

*Guidelines for the Creation of the*  
**Internal Quality Assurance Cell (IQAC)**  
**And Submission of Annual Quality**  
**Assurance Report (AQAR) in Accredited**  
**Institutions**  
*(Revised in October 2013)*



**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्**

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

# NAAC

## VISION

*To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.*

## MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

## Value Framework

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

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# **Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) And Submission of Annual Quality Assurance Report (AQAR) In Accredited Institutions**

## **Introduction**

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

## **Objective**

*The primary aim of IQAC is*

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

## **Strategies**

*IQAC shall evolve mechanisms and procedures for*

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

## **Functions**

*Some of the functions expected of the IQAC are:*

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

## **Benefits**

*IQAC will facilitate / contribute*

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;

- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

## **Composition of the IQAC**

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- ▶ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

## **The role of coordinator**

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

## **Operational Features of the IQAC**

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

## **Monitoring Mechanism**

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail ([capuaqar@gmail.com](mailto:capuaqar@gmail.com)). The file name needs to be submitted with Track ID of the institution and College Name. For example MHC0GN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC\_32\_A&A\_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

## **Mandatory Submission of AQAR by IQAC**

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

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

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



## The Annual Quality Assurance Report (AQAR) of the Institution

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

### Part – A

#### I. Details of the Institution

1.1 Name of the Institution

MES Degree College of Arts, Commerce and Science

1.2 Address Line 1

15<sup>th</sup> cross, MPL Sastry Road

Address Line 2

Malleswaram

City/Town

Bangaluru

State

Karnataka

Pin Code

560 003

Institution e-mail address

mesdegreecollege@gmail.com

Contact Nos.

080 - 23341225

080 - 23417045

Name of the Head of the Institution:

DR. D. LEELAVATHI

Tel. No. with STD Code:

080 – 23417045 ext: 201

Mobile:

9945639655

Name of the IQAC Co-ordinator:

DR. VEENA NAGARAJ

Mobile:

9845544827

IQAC e-mail address:

iqacmes@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

KACOGN10931

1.4 NAAC Executive Committee No. & Date:

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

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

EC/51/RAR/05

1.5 Website address:

www.mesinstitutions.org.in/mesdegree

Web-link of the AQAR:

www.mesinstitutions.org.in/mesdegree/?page\_id=1020

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 <sup>st</sup> Cycle	B+	NA	2004	2004-09
2	2 <sup>nd</sup> Cycle	B	2.87	2009	2009 – 15
3	3 <sup>rd</sup> Cycle	A	3.21	2016	2016 - 21
4	4 <sup>th</sup> Cycle	-	-	-	-

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

18-08-2005

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

2016 - 17

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 10/10/2013 (DD/MM/YYYY)
- ii. AQAR 26/06/2014 (DD/MM/YYYY)
- iii. AQAR 23/06/2015 (DD/MM/YYYY)
- iv. AQAR 03/07/2016 (DD/MM/YYYY)

1.10 Institutional Status

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

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

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

1.11 Type of Faculty/Programme

Arts	<input checked="" type="checkbox"/>	Science	<input checked="" type="checkbox"/>	Commerce	<input checked="" type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phys Edu)	<input type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input type="checkbox"/>		

Others (Specify)

. PG in Mathematics and Kannada; Research centres in Applied Mathematics and Kannada

1.12 Name of the Affiliating University (for the Colleges)

BANGALORE UNIVERSITY

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*)

1 a) PG dept of Mathematics is recognised as a Centre for Innovative Science Education by GOK (dept of IT / BT).

b) PG dept of Mathematics is a recognised Research Centre in Applied Mathematics of Bangalore University Bengaluru

2. PG dept of Kannada is a recognised Research Centre of Bangalore University Bengaluru

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 - NA

Total Nos.  International  National  State  Institution Level

(ii) Themes

- 1. Skill development
- 2. Job Opportunities
- 3. UGC/NET/Preparations

## 2.14 Significant Activities and contributions made by IQAC

1. Guidelines for disbursement of financial aid to needy students through AKANKSHA streamlined and formalised.
2. Planned and conducted student council elections.
3. Evolved Uniform Guidelines for Internal Assessment for all departments.
4. Evolved guidelines for the Internal Assessment of co-curricular and extracurricular activities under Choice Based Credit System of Bangalore University.
5. Helped teachers in different departments for applying for Minor Research Projects.
6. Brought out a completely revised “Quality manual”
7. Redesigned the stakeholders’ structured survey form for students and Alumni and survey conducted.
8. Orientation programme conducted for students, teaching, non-teaching staff, alumni and parents of NAAC 3<sup>rd</sup> cycle of Accreditation and preparation for peer team visit.
9. IQAC organised corruption free week from 05<sup>th</sup> November to 12<sup>th</sup> November 2016
10. IQAC took active part along with MES Rotaract in collecting 229 units of blood and successfully entered the name of college in the **Guinness Book of World Records** for taking part in Mega-Blood donation camp.
11. IQAC organised the Total Quality Management programme for the new comers
12. IQAC arranged faculty development programmes for the staff members.  
Expert talk and methodology of preparation for Competitive exams for staff members was organised.
13. An online feedback of the teachers by the students was initiated as an act of minimising use of paper and greater thrust towards ICT enablement.

## 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 \*

Areas Identified	Objectives	Process	Outcome
<b>Curricular Aspects and Teaching and Learning</b>	1. To obtain feedback on Curriculum from present Students / Alumni	As part of the stake holders’ feedback, a couple of questions on curriculum included in student and alumni feedback.	Feedback on CBCS obtained from present students and Alumni.
	2. To Evolve	Interaction with the	Uniform guidelines for

	Uniform Guidelines for Co-Curricular and Extracurricular Activities as per CBCS directions of Bangalore University	entire faculty and brainstorming sessions for enhancement of quality in Teaching-Learning.	internal assessment evolved and are being followed from this semester. Template for IA for CC&EC activities put in place.
<b>Enhancement of Quality</b>	1. To Formalise the Student members serving on of IQAC for the academic year 2015-16 and involve them in all IQAC activities	Students from UG (3) and PG (2) identified and formally inducted them into IQAC with formal letters.	The student members have helped coordinate all the activities involving students and have been actively taking part in all IQAC initiatives
<b>Preparation and Orientation toward NAAC Reaccreditation and Peer team visit</b>	1. Talk on Ethical Values  2. Revise the stakeholder's survey forms for students and Alumni and conduct Stake holders Survey of Students / Alumni / Parents / Teachers.	Dr. Sashidhar  Revision of Stake survey forms by IQAC by holding discussions with faculty and conduct the stake holders survey for the present II and II year students and the students who passed out in 2013	Contribution to good society  Stake holders survey conducted

<b>ICT Related (IPOMO Campus Solutions)</b>	1. To interact with “IPOMO” the vendor for mobile attendance marking system for students to explore the possibility of creating digital space in server for posting notes etc by staff 2. Online Feedback	Interact with “IPOMO” officials	Digital Space called “Room” created by “IPOMO”. Teachers and Library staff have started using the space to post lecture material, notes, information about events etc.
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2.15 Whether the AQAR was placed in statutory body      Yes  No

Management       Syndicate       any other body       **Governing Body**

Provide the details of the action taken

Consent was obtained by the Chairman of GB for Online Submission.



## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	<b>01</b>			
PG	<b>02</b>	-	<b>02</b>	-
UG	<b>03</b>	-		<b>08</b>
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	<b>03</b>	-	<b>01</b>	-
Others				
<b>Total</b>				
Interdisciplinary				<b>01 (Value added)</b>
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	05
Trimester	-
Annual	-

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

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

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

Since the college is affiliated to the Bangalore University and bound to follow the university syllabi designed by respective Boards of studies, Choice Based Credit System is introduced for the year 2014-15 and Post-Graduate and Under Graduate syllabi have been revised.

**Undergraduate Course:** Durations of the undergraduate programmes extend over FOUR semesters (TWO academic years) for the Associate Degree (Advance Diploma), SIX semesters (Three academic years) for the regular Bachelor's Degree, Each semester shall be of 90 working days.

**Post-Graduation:** The duration of the Post Graduate programmes extend over four semesters (Two academic years) of sixteen weeks or more each with a minimum of 90 actual working days of instruction in each semester and the present post-graduate programmes in subjects have been restructured to have exit option with the honours degree in the subjects at the end of 1<sup>st</sup> year of the proposed graduate programmes, provided the student has studied that subject in all the three years of the undergraduate or the integrated programs, the successful completion of the 2<sup>nd</sup> year of post-graduate programme would lead to Master's Degree in the subject.

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

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## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
39	16	23	-	-

2.2 No. of permanent faculty with Ph.D.

15

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

	Asst. Professors		Associate Professors		Professors		Others (Lecturers)		Total	
	R	V	R	V	R	V	R	V	R	V
Aided staff – Regular	-	-	-	-	-	-	-	-	-	-
Unaided management Faculty	-	-	-	-	-	-	10	-	10	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

04- visiting faculty

-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	04	45	26
Presented papers	02	23	15
Resource Persons	00	04	16

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

- Training students in enacting mock parliament session
- Case enactment
- Yoga and short duration meditation
- Photographing, slides of plant specimens
- Screening of films on themes related to the content of the syllabus
- Course website developed and maintained

2.7 Total No. of actual teaching days during this academic year 183

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) N/A as the institution follows the norms of the affiliated Bangalore University

2.9 No. of faculty members involved in curriculum Restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop BOS-04 WS - 01

2.10 Average percentage of attendance of students 79.5

2.11 Course/Programme wise Distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass
BA – V sem	75		36	9	00	60
BSc – V sem	251		141	02	00	57
B.Com – V sem	369		308	12	00	87
PG Maths-III sem	14	08	06			100

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

1. IQAC conducts orientation for the new students to appraise them about the teaching, learning and evaluation processes adopted in the college/university as well as provide information about all learning resources available in the college
2. IQAC encourages teachers to adopt innovative methods of teaching and use digital resources
3. IQAC encourages teachers to adopt student centric teaching / learning and evaluation methods like
  - a. Student seminars
  - b. Student projects
  - c. Develop course website / post learning material on digital space (Rooms of IPOMO)
  - d. Teaching on a one to one basis during lab sessions
4. IQAC helps academic committee and HOI in the preparation of the academic calendar
5. IQAC organises workshops on effective and innovative methods of good teaching
6. IQAC designs feedback forms for various stakeholders including student appraisal to help teachers and the departments know their strengths and weakness
7. IQAC has developed uniform guidelines for Internal Assessment in various core / non-core, co-curricular and extra-curricular activities as per the requirement of Bangalore University for the CBCS pattern

## 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	03
Faculty exchange programme	-
Staff training conducted by the university	01
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	-

## 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	Aided – 10 Mgmt - 24	Aided - 3	04	NIL
Technical Staff	Mgmt - 01	Aided - 01	NIL	NIL

## Criterion – III

### 3. Research, Consultancy and Extension

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

- A Research Advisory Committee was established on the recommendation of IQAC to facilitate and monitor all research work
- The committee meets the staff to sensitize and promote research culture in the college and also organises research related talks and disseminates information about research proposals invited by different funding agency like UGC, VGST etc
- Based on the recommendations of the committee, research project proposals are submitted to the various funding agencies by the faculty
- Every department has been asked to form a Departmental Research Advisory Committee (DRAC) with an external expert drawn from Premier institutions.

#### 3.2 Details regarding major projects

	Completed	On going	Sanctioned	Submitted
Number	01	01		
Outlay in Rs. Lakhs	14,00,000	30,00,000		

#### 3.3 Details regarding minor projects

	Completed	On going	Sanctioned	Submitted
Number	03	-	-	-
Outlay in Rs. Lakhs	6,00,000			

3.4 Details on research publications

	International	National	Others
Peer Review Journals	4	10	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	3 yrs	VGST, UGC	44	34
Minor Projects	2 yrs	UGC	6	4
Interdisciplinary Projects	-			
Industry sponsored	-			
Projects sponsored by the University/ College	-			
Students research projects <i>(other than compulsory by the University)</i>	-			
Any other(Specify)	-			
Total	-	-	50	38

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

Level	International	National	State	University	College
Number				01	
Organized by the Institution				Mngt	
Sponsoring agencies					

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

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
	-	-	-	-		-

**District level** -Dr D Leelavathi was awarded the title “Shikshana Ratna” by Janma Bhoomi Samaskrutika Nagarika Vedike, Mathikere, and Bangalore in June 2017.

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

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



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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. Of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. Of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. Of Awards won in NCC:

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

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

- NSS unit in the college organised blood donation camp in Feb 2017 and collected 175 units of blood.
- MES Rotary club conducted blood donation camp in August 2016 and collected 229 units of blood and handed over to TTK blood bank. This activity was a part of the Mega blood donation camp by Rotary District 3190 and earned a place in the **Guinness book of World records** for being an active partner.
- MES Rotractors visited the shops in Malleswaram and educated the sellers and buyers about the ban on use of plastic.

## 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	2600 sq mt	-	-	4650 sq mt
Class rooms	21	-	-	-
Laboratories	12	-	-	12
Seminar Halls	01+04	02	IQAC UGC	07
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others				

#### 4.2 Computerization of administration and library

- All the computers in the office are networked
- Collection of fee, maintenance of account including salaries, all examination related work is fully computerised
- The college has a 2TB Network storage device on which the office staff share their information which can be accessed by the Principal 24/7
- All computers in the college are connected through LAN
- Library ids fully computerised, equipped with “EasyLib Software” Library Management system
- Library offers free internet access to staff and students
- All departments and staff rooms have internet access
- The college is Wi-Fi enabled
- The college subscribes to INFLIBNET services through which over 60,000 e-books and 4000 e-journals can be accessed by the staff through the NList Programme

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books			869	1,54,204	880	1,59,627
Reference Books			11	5,423		
e-Books			N-LIST	-		
Journals			-	-	-	-
e-Journals			N-LIST	N-LIST		5,725/-
Digital Database						
CD & Video	227		-	-		
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing								
Added								
Total								

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

IQAC took the following initiatives

- Material on Mobile attendance maintenance and use of digital space for Posting notes prepared and shared with faculty
- Students' feedback about the faculty members was collected **online**, thereby promoting ICT enablement and paperless activity

4.6 Amount spent on maintenance in lakhs:

i) ICT	85,000 / -
ii) Campus Infrastructure and facilities	10, 00,000 / -
iii) Equipment	2, 00,000 / -
iv) Others	-
<b>Total:</b>	<b>12, 85,000 / -</b>

## Criterion – V

### 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC organised the following programmes to enhance awareness about student support services:

- During admission counselling the student support systems are explained to students and parents
- Orientation programmes for all the students admitted to make them familiar with various student support systems are conducted
- Updates on websites
- Notices displayed in various notice boards and signage
- Provision of student support services are discussed with parents during parent –teacher meetings by class teachers / mentors

## 5.2 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 department level
- Mentoring system to track the progress of the students
- A feedback from Alumni is taken to track their progress
- To track the progress of co-curricular and extra-curricular activities of UG students who have enrolled in the current year for the CBCS scheme students have been grouped under various departments who track and monitor their activities (50 marks is awarded in the CBSC pattern as IA)

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2268	50	03	-

(b) No. of students outside the state

36

(c) No. of international students

Men	No	%	Women	No	%
	934	41.19		1334	58.81

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1020	219	43	875	01	2157	1011	222	40	995	02	2268

Demand ratio: -                  Dropout %: UG – 10% ;                  PG – 4%

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

- College has a tie up with Samvit academy for coaching for CA/CPT exam
- PG Maths department conduct coaching for NET / SLET
- Institute of Probationary Banking Services (IPBS) exam orientation for BA/B.Sc students organised by the department of Economics
- Latest books for Preparation towards Competitive exams purchased by the Library

No. of student beneficiaries

200

5.5 No. of students qualified in these examinations

NET	<input type="text" value="2"/>	SET/SLET	<input type="text" value="1"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc.	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

5.6 Details of student counselling and career guidance

Three faculty members are professionally trained student counsellors and they counsel the students on a need basis

The Placement cell organises pre placement training programme and career guidance

In 2016-17 the following companies visited for placement – Ernest and Young, EXL, Northern Thrust, Concentrix, ONLY, VIVO, TESCO, ALLEGIS and KPMG about 200 students were successfully placed

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
10	1820	239	100

5.8 Details of gender sensitization programmes

- a) Role play on self-defence for women
- b) Talk for girl students on handling “yourself when you are alone”

## 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

	Number of students	Amount
Financial support from institution	16	60,000 / -
Financial support from government	283	7,07,346 / -
Financial support from other sources	20	2,00,000 / -
Number of students who received International/ National recognitions		

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: No major grievances recorded

## Criterion – VI

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

**Vision:**

Inspire, Invigorate, Illumine

**Mission:**

Holistic development of human capital with a ceaseless thrust for knowledge and creativity, sensitivity towards civic responsibilities and a passion for recognizing and practising the rich traditions and cultural heritage of our country, with a commitment to continuously improve and provide quality education at affordable cost.

6.2 Does the Institution has a management Information System

**General Administration**

The institution has a network storage device (2TB). All the computers in the college are networked and information can be shared on the device publicly as well as privately. The HOI can access all the files 24/7.

**Students' Attendance**

Mobile handsets are used for recording attendance and internal marks. Automated information about monthly attendance of students generated and sent to all parents.

**Communication and Interaction**

An exclusive Google Group "MESFACULTY" is created for effective communication and interaction between the HOI and the faculty members.



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

#### 6.3.1 Curriculum Development

- Faculty participating in the BOS, syllabi framing committees and text book committees.
- Participating in Syllabus related workshops like discussion of Blow up Syllabus.

#### 6.3.2 Teaching and Learning

- Preparing and implementation of lesson plans
- Preparing an academic calendar
- Extensive usage 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 etc.
- Motivating students for research activities
- Teachers provide unitized teaching plan at the beginning of the semester
- Students' academic performance is evaluated through tests and one preparatory examination conducted in every subject
- Students and parents are provided regular feedback on their academic performance for improvement
- Students are given assignments and ICT enabled teaching learning process is adopted by majority of the faculty members
- Co-curricular activities which is a part of the academic plan provides several opportunities for students to develop, skills and knowledge beyond syllabus such as seminars, industrial visits, participation in various inter college management fest etc.
- Institution conducts various value added certificate programs in order to enable the students to acquire self-confidence, better communication skills and pre placement training to get them ready for the industry
- Institution conducts remedial classes and re-tests for slow learners based on that it adopts teaching strategies to improve the level of learning
- For advanced learners, the institution encourages them by providing text books at the beginning of the semester for all subjects
- Learning through surveys and projects

### 6.3.3 Examination and Evaluation

- The examination schedule of Bangalore university is displayed and communicated to all students through digital medium, electronic display and social networking
- Tests are conducted after the completion of topic / unit
- Guidelines for IA for different subjects evolved and streamlined
- Guidelines for IA for Extra Curricular and Co-Curricular activities as per CBCS evolved and implemented

### 6.3.4 Research and Development

- Establishing research advisory committee for inculcating a research culture
- Motivating teachers and students to take up research work
- Encouraging teachers to participate and conduct conferences / workshops / symposia
- Encouraging teachers and students to publish articles and research papers
- Publish a research journal from the college
- Providing financial support and study leave to teachers and students for research activities
- Upgrading library and laboratory facilities for research
- Encouraging teachers to procure equipment for research from research grants sanctioned

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- IQAC has helped various departments / Office / Library to identify ICT equipment needs and provided PC / Laptops / LCD Projectors / Printers / Barcode Scanner
- Library offers free Internet access to students and staff
- College is Wi-Fi enabled
- The college subscribes to INFLIBNET services through which over 60000 ebooks 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 (College is WIFI enabled)
- All computer's in the college are networked through LAN
- Audio-visual rooms for ICT-enabled teaching
- All laboratories are equipped with latest and high end equipment for better learning
- Ipomo Co-co rooms are created to prepare students for Competitive exams with quiz

### 6.3.6 Human Resource Management

- Students leaders are democratically elected to form their union and organise the co-curricular and extracurricular activities
- Class teachers are appointed to monitor the students' progress
- Mentors are identified to counsel the students
- Student Welfare Officers are nominated to coordinate the activities of the student union
- Teacher and student conveners are identified to carry out the activities of various clubs/cells/committees
- Dedicated NSS and NCC officers are selected officer was commissioned in 2015
- Training provided to administrative staff on better office management
- Placement and Pre-placement cells are actively involved in training and placing students through pre placements talks, campus recruitment and pooled campus activities

### 6.3.7 Faculty and Staff recruitment

- No faculty position is left vacant. The management employees are recruited through well established procedures which includes interviews by subject experts and demonstration classes
- Salaries offered are on par with other similar aided institutions
- Non-teaching staff are recruited whenever necessary through the process of written tests and interviews
- Guest faculty members for both undergraduate and postgraduate levels are invited based on their experience and expertise in their respective areas of teaching

### 6.3.8 Industry Interaction / Collaboration

- Industrial visits are regularly organised by various departments
- Collaboration –
  - (1) Add-on Course on stock and securities market analysis has been started in collaboration with Shreem Rheem Investments
  - (2) MES Rotaract Club was started in Collaboration with Rotary Bangalore North West
  - (3) Activities like essay writing a debate were arranged in collaboration with New India Assurance Company

### 6.3.9 Admission of Students

- The Institution ensures publicity of its courses in the following ways:
  - Announcement on the college website
  - Display of banners in strategic areas of the locality
  - Distribution of pamphlets at the entrance of the college
  - Word of mouth publicity
  - Through Alumni
  - Admission committees are constituted separately for Arts, Commerce and Science
  - The entire process of admission is carried out in a transparent manner following the Government's roster system
  - Experienced teachers counsel the students and their parents and help them in choosing the course
  - For UG Aided Courses 80% of seats are filled based on Roster system and 20% through Management Quota
  - For all Self-Financed Courses 50% seats are filled on the basis of Roster system and 50% through Management Quota
  - Financial aid is extended to meritorious and needy students during admissions through Akanksha as well as through Student welfare scheme

### 6.4 Welfare schemes for

Teaching	<p>Aided Staff are covered under the Government schemes including mandatory Insurance, Group Insurance, Gratuity, Family welfare fund and Pension (as per norms) Maternity, Casual, Earn leave and special leave to attend workshops, seminars etc are also given. They can also avail leave under FIP as per Government / UGC rules. Sanitary Napkin vending machine is made available to the female students, the management employees have the several leave facilities like Maternity leave, Casual leave, Earned leave and OOD. They are also covered under ESI scheme, employee provident fund etc.</p> <p>In addition, the college provides clean drinking water, canteen, safety and security.</p> <p>Several Financial schemes such as loan facility from MES co-operative society / staff welfare fund / ESI / Insurance etc are also available. The MES co-operative society offers long term (Rs. 2 Lakhs)</p>
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	and short term (Rs. 0.75 lakhs) to its members
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 men and women, safe campus with round-the –clock security, cameras installed in campus canteen, safe drinking water, student welfare fund / Akanksha scheme for financial help, scholarships and endowments. All students are covered under accident insurance scheme

6.5 Total corpus fund generated

Scheme	Fund
Akanksha	60,000 / -
Student Welfare Fund	
MES Staff Welfare Scheme	

6.6 Whether annual financial audit has been done    Yes     No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	LIC of Bangalore University	No	
Administrative	Yes	LIC of Bangalore University	Yes	Accounts of the college are audited by Professional Auditors

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes      Yes       No

For PG Programmes      Yes       No

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

- Internal marks / grades are sent online
- Marks for theory and practical are recorded in OMR sheets for quick declaration of results
- The OMR marks sheets of the valued answer scripts are scanned and sent to examination section the same day for further processing
- Internal Assessment marks are displayed further perusal of students

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

- The University encourages Affiliated Colleges to opt for autonomous status
- The colleges are encouraged to start new courses
- Additional sections have been sanctioned on need basis

6.11 Activities and support from the Alumni Association

- The Alumni of the college working in diverse fields and having key positions in the society are the members of Alumni Association
- Many of the Alumni are teaching staff of the college
- Some of the Alumni support current students financially
- The Alumni have established SWF which has a substantial corpus fund
- Alumni who are placed through college, interact with current students at departmental level and during orientation to fresher's and refer the college for campus placements
- They also inform the placement cell about placement drives in their companies
- Alumni who were NSS volunteers and NCC cadets volunteer their services during the activities of NSS and NCC

#### 6.12 Activities and support from the Parent – Teacher Association

- The IQAC has a parent representative as a member

#### 6.13 Development programmes for support staff

The support staff plays an important role in the development of the institution. Some of the activities are:

- Programmes on IT calculation is conducted for the benefit of office staff
- Training in office Administration / Accounting procedures
- Fire safety programme for sub-staff was arranged

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

- Roof top botanical / medicinal garden and potted plants maintained in the campus
- Rain water harvesting
- E-waste bins placed in strategic points
- Regular talk on environmental concerns
- Jatha on non-toxic Ganesh Idols

### **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.

- Novel method of electing students' union continued
- Interactions on Google group "MES faculty" to facilitate easy and effective method of communication between faculty and Principal – A forum for free and open discussions
- Students are counselled by experienced teachers to help them select suitable course during admission
- Adoption of plants in the roof top garden by students of Botany department

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

Plan of Action	Action taken report (ATR)
More teachers and students to take up Research	The number of student projects has increased with students of departments of Chemistry, Commerce, Zoology etc taking research projects  Small projects as part of curricular and extra - curricular activities have been taken by students
ICT enablement	Online feedback by the students on the faculty

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

- |   |
|---|
| <ol style="list-style-type: none"> <li>1. (a) Akanksha and (b) Pre-admission counselling of students during admission</li> <li>2. Student welfare scheme</li> </ol> |
|---|

7.4 Contribution to environmental awareness / protection

- |  |
|--|
| <ul style="list-style-type: none"> <li>▪ The college conducts an Eco-Ganesha campaign where the students and the public at large are educated on the ill effects of led poisoning of lakes and water bodies through painted Ganesha</li> <li>▪ Programme such as “make and take” clay Ganesha, street plays, ecoganesha jatha and procession for awareness are organised annually.</li> <li>▪ All the e-waste is segregated and disposed. E-waste bins are placed at strategic locations</li> <li>▪ Participated in Swach Bharath Abhyan by organising cycle expedition and creating awareness in villages and slums by NCC, NSS, volunteers and students</li> <li>▪ Plant foliage and organic debris are utilised for the preparation of bio-fertilizers</li> </ul> |
|--|

7.5 Whether environmental audit was conducted?    Yes     No



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

SWOC	
Two identified <b>Strengths</b> from SWOC analysis	<ul style="list-style-type: none"> <li>• Highly transparent student admissions catering to diversity, access and equity, without any expectations of donations or capitation fee, but purely based on merit and social inclusion</li> <li>• The institution is known for its rich 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</li> </ul>
Two identified <b>Weakness</b> from SWOC analysis	<ul style="list-style-type: none"> <li>• Space constraint due to the location of the institution in a central/residential area of the city and also sharing of the premises with the Pre-university college</li> <li>• A constant fear of redeployment of experienced / aided staff for want of workload especially due to the fall in demand for certain combinations of science and humanities courses</li> </ul>
Two identified <b>Opportunities</b> from SWOC analysis	<ul style="list-style-type: none"> <li>• To take advantage of the proximity to premier institutions such as Indian Institute of Science, Wood Science Research Institute, University of Agricultural Sciences, National Centre for Biological Studies, M.S. Ramaiah University of applied Sciences and such others, to have academic/research collaborations.</li> <li>• To Involve the illustrious pool of Alumni to spearhead strong academic and research endeavours in the institution</li> </ul>
Two identified <b>Challenges</b> from SWOC analysis	<ul style="list-style-type: none"> <li>• To improve student admissions for the ‘not in demand’ combinations of science and humanity courses</li> <li>• To seek expansion of infrastructure and space, commensurate with the institutional aspirations of achieving the listed opportunities</li> </ul>

**8. Plans of the Institution for next year**

- |  |
|--|
| <ul style="list-style-type: none"> <li>• Publish a research journal of the college</li> <li>• Conduct academic and administrative audit</li> <li>• Establish a parent-teacher association</li> <li>• Feedback from Parents/Employers/ trainers and recruiters to be formalised</li> <li>• Conduct a green audit</li> </ul> |
|--|

Name \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

\_\_\_\_\_\*\_\*\_\*\_\_\_\_\_  
\*\*\*

## **Annexure I**

### **Abbreviations:**

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

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