

*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

**RJS FIRST GRADE COLLEGE**  
**The Annual Quality Assurance Report (AQAR) of the IQAC**  
**Jan 2014 to Feb 2015**

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	RJS FIRST GRADE COLLEGE
1.2 Address Line 1	#01 , Mahayogi Vemana , Road , 16 <sup>th</sup> main , 3 <sup>rd</sup> Block , Koramangala , Bengaluru
Address Line 2	#01 , Mahayogi Vemana , Road , 16 <sup>th</sup> main , 3 <sup>rd</sup> Block , Koramangala , Bengaluru
City/Town	Bengaluru city
State	Karnataka
Pin Code	560034
Institution e-mail address	www.rjsfgc@yahoo.com
Contact Nos.	080-25525534
Name of the Head of the Institution:	Dr . Vijaya Reddy
Tel. No. with STD Code:	080-25224552
Mobile:	9886926865

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 18879)

1.4 NAAC Executive Committee No. & Date:  
(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

#### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2.47	2014	2019
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

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*)

- i. AQAR 2014 – 15 Submitted 14 - 3-2015 (DD/MM/YYYY)  
 ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
 iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
 iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

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

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

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

**2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="09"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="03"/>
2.4 No. of Management representatives	<input type="text" value="02"/>
2.5 No. of Alumni	<input type="text" value="04"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="02"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="05"/>
2.9 Total No. of members	<input type="text" value="05"/>
2.10 No. of IQAC meetings held	02/Semester

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

- Workshop on corporate grooming and etiquettes.
- Workshop on Income tax planning.
- Seminar on Indian contract act.
- Seminar on Kannada and Hindi Literary works .

2.14 Significant Activities and contributions made by IQAC

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 enrich teaching methodology and academics.	<ul style="list-style-type: none"> <li>➤ Successfully conducted slow learner classes.</li> <li>➤ Weekly cycle internals on Monday and Saturday.</li> </ul>
➤ To strengthen the curricular aspects by providing a platform for students career.	➤ Conducted skill development course –NSDC, soft skills –job oriented skills and pre placements training.

<ul style="list-style-type: none"> <li>➤ To encourage faculties to write research papers and to, motivate students for industry based learning.</li> <li>➤ To focus on extension activities.</li> </ul>	<ul style="list-style-type: none"> <li>➤ A national level conference was organized.</li> <li>➤ 50% of faculties paper were published.</li> <li>➤ Vocational internship for 5<sup>th</sup> semester BSC Biotechnology students at SWATHI BIOTECH.</li> <li>➤ NSS activities like blood donation.</li> <li>➤ Free eye and medical check up.</li> <li>➤ sapling plantation were organised.</li> </ul>
<ul style="list-style-type: none"> <li>➤ To strengthen infrastructure and learning resources</li> </ul>	<ul style="list-style-type: none"> <li>➤ Installation of CCTV camera.</li> <li>➤ Extension of Dias.</li> <li>➤ Up gradation of library learning resources.</li> <li>➤ Book bank facility for under privileged students group.</li> </ul>
<ul style="list-style-type: none"> <li>➤ To encourage students to take initiative in institutional social responsibilities.</li> <li>➤ To improve students involvement in college activities /university activities.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Students organised a programme-SMILE-2014: To serve the orphanage kids.</li> <li>➤ Formation of student's council</li> <li>➤ Organised B.U level yoga competition.</li> </ul>
<ul style="list-style-type: none"> <li>➤ To motivate the class 4 staff.</li> <li>➤ To enhance subject knowledge of students beyond normal learning.</li> <li>➤ To energeise the activities of various committees.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Value additional classes were organised.</li> <li>➤ Expert classes /guest lecturers seminars/workshop were organised.</li> <li>➤ Organised inter class/inter collegiate events.</li> </ul>
<ul style="list-style-type: none"> <li>➤ To get permanent affiliation.</li> <li>➤ Enhancement of B.Com 30 seats.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Applied to Bangalore University.</li> </ul>

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

2.15 Whether the AQAR was placed in statutory body    Yes     No

Management     Syndicate     Any other body

Provide the details of the action taken

<p><b>Internal audit</b></p> <ol style="list-style-type: none"> <li>1. Infrastructural up gradation-extension quadrangular Dias of the college, installation of CCTV cameras for monitoring discipline, fixation of RO-water filters for safe drinking facility of water by staff and students. Staff room up gradation. Exam Centre for Competitive exam KSRTC, COMDK, KPCL, KSRP, BESCO etc</li> <li>2. Students/staff appreciations for best academics performance, Incentive's for best results Strengthening research culture. Staff encouraged for PH,D and M. Phil programme and Incentive for research papers.</li> </ol>
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## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	01			
UG	03			05***
PG Diploma				
Advanced Diploma				
Diploma				
Certificate		01*		
Others				
<b>Total</b>				
Interdisciplinary				
Innovative				

\*\*\* B.Com: 1<sup>st</sup> sem soft skills  
 3<sup>rd</sup> sem supply chain management  
 5<sup>th</sup> sem accounting and finance

\* NSDC- Banking and Finance

BCA: 1<sup>st</sup> sem soft skills  
 3<sup>rd</sup> sem advance excel  
 5<sup>th</sup> sem java

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	04
Trimester	
Annual	

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

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

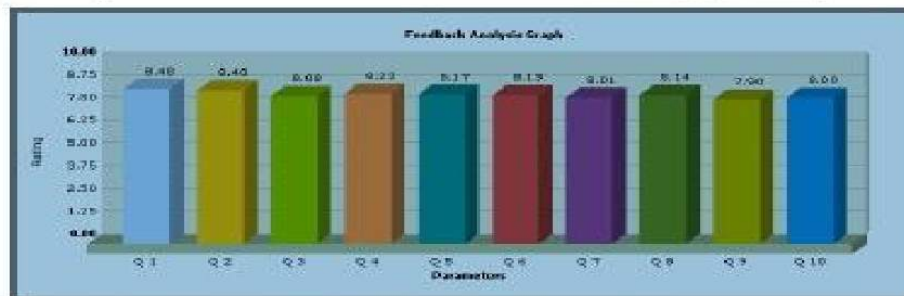


**RJS First Grade College**  
 #1, Mahayogi Wemana Road 3rd block Koramangala Layout  
 Bangalore - 560034

**Consolidated College Feedback Report : August - 2014**

Total Participants : 603

Q.No.	Parameters	Rating
Q1	Regular in Conducting Classes	8.48
Q2	Punctuality	8.40
Q3	Preparation for the class	8.08
Q4	Completion of Syllabus on time	8.22
Q5	Competency to handle the Subject	8.17
Q6	Presentation Skills like Voice, Clarity, Language	8.13
Q7	Methodology used to impart the Knowledge	8.01
Q8	Interaction with the Students	8.14
Q9	Accessibility to the students outside the class room	7.90
Q10	His/Her role as mentor	8.00
<b>Average</b>		<b>8.15</b>



Rating Scale: 1 to 10 point Scale where One (1) is least and Ten (10) is highest.

*\*Please provide an analysis of the feedback in the Annexure-1*

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

It was resolved to increase intake of B.Com by 30 seats in G.C of RJSFGC, Held on 24-07-2014

1.5 Any new Department/Centre introduced during the year. If yes, give details.  No

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	30	11	19	00	

2.2 No. of permanent faculty with Ph.D.

05

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

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

2.4 No. of Guest and Visiting faculty and Temporary faculty

11

5

4

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	3	35	-
Presented papers	6	35	-
Resource Persons	1	3	-

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

- Advanced learners guiding 5 slow learners group wise.
- Preparing of self study materials for students by the faculty.

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

215

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

Conducted weekly cycle internals on Monday and Saturday.

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

01

-

-

2.10 Average percentage of attendance of students

85%

2.11 Course/Programme wise

distribution of pass percentage (2013 - 14):Jan –Dec 2013, May – Jun 2014 Examination.

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BSc Biotech	52	17%	33%	27%	-	77%
BSc PMCS	13	13%	53%	22%	-	88%
B.Com	454	1%	17%	24%	11%	53%
BCA	138	13%	35%	19%	8.5%	76%
M.Com 1 <sup>st</sup> year	38	-	80%	13%	-	95%
M.Com 2 <sup>nd</sup> year	20	-	88%	2.5%	-	90%

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

- Analysis of student's performance in institutional-university level examinations.
- Analysis of student's attendance monthly.
- Procuring feed backs from stake holders on academic betterment.
- Encouraging ICT as teaching aid.
- Organising expert classes.
- Intimating parents about their wards performance through SMS/Parents teachers meet.

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	01
Faculty exchange programme	-
Staff training conducted by the university	02
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	02
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	04	-	-	-
Technical Staff	02	-	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

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

Encourage faculties for higher studies/Research.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	01
Outlay in Rs. Lacs	-	-	-	10 Lacs

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lacs	-	-	-	-

#### 3.4 Details on research publications

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

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number		01			
Sponsoring agencies		VRR Builders, Ambus Allied services (p)Ltd And KRJS mngt			

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 lacs :

From funding agency  From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

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

01

01

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

01

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 special camp.
- SMILE-2014 (Institutional social responsibility organised by student council).
- 1. Institution offer fee concussion for economically backward and meritorious student .
- 2. NSS volunteers during the course of their special camp in the village Halanayakanahalli, Begur, south Bangalore undertook several social and developmental activities like bank account opening, distribution of free medicine, health check-up, mentoring the primary school children for a week, From 5-1-14 to 11-1-14.
- 3. Blood donation camp conducted by NCC and NSS.
- 4. Extensive heart check and eye check up for faculty.

## 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	05 acres			
Class rooms	20			
Laboratories	05			
Seminar Halls	02			
No. of important equipments purchased ( $\geq 1-0$ lakhs) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)		CCTV/03 water purifiers/staff room up gradation		
Others				

#### 4.2 Computerization of administration and library

FACILITIES	STATUS
➤ OPAC	Yes
➤ Digital resource	Under plan
➤ Electronic resource management package for e- journals	INFLIBNET/N-LIST-YES
➤ Federated searching tools to search articles in multiple data bases	Yes
➤ Library website	No
➤ Library automation	Yes
➤ Total no of computers for public access	13
➤ Total no of printers for public access	01
➤ Internet band width/speed	BSNL-2Mbps
➤ Institutional reparatory content management for e-learning	Yes
➤ participation in resource sharing	Yes
➤ Net working /Consortia (like inflibnet)	Yes

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13818	18,02,142	400	75,000	14,269	18,93,142
Reference Books			51	16,000		
e-Books		Inflibnet		N List		
Journals	23	32,500	16	14,200		
e-Journals	Inflibnet N List					
Digital Database						
CD & Video	54					
Others (specify)						
News Papers	11	38,58,150			17	38,58,150
Magazines	06					

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	129	06	4Mbps	106	15	05	03	
Added			8Mbps					
Total	129			106	15	15	13	

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

Bandwidth increased from 4Mbps to 8 Mbps.

4.6 Amount spent on maintenance in lakhs :

i) ICT

5,368+13,164

ii) Campus Infrastructure and facilities  
Dias extension, Staff room up gradation

61,447 + 1,76,000

iii) Equipments  
19CCTV

2,26,265

03 water purifiers

45,000

iv) Others

24,223

**Total :**

5,51,467

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Formation of student council.
- Through equal opportunity cell scholarships applied to eligible students.
- English in votive club started to enhance English speaking ability.
- Weekly internals suggested and implemented.

#### 5.2 Efforts made by the institution for tracking the progression

Monitoring attendance and internals by co-ordinator, HOD and principal.  
Group studies introduced.  
Mentoring.  
Feedback.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
812	81		

#### (b) No. of students outside the state

47

#### (c) No. of international students

11

Men	No	%	Women	No	%
	444	49.72%		449	50.28%

	Last Year						This Year					
	General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
UG	120	166	12	500	1	799	100	174	14	524	-	812
PG	12	6	-	40	-	58	14	10	1	56	-	81
Total	127	170	12	527	1	837	107	180	15	553	-	893

Demand ratio

UG – 1:1.1

PG – 1:5.1

Dropout %

UG -11%

PG - NIL

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

- Provision for competitive examination self study Book access.
- Expert talk organised.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

- Counselling done by Mrs.Bandhana Basu.
- career guidance by Mr.Aman Chwla - AAA learning Mr. Thomas Paul-TCS.

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
09	145	39	12

5.8 Details of gender sensitization programmes

- Women empowerment cell activities.
- Equal opportunity cell activities.
- Gender sensitisation programmes organised on regular basis.

## 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	a. 40* b. 130**	40,000 8,60,000
Financial support from government	10	66,440
Financial support from other sources	6	35,500
Number of students who received International/ National recognitions		

\* Scholarship

\*\* Fee Concessions

### 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 

01
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- 500 orphan students benefited.
- Programme conducted on 20 October 2014.
- Orphanage participated in sports, cultural conducted.
- Lunch distributed to 500 students.
- Programme covered by local TV channel Janashree.
- Student union mobilised funds for the small programme.

5.13 Major grievances of students (if any) redressed:

Grievance 1:

1. Providing drinking water 3 RO water filters established in ground, 1st, 2nd floor.
2. staff room: provided with RO water filter with a wash basin.

## Criterion – VI

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

6.1 State the Vision and Mission of the institution

#### **VISION**

To create a deep riche in defining the quality element of higher education in India through an excellence of scholastic achievement in the pursuit of Education at the global level

#### **MISSION**

To make education affordable and reasonable to the youth and to uplift them to higher horizon to build a better society in involving them as better citizens to take up the challenges globally.

6.2 Does the Institution has a management Information System

- Yes
- Library and information science Libsoft 9.20 version.
- For A/C – Centralised Tally ERP- 9 . Educational Module.

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

#### 6.3.1 Curriculum Development

- Teaching plans and methodology.
- Subject allocation as per the specialization of teachers.
- Feedback form of alumni/ corporate visiting faculties.
- Value added courses.
- CBCS adopted for first year students.
- Faculty are encouraged to upgrade the subject knowledge by attending research conferences and seminars on basis of feedback departmental brainstorming session.

#### 6.3.2 Teaching and Learning

- Experimental learning- industrial visits, internships.
- live projects.
- Group studies: Advanced learners to slow learners.
- Expert classes: Preparing own self study materials.

### 6.3.3 Examination and Evaluation

- Examination and evaluation .
- Students are informed about the continuous internal assessment in CBCS of course. Also parents are informed in the PTA meetings.
- Weekly cycle internals on Monday and Saturday .
- Internals through blue books.
- Analysis of internals performance by HOD's and sending the same report to their parents through SMS. Also issue of report cards during PTA meet.
- Issue of final exam hall ticket after reviewing students attendance, discipline, performance in internals.
- Entire semester end exam process is online applying of exams, downloading hall ticket and declaration of results.

### 6.3.4 Research and Development

- National conference conducted with ISBN -978-81-929698-0-0 containing 84 publications was released.
- 41 Paper presentations by faculties done.
- 02 faculties – PhD.
- FDP attended and organised.
- 17 Faculty's publications in ISBN.
- Encouraging faculties in participation in various conferences and providing financial support.

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

- Library book exhibition.
- Allocation of library hours.
- OPAC in library, quality books and journals.

### 6.3.6 Human Resource Management

- Fulltime HRM recruited, regular FDP to train in knowledge and pedagogical aspects.
- Encouraging hosting of Conferences to enhance reputation of Institution.

### 6.3.7 Faculty and Staff recruitment

- Lab co ordinators.
- PTL to FTL.
- News paper advertisements.
- Demonstration.
- Interview /selection.

6.3.8 Industry Interaction / Collaboration

- Experts called from industry with respect to career guidance.
- Training and placement for final year students from TCS.
- Scholarships provided to economically weaker sections .
- Industrial visit.
- Internship for 5<sup>th</sup> semester Bsc Biotechnology students .
- Students projects for B.COM/BCA/B.SC Biotechnology students.
- Trips, inviting / industry experts for workshops/ Alumni meet for industry.
- Skill orientation programme.

6.3.9 Admission of Students

- Inter collegiate fest for 2<sup>nd</sup> PUC students.
- Felicitations to PU Principals.
- TV advertisements.
- Presence of feeder college as a sister institution.
- Cut off percentage and list of selected students in displayed on notice boards.

6.4 Welfare schemes for

Teaching	ESI, PF, Registration fee of conferences.
Non teaching	ESI, PF, Group Gratuity.
Students	Scholarship for meritorious students, Fee waving meritorious students.

6.5 Total corpus fund generated

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 BU	Yes	GC - Chairman
Administrative	Yes	Narayana Bhatt and co	Yes	Secretary KRJS
Financial				Y. Gopal Reddy

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?

- Introduction of codes for Specificity.
- Introduction of valuator code to know the valuator.
- Scanning of booklets and Xerox copies are sent to the students for challenge revaluation.
- Penalty to valutors/ reviewers/ board persons for valuation discrepancy.

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

- Annual local inquiry committee visits and assessment every year.

6.11 Activities and support from the Alumni Association

- Annual Alumin meet in December.
- Alumin Supportes in placements, Admissions , Guest lecturer, conferences, college. magazine, donation like printers, wall clock, sponsorship for conferences.

6.12 Activities and support from the Parent – Teacher Association

- Participating in parents teachers meet.
- Sponsorships for college magazines / Major events of the college.
- Orientation for 1st year Degree Students with parents for familiarise about the rules and regulations, exam pattern and other things.
- Mentors maintaining regular contacts with the parents.

6.13 Development programmes for support staff

- Sanitation awareness programme for support staff.
- Health check up organised.

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

- Adoption of solid waste management and disposal technique.
- Plastic free campus.
- Saplings plantations.
- Green audit.
- Celebration of Environment day.

## 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.

- Mentoring lesson plan.
- Weekly cycle Internals.
- Students council formation.
- Advance learners leadership.
- Research innovation including more inter disciplinary work and attracting more UG students to Research by encouraging them to attend conferences.

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

- Orientation programme for the UG course beginners.
- Framing of academic Calendar for each semester.
- Value Addition courses for students .
- Conduction of Social outreach programmes such as Blood Donation Camp , Health check up , Free Eye check up and Serving of orphanage kids through a programme “SMILE-2014”.
- Mentoring classes , group studies Advanced to slow learners.

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

- Mentoring system.
- SMS updates to the parents regarding attendance and marks.
- Encouraging students group studies: Advance learners to slow learners.

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

7.4 Contribution to environmental awareness / protection

- Solid waste segregation.
- Celebration of earth and world environment day.
- Project and assessment focused on sensitizing students on environmental issues.

7.5 Whether environmental audit was conducted? Yes  No

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

STRENGTH	: strong student council good technology interface
WEAKNESS	: introduction of new courses
	: unable to access the UGC grants
OPPORTUNITY	: academic standardisation
	: corporate training and placement
	: consultancy
THREATS	: Unable to generate funds for research and development

**8. Plans of institution for next year**

- Online examination system.
- Inter college question paper preparations.
- To put cross disciplinary audit to the similar department.
- Evaluation of internal assessment.
- Establishment of communication laboratory.
- Installation of biometric system/ direction boards in campus.
- Expansion of intership.
- Upgradation of rest rooms.
- To organise more number of expert class, seminars, workshops, conferences and industrial visits.
- Modernisation of class rooms with ceramic boards.

Name Jyothi.R.

Jyothi.R.

Signature of the Coordinator, IQAC

Name Dr. Vijaya Reddy

Dr. Vijaya Reddy

**PRINCIPAL**  
RGS First Grade College  
Koramangala, Bangalore-34

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**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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