl students academically; socially and now they are totally empowered with all the necessary requirements to face the challenges in life and to lead a respectable life in the society. Dropout rate is also reduced when they come to II and III year compared to I year because of counselling by committed teachers. Pass percentage is also increased from II and III year when compared to I year as a result of special coaching given to slow learners.ss

6. Problems encountered and resources required implementing the practice

As mobility of the physically challenged students restricted to ground floor, all those classes in which physically challenged students were present were confined to ground floor which has affected other classes. Then ramp was constructed to help the differently abled students which was funded by UGC. Number of computers were also very less with the increase in the number of students. Then some more systems were purchased by UGC fund and DCE, Karnataka has provided two systems along with screen reading software. There was a need of a disabled friendly toilet which was constructed with the help of UGC fund. The counselling cell 'Sumana' is not receiving any financial assistance; it was a big challenge to run it. But with the help of meagre amount taken from College Development Council 'Sumana' has established itself. In the mentoring system, to take students into confidence is an exhaustive exercise for every mentor. But our college teachers have done it with great patience. As a result many problems of our students are solved at the Institutional level only.

7. Contact Details

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