

**Malleswaram Ladies' Association**  
**First Grade College For Women**  
**Bangalore - 560 003**



**The Annual Quality Assurance Report**

**2010 - 11**

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## **1. BRIEF HISTORY OF THE COLLEGE:**

MLA First Grade College for Women was established in the year 1985 for imparting commerce education for undergraduate girl students. MLAFGCW is affiliated to Bangalore University and is recognized under Section 2F and 12 B of UGC Act. The college is reaccredited with 'A' grade by NAAC in October, 2010. The college has the distinction of securing many ranks at the university level exams year after year and is ranked one among the TOP TEN Commerce colleges in the Bangalore city, Karnataka, according to the study conducted by India Today Weekly magazine. It is run by women for women to women and is known for excellence in Commerce education.

### **Vision:**

A World class institute that strives towards transforming organizational and individual potentialities into cherished reality through excellence in education

### **Mission:**

Excellence in education and empowerment of women through the development of students in four dimensions viz, knowledge, skill, social and moral values, enabling them to become competent , dynamic , self reliant and responsible individuals of the society.

### **Quality Policy:**

We are totally committed to holistic development of students through quality teaching, skill building, and institutionalization of ethics, community service and promotion of intellectual culture that bridges theory with practice. We are also committed to meet the requirements of all the stakeholders and comply with all relevant rules and regulations of the University.

To meet this commitment, the institution has constituted an effective internal quality assurance system. The policy is communicated across the institution and the quality performance is reviewed from time to time through this system for continued sustainability.

### **Internal Quality Assurance Cell – An overview**

The IQAC is envisioned to operate as an internal organ of an institution which would work for the qualitative improvement in all activities of an institution. The journey towards excellence of an institution does not stop with NAAC grading. The process of quality improvement is a continuous progression towards accomplishing new goals.

IQAC shall take the role of a Historian, Diagnostician, Prognostician, and Researcher and developer of new formulations and strategies to take care of the health of the institution and quality is considered as an intrinsic value with the organization. The role of IQAC as:

**Historian:**

The IQAC of the institution is the custodian of all documents and information and thereby keeps all the necessary records in a systematic way.

**Diagnostician:**

IQAC finds out what is right and what needs intervention for qualitative improvement.

**Prognostician:**

IQAC predicts the trends in the evolution of higher education and what works right and what doesn't work right for the institution, projecting the future of the organization.

**Researcher:**

IQAC would take care of every small and minute activity and process in the institution, identify and analyze concerns and would get in to the project mode to find ways and means to grapple with the issues that need to be addressed for quality improvement and excellence.

**Developer:**

IQAC is expected to come out with new formulations and strategies (models) that are customized for the quality improvement of the processes towards the journey of excellence.

The institution with an experienced team of highly qualified, motivated and dedicated staff supported by infrastructural facilities is imparting true education to the students. Apart from this, the institution gives moral boost to the students' morale by emphasizing on the aspect of discipline, duty, devotion, dignity and decorum, which in turn enables our students to strive for both academic and human excellence.

**2. COMPOSITION OF THE IQAC:**

S.NO	Names	Designation
1	Prof. Chandramma, Principal	Chairperson
2	Dr. Bhavani.B, Associate Professor	Coordinator
3	Prof. Madhavi.R, Associate Professor	Member
4.	Prof. Shivagami CK, Associate Professor	Member
5	Dr. Rekha HG, Associate Professor	Member
6	Dr. Usha Devi.N, Associate professor	Member
7	Prof. Nagalakshmi.K, Associate professor	Member
8	Smt. Shubha HL, Administrative officer	Member
9	Dr. Aswatappa.K, External expert	Member
10	Dr. Guraj Kargagi, External expert	Member
11	Ms. Venkata shilpa Kumari, Alumni	Member
12	Ms. Uma Devi.N, Alumni	Member

The members are nominated by the Academic Council of a College. The membership of such nominated members shall be for a period of two years. The IQAC meeting is held once in a quarter. The quorum for the meeting is two-third of the total number of members. The agenda, minutes and Action Taken Reports is documented with official signatures and maintained electronically in a retrievable format.

### 3. THE PLAN OF ACTION & THE OUTCOME ACHIEVED FOR THE YEAR: 2010-11

**PART - A:**

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: 2010-11 is highlighted below:

Objectives	Target	Activities conducted	Measurement tools used	Outcome achieved
<b>Curricular Aspects</b>				
To start EDP certificate program	A minimum of 30 students shall register for EDP certificate program	Experts were invited to take EDP classes Projects work and factory visit was arranged Test , exams and Viva was conducted	Student Feedback report	36 students, who enrolled for EDP program successfully completed the course
<b>Teaching, Learning and Evaluation</b>				
To increase the number of hours allotted for Bridge courses	Minimum of 6 hours to be allotted for each subject	6 hours was allotted for teaching accountancy , b English, economics and mathematics classes	Student feedback report	Target accomplished
To offer courses, to prepare the students for competitive examinations	A minimum of 30 students shall register for entry level classes	Experts were invited to train the students for competitive exams.	Student feedback report	Target accomplished
<b>Infrastructure and Learning Resources:</b>				
To add educational CDs to the ICT learning resources	Minimum of 5 CDs to be subscribed	CDs relating to personality development, communication skills, soft skills and movies on prescribed texts	Student feedback report	It help them in enhancing their communication skills and understanding of the text.
<b>Student support and Progression:</b>				
To encourage students to participate in the activities conducted at University/state/national level	A minimum of 30% of students in the college shall participate in the activities conducted at University/state/national level.	Circular are sent to the classes in time Students are motivated to participate Financial assistance is also given	Attendance report	45% of the students participated

<b>Governance and leadership:</b>				
To conduct meetings at regular intervals	Minimum of 4 meetings to be held in a year	Circulars are sent to all the staff a week before the commencement of meeting	Quorum	All the members participated in the meeting
<b>Innovative practices:</b>				
To increase the involvement of the students in IQAC	Minimum of 5 student representatives to be involved in IQAC	Students were given 7 days prior information about the IQAC meeting	Quorum	All the members participated in the meeting

The college has conducted various activities through forums, clubs, and association successfully apart from the above mentioned activities and programs.

**PART – B:**

*The Quality practices implemented in The Academic year 2010 – 11:*

**2. New academic programs initiated (UG and PG):**

The short term courses such as Personality Development, Spoken English, Tally Accounting and Capital markets were introduced. The aim of these courses is to provide opportunity to the students to pursue their goals and achievements in future.

**2. Innovations in curricular design and transaction:**

- All the faculty members of commerce department were involved in the restructuring of the Bangalore university B.Com syllabus for the academic year 2012-2013.
- Dr. Ushadevi N, was the member of Board of Studies of NMKRV First grade College (Autonomous ) affiliated to Bangalore University , for restructuring of syllabus of II B.Com

**3. Inter-disciplinary programs started:**

Certificate program in Spanish language is conducted for the students of the college in association with Bangalore University foreign language department. 40 students learnt Spanish language.

**4. Examination reforms implemented:**

- Entry level test was given in English, Accountancy, Economics and Mathematics for 25 marks each to the students of I B.Com immediately after admission.
- Slow learners, who were identified after their first test, were given personal counseling and lessons were sometimes taught in the regional language.
- Surprise Tests/Multiple choice tests were given to the students at frequent intervals to know their day to day progress.
- The class teacher monitored the performance of the students (slow learners/advanced learners) and motivates them to perform better.
- All the faculty members of commerce department Worked as paper setter for Autonomous colleges, Bangalore



**6. Candidates qualified: NET/SLET/GATE etc.**

Two faculty members have taken NET examination.

**7. Initiative towards Faculty Development Program:**

S.NO	Nature of the activity with date	Title/theme	Resource person	Sponsored	Beneficiaries
1	One day work shop on --	Leadership and Motivation	Dr. Shakuntala Katre	Management	All faculty members

**8. Total number of seminars/workshops conducted:**

S. No.	Nature of the Activity/ Date	Title/ Theme	Resource Person	Sponsor	Beneficiaries
1	National seminar 10 <sup>th</sup> & 11 <sup>th</sup> Feb 2010.	Strategic value Creation in Higher Education – Choices and Challenges in Indian Scenario”	Experts	UGC	Teachers, Research scholars and BCOM students
2	Work shop	Team Building	Dr. Rekha HG and Prof. Bhavani.H	Management	Members of commerce forum

**9. Research projects**

(a) Newly implemented:

S. No.	Name of the teacher	Funding agency	Amount (Rs.)	Duration (Years)	Collaboration if any
1	Dr. Rekha HG	UGC, New Delhi ( Minor)	65000	02	-

(b) Completed:

S. No.	Name of the teacher	Funding agency	Amount (Rs.)	Duration (Years)	Collaboration if any
1	Dr. Usha Devi.N	UGC, New	45000	03	-

		Delhi ( Minor)			
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**10. Patents generated, if any:**

N.A

**11. New collaborative research programs:**

A survey on Model House was conducted in collaboration with Snaky tank Associates, Bangalore.

**12. Research grant received from various agencies:**

Research grant of Rs. 65,000 is received from UGC for doing UGC sponsored Minor project entitled “A study on demographic characteristics of commercial women sex workers and its impact on their quality of life – with particular reference to Karnataka state”

**13. Details of research scholars:**

	Name of the faculty	Area of research
1	<b>Prof. Bhavani.H</b> Associate Professor, <b>Dept. of Commerce</b>	Impact of Supplier relations on supply chain performance-A study of automobile industry in India
2	<b>Smt. Rani Sandhu</b> PED	The participation of Women in sports Its influence on the social, economical and political life in India
3	<b>Dr. Usha Devi.N</b> Associate Professor Dept. of Commerce	A study on quality of work life and its impact on work efficiency of women conductors in BMTC – UGC sponsored minor project
4	<b>Dr.Rekha H G</b> Associate Professor, Dept. of Commerce	A study on demographic characteristics of commercial women sex workers and its impact on their quality of life – with particular reference to Karnataka state – UGC sponsored minor project

**14. Citation index of faculty members and impact factor:**

Nil

**15. Honors/ Awards to the faculty:**

Invited Dr.Usha Devi.N to chair the technical session in an International conference organized by AHRD China in 2010, and Harvard University, USA in 2011 and Brindavan institute of Management studies, Bangalore in 2011

Prof Rani Sandhu was nominated as the selection committee member of the Bangalore University Football Team (Women)

**16. Internal resources generated:**

Sponsorships have come from different sources.

**17. Details of departments getting SAP, COSIST, (ASSIST)/ DST.FIST, etc. assistance/recognition:**

Nil

**18. Community Services:**

*The details of NSS activities conducted during the year are highlighted below:*

The college NSS advisory committee was framed under the presidentship of our principal Prof. Chandramma. The other advisors of the committee are Smt. Managala Ramachandra (Hon. Secretary, Malleswaram Ladies' Association ), Prof. Madhavi.R, Prof. CK Sivakami, Prof. Bhavani ( former NSS program officers) and Dr. Usha Devi.N (Present NSS program officer).

Adventure camp to Tirupathi was organized on 12.5.2010. Forty five students participated in the camp. On 5.6.2010 Students participated in environmental protection day celebration, where students planted fifty saplings in and around GKVK surroundings.

On 28.8.2010, NSS students visited people for animal house, Kengeri, with whom the college has MOU. Students prepared PPT on the topic protecting urban wild life and made presentation in Malleswaram Ladies Association High school.

NSS activities were inaugurated on 31.8.2010. The chief guest was Dr.Himanshu, (Chairman, Karnataka Medical Research Foundation, Bangalore). It was presided over by Prof. Chandramma.

Forty five students participated in Young Leaders training program, organized by Sanki Young Leaders. Experts from corporate sector were invited to train the students on Personality Development, Leadership and Public Relations, for three months from August to September and again in the month of January. These classes were held on Sundays at Himamshu School.

Students also participated in Model Locality Awareness Campaign in association with Sanki Young Leaders. Students visited around 600 houses in Malleswaram and the survey report was submitted to area MLA. This work was done in the month of January and February. Two students' i.e Kum. Rajalakshmi.K of III Bcom and Kum. HemaLatha of II Bcom was given Best Young leader Award by the Sanki Young Leaders for leading the group with zeal and enthusiasm and successfully completing the survey.

On 1-1-2011 the NSS special camp was inaugurated at 2:00 P M., Dr. Subramanya, PRO of swami Vivekananda Yoga Kendra was the chief guest and Prof. Chandramma, principal, MLAFGCW presided over the function. Volunteers visited prathana mandir at 4:00 P M and participated in the Bhajans program, followed by tea break @ 5:00 P M Secret Angel game was conducted to boost the better relationship among volunteers @ 7:00 P M, followed by dinner @ 8:30 P M. For better understanding, NSS Volunteers had been classified into different groups namely STAL WART, DRUSHTI, SPOORTHI, POORVI & CHAITANYA @ 9:30 PM.

On 2-1-2011, students enthusiastically participated in CHINTANA Program @ 6:00 A M, Yoga had been conducted by Yoga Instructors of swami Vivekananda Yoga Kendra @ 6:30 A M for health fit. Bhajans were conducted for peace of mind in Prathana Mandir @ 7:30 A M, followed by breakfast @ 8:00 A M. Work was distributed among different five groups for easy flow of work and students were taken around swami Vivakananda Kendra from 11.00 – 1:00 P M, followed by lunch @ 1:30 P M. Remaining work of that day was continued from 3:00 to 4:00 P M. Pranayama Yoga had been conducted in Ahimsa room by yoga volunteers from 4:00 P M - 5:00 P M, followed by beverages @ 5:00 P M. To enhance devotion among NSS Volunteers Bhajans were conducted in Prathana Mandir from 6:00 - 7:00PM, followed dinner @ 8:00 P M. Yogic games were conducted by yoga instructors to develop intellectual and inner ability of NSS volunteers from 9:00 P M – 9:30 P M. NSS meeting was conducted @ 9:45 P M to discuss about next day work.

On 3-1-2011, third day started with CHINTANA Program @ 6:00 A M. Yoga had been conducted by Yoga Instructors of Vivekananda Yoga Kendra @ 6:30 AM for health fit. Bhajans were conducted for peace of mind in Prathana Mandir @ 7:30 A M, followed by breakfast @ 8:00 A M. Cleaning the surroundings of swati rock, Nitya purna and Ladies hostel was done by first four groups and Kitchen work by the last group from 9:00 – 1:00 P M, followed by lunch @ 1:30 P M. Remaining work of that day was continued from 3:00 to 4:00 P M. Pranayama Yoga

had been conducted in Ahimsa room by yoga volunteers from 4:00 P M -5:00 P M, followed by beverages @ 5:00 P M. To enhance devotion among NSS Volunteers Bhajans were conducted in Prathana Mandir from 6:00 - 7:00PM , followed by dinner @ 8:00 P M. Yogic games were conducted by yoga instructors to develop intellectual and inner ability of NSS volunteers from 9:00 P M – 9:30 P M. NSS meeting was conducted @ 9:45 P M to discuss about tomorrow's work

On 4-1-2011, we had CHINTANA Program @ 6:00 A M, followed by Yoga @ 6:30 AM for health fit. Bhajans were conducted for peace of mind in Prathana Mandir @ 7:30AM, followed by breakfast @ 8:00 A M. Cleaning the surroundings of swati rock , pathanjali, administrative block and shiva temple was done by first four groups and Kitchen work by the last group from 9:00 – 1:00 P M, followed by lunch @ 1:30 P M. Remaining work of that day was continued from 3:00 to 4:00 P M. Pranayama Yoga had been conducted in Ahimsa room by yoga volunteers from 4:00 P M -5:00 P M, beverages @ 5:00 P M. To enhance devotion among NSS Volunteers Bhajans were conducted in Prathana Mandir from 6:00 - 7:00PM, followed by dinner @ 8:00 P M. Yogic games were conducted by yoga instructors to develop intellectual and inner ability of NSS volunteers from 9:00 P M – 9:30 P M, NSS meeting was conducted @ 9:45 P M to discuss about tomorrows work.

On 5-1-2011, we had CHINTANA Program @ 6:00 A M , followed by yoga. Bhajans were conducted for peace of mind in Prathana Mandir @ 7:30 A M followed by breakfast @ 8:00 A M. Cleaning the surroundings of shiva temple, girls hostel, reception and yoga place was done by first four groups and Kitchen work by the last group from 9:00 – 1:00 P M, followed by lunch @ 1:30 P M. Remaining work of that day was continued from 3:00 to 4:00 P M. Pranayama Yoga had been conducted in Ahimsa room by yoga volunteers from 4:00 P M -5:00 P M, followed by beverages @ 5:00 P M. To enhance devotion among NSS Volunteers Bhajans were conducted in Prathana Mandir from 6:00 - 7:00PM, followed by dinner @ 8:00 P M. Yogic games were conducted by yoga instructors to develop intellectual and inner ability of NSS volunteers from 9:00 P M – 9:30 P M. NSS meeting was conducted @ 9:45 P M to discuss about tomorrows work.

On 6-1-2011, trucking to DURGA HILL was organized. On the way to Durga Hills NSS Volunteers interacted with villagers and spoke to them about personal hygienic practices. In the

evening Cultural programs was arranged by NSS Volunteers to entertain participants of Prashanti Kutira.

On 7-1-2011, remaining part of cleaning work was completed by NSS Volunteers on 7<sup>th</sup> day, followed by Valedictory function. Dr. Ramesh, Registrar of Vivekananda Yoga Kendra was the chief guest. Dr. Usha Devi.N, (NSS program officer) presided over the function. NSS Volunteers participated enthusiastically and they were given warm send off with lunch. NSS volunteers participated enthusiastically and they were given warm send off with lunch.

Sanki Young Leaders also conducted essay competition on the topic Global warming. Twenty five students participated in the competition but four students got consolation prize 25.1.2011 and Kum. Hema Latha, II Bcom, was given best paper award.

Eighty five NSS volunteers actively participated in Polio Immunization Program on, 23<sup>rd</sup>, 24<sup>th</sup>, 25<sup>th</sup>, 26<sup>th</sup> Jan 2011 organized by Lions Club. Again Eighty five NSS volunteers actively participated in Polio Immunization Program on, 27<sup>th</sup>, 28<sup>th</sup>, February 1<sup>st</sup> and 2<sup>nd</sup> March 2011 organized by Lions Club. Procession on environment protection was organized on 12.2.2011. Fifty students participated in the procession.

#### **19. Teachers and Officers newly recruited:**

Part time Lecturer to teach Computer Fundamentals for IV Semester B.Com and a clerical assistant appointed for administration help.

#### **20. Teaching – Non-teaching staff ratio:**

- The ratio of teaching staff to non-teaching staff (Excluding part time faculty) is 11:15.
- The ratio of teaching staff to non-teaching staff (Including part time faculty) is 14:15.

#### **21. Improvements in the library services:**

The entire library is computerized with EASYLIB software. Outdated books are withdrawn; The library has procured INFLIBNET services and also subscribed for the membership of Bangalore British library.

#### **Functioning pattern of the library:**

- The library functions on all working days from 9.00 AM to 5.00 PM. from Monday to Saturday.
- Gate-Register is maintained to record the entry and exit time of readers.

- Open Access system is followed in the library.
- Bar coding system is implemented and books are issued using this system.
- Students can borrow two books and staff can borrow 10 books.

**Support facilities available in the library:**

- On – line access and internet facilities are available in the library.
- Existing new arrivals are displayed in open racks for easy access and ready reference by students and staff.
- To motivate and encourage the maximum use of the library the librarian has sponsored an award for the best News reader.

**22. New books / journals subscribed and their value:**

- Number of Books added during the academic year 2009 -10 is 636 and its Total cost is Rs. 1,14,000. Two journals Indian Literature (bi-monthly) and Accounting Principles (monthly) for Rs.6,000 were also subscribed. Subscribed for Applied Economics Journal.

**23. Courses in which student assessment of teachers is introduced and the action taken on student feedback:**

- The students of B.Com appraise the performance of the teachers every semester. The Principal analyses the feedback given by the students and discusses with the teachers on one-to-one basis.
- The performance evaluation method followed in the college has helped the teachers in evaluating their own performance and to set new academic targets in their profession.
- All the certificate and add-on programs are assessed by the students and based on the assessment modifications shall be made in the content / delivery or if necessary outsourcing institution is also changed.

**24. Feedback from stakeholders:**

Informal feedback is gathered, whenever the alumni/parent teacher meetings are held

**25. Unit cost of education:**

The institution's 'unit cost' of education is furnished below:

- Including Salary component – Rs.13,423 (73,42,381/547)

- Excluding Salary component – Rs.2343 (12,81,621 /547)

**26. Computerization of administration and the process of admissions and examinations results, issue of certificates:**

S. No.	Area of operation	Computerization
1	Attendance	Fully computerized
2	Internal Assessment marks	Fully computerized
3	Admission	Partially computerized
4	Fees collection	Partially computerized
5	Accounting system	Tally package used.

**27. Increase in infrastructure facilities:**

S. No.	The new Addition/ Extension made	Place of Establishment
1	Computers with the latest configuration	Staff room, Computer lab and office room.
2	Two HP 1007 Laser Jet printers	Library
3	One HP Scan Jet 2140c	Library
4	one Digital Scanner	Library
5	one Compaq Presario Note Book PC	Library
6	One Generator	In the college campus

**28. Technology up gradation:**

The college has modern information and communication technology to enrich the learning experiences of the beneficiaries. In the College, an adequate number of computer systems and its accessories are available.



**29. Computer and Internet access and training to teachers and students:**

All the teachers and students have access to Internet after the class hours. Internet access is made available in the Placement & Career Guidance room, IQAC room, and Audio visual room and in sports room. As part of the curriculum all the students are provided computer training.

**30. Financial aid to students:**

The college offers scholarships to the needy students. Apart from the state and central government scholarships to the SC/ST and OBC students, the college has other scholarships like student study assistance scholarships, ex-servicemen scholarships, National merit scholarships, Student welfare fund scholarships and scholarships for the Handicapped.

**31. Activities and support from the Alumni Association:**

Alumni actively participated as judges in the Inter-Collegiate competition conducted by the College. They also took few classes for the current students – in the subject of Statistics. It is worthful to note that the alumini association of the College is generous to contribute towards development of the following infrastructural facilities.

- Donation of books for the Library.
- Financial assistance to poor students studying in the college.

**32. Activities and support from the Parent-Teacher Association:**

Parents' role is of primary importance in molding the future of their wards. In this direction the college has provided a platform for interaction between the college and the parents. The parents enthusiastically participated in the 'Parents meeting' organized by the college and gave feedback for enhancing the all round development of the students. On the occasion of Silver Jubilee of the College competitions were held for the parents and prizes were distributed on the Valedictory Function.

**33. Health services:**

Annual health check-up for all the students was conducted by the qualified medical practitioners

**34. Performance in sports activities:**

*The details of Sports activities conducted during the year are highlighted below:*

**35. Incentives to the outstanding sports person:**

- Every year a rolling shield is awarded to the best class in the sports
- The college provides extra-coaching to the outstanding students sports.
- The college encouraged outstanding sports persons, by felicitating them with special awards.
- The Inter-Class competitions in various indoor and outdoor were held every year and the best class was awarded the prize.
- March past was organized on the Annual Athletic Meet and the best class was awarded a prize.
- Individual Athletic Championship was awarded to the student securing highest number of prizes in Track and field events.

**36. Student achievements and awards:**

Prize winners of various sports and cultural events are encouraged by the Management by issuing certificates and medals at the Deepadharanostsava function.

**37. Activities of the Guidance and counseling unit:**

*The details of activities conducted by the counseling cell during the year are highlighted below:*

**38. Placement services provided to students:**

*The details of placement services provided to the students by the college Placement cell during the year are highlighted below:*

Many Soft skill development programs are also held in the college campus for overall personality development of the students. Many free aptitude tests are also conducted regularly to prepare the students for placement.

**39. Development programs for non-teaching staff:**

Two members of the non-teaching staff underwent training in the HRMs package relating to the use salary software which was newly introduced by the Government of Karnataka.

**40. Healthy practices of the institution:**

*The details of Best Practices of the College during the year are highlighted below:*

- The college awards medals and certificates on Deepa pradhanotsava day to the academically meritorious outstanding students. Awards are also given to students who have excelled in sports and cultural events.
- Prizes are distributed to the winners of interclass competitions held in sports, cultural and literary events. The college has instituted the best student award, outstanding Sports women award, Best NSS volunteer award, Individual championship in Athletics, apart from Best class in cultural, and Best class in sports. These awards are given away on the annual college day.
- Endowment prizes are given to outstanding Students in various subjects of study.
- Students are encouraged to conduct various competitions in cultural, literary and sports at the college, inter-collegiate and state level.
- Lecturers motivate and encourage students to take active part in curricular, co- curricular and extra- curricular activities.
- The grievance cell conducts a meeting once a month; adequate steps are taken to address the grievances students.
- The college has an academic calendar prepared as per the UGC norms. Based on this academic calendar, the college has a well-developed plan for teaching, learning and evaluation which is adhered to throughout the academic year.
- The lecturers contribute for the welfare of the students in the form of payment of admission fees, examination fees, and purchase of text books, dress materials and cash.
- In-House workshops on team building, life skills, personal hygiene, adolescence, generation gap and peer pressure are conducted regularly.
- The college trained counselors counsel students in groups and individually.

- Faculty keeps pace with recent developments in the study subjects by reading, researching, exploring through journals, books and participation in seminars and conferences.
- Students make the maximum use of library, internet facility and interactive sessions with the teachers and peers to prepare for intercollegiate competitions/seminars.

**41. Linkages developed with national/International, Academic/ Research bodies:**

The college has tied up with two NGOs, two companies and three institutions and need based activities are conducted in association with these organizations. The members of the college-staff play a vital role in the Bangalore University Colleges Teachers Association.

**42. Action Taken Report on the AQAR of the previous year**

Developing college in its multifarious activities is an ongoing process and the required changes have been incorporated

**43. Any other relevant information the institution wishes to add:**

- a. Smt. C K Sivakami, Associate Professor is appointed as member of Board of Examiners of BBM Course 2010-11, Bangalore University Examination, Bangalore
- b. Smt. Bhavani H, Associate Professor is appointed as member of Board of Examiners of B.Com Vocational Course 2010-11, Bangalore University Examination, Bangalore.

**PART – C:**

*The plans of action chalked out by IQAC towards Quality enhancement for the year 2011-12 are highlighted below:*

<b>Criteria</b>		<b>Plans for one year</b>
<b>1. Curricular Aspects</b>		
1.1	Curriculum Design and development	To Revise the syllabus for UGC sponsored Add on course on EDP
1.2	Academic Flexibility	To have provision for options in the certificate programs
1.3	Feedback on Curriculum	To collect structured Feedback from the employers at regular intervals and use it for B.Com course and for certificate programs
1.4	Curriculum update	To revise the syllabus for certificate courses on the basis of regional and local demands.
<b>2. Teaching - Learning and Evaluation:</b>		
2.1	Admission process and student profile	To disseminate Information relating to admission process and norms through website.
2.2	Catering to the diverse needs	To strengthen the mentoring system.
2.3	Teaching Learning Process	To circulate Academic Calendar prior to the commencement of each semester through website
2.4	Teacher Quality	To encourage all the teachers to participate / present papers in university/ state/ National / International conferences/ workshops/seminar
2.5	Evaluation Process and Reforms	To communicate Examination procedures and rules to the students through website
<b>3. Research, Consultancy &amp; Extension:</b>		
3.1	Promotion of Research	To conduct State/ national/international seminars/conferences and workshops at regular intervals.
3.2	Research & Publication Output	To undertake UGC sponsored minor / major projects
3.3	Consultancy	To extend consultancy services to NGOs on honorary basis

3.4	Extension Activities	To organize adult literacy program, eco-friendly programs, neutral gender programs in rural areas
3.5	Collaborations	To have MOU with NGOs, Hospitals, Hostels, Industries and Research institutes.
<b>4. Infrastructure and Learning Resources:</b>		
4.1	Physical facilities for learning	To have total digital library.
4.2	Maintenance of Infrastructure	To have annual maintenance contract for the maintenance of building and equipments
4.3	Library as learning resource	To increase number of Journals and books of different authors for subjects of study and general reading.
4.4	ICT as Learning Resources	To train students to use ICT facility for developing Power Point Presentation
4.5	Other facilities	To Install TV in the reading room to telecast educational programs
<b>5. Student Support &amp; Progression:</b>		
5.1	Student Progression	To have Parent Teacher meetings on regular basis.
5.2	Student Support:	To introduce group insurance scheme
5.3	Student Activities:	To organize Alumni meetings once in three months.
<b>6. Governance and Leadership:</b>		
6.1	Institutional Vision and leadership	To provide training on transformational leadership skill to all the internal stakeholders
6.2	Organizational Arrangements	To practice 5s concept and work place management
6.3	Strategy development and deployment	To set up formal Management Information System.
<b>7. Innovative Practices:</b>		
7.1	Internal Quality Assurance System	To apply for ISO 9001-2000 certification
7.2	Inclusive practices	To recruit staff from disadvantaged group.
7.3	Stakeholder Relationship	To conduct community based surveys at regular intervals

**The College continues its journey towards Inclusiveness and Excellence**

## PERSPECTIVE PLANS FOR INSTITUTIONAL DEVELOPMENT

*The plans of action chalked out by IQAC towards Quality enhancement for 10 years*

*i.e. 2010-11 to 2020-21 is highlighted below:*

Criteria	Short term Plans		Long term Plans	
	Plans for one year	Plans for three years	Plans for five years	Plans for ten years
<b>1. Curricular Aspects:</b>				
<b>Curriculum Design and Development</b>	To strengthen EDP course	To provide an opportunity to the students to learn three foreign languages	To make industrial training and internship mandatory	To establish special centers for training and research.
<b>Academic Flexibility</b>	To have provision for options in the certificate programs	To provide Job training to the students during vacations	To start need based Diploma courses in commerce	To get UGC permission for running B.com. vocational courses
<b>Feedback on Curriculum:</b>	To collect structured Feedback from the employers at regular intervals and use it for B.Com course and for certificate programs	To collect structured Feedback from the alumni at regular intervals and use it for B.Com course and for certificate programs	To collect structured Feedback from the industry experts at regular intervals and use it for B.Com course and for certificate programs	To strengthen mechanisms to obtain feed back and suggestions from the stake holders in framing the curriculum.
<b>Curriculum update:</b>	To revise the syllabus for certificate courses on the basis of regional and local demands.	To offer more Value addition short term certificate programs based on the requirements of the industry	To improve the English and Communication skills of students by using advanced education technology.	To offer more Value addition diploma programs based on the requirements of the industry
<b>2. Teaching - Learning and Evaluation:</b>				
<b>Admission Process and Student Profile:</b>	To disseminate Information relating to admission	To computerize the entire admission process	To provide concession for economically weaker students	To increase the intake capacity

	process and norms through website.			
<b>Catering to the Diverse needs:</b>	To strengthen Bridge courses in four subjects	To apply for financial assistance from UGC to initiate Remedial Coaching for SC/ ST and minority students.	To strengthen the mentoring system.	To provide facilities for differently – abled students like specially designed toilets, classes in first floor etc.,
<b>Teaching Learning Process:</b>	*To circulate Academic Calendar prior to the commencement of each semester through website *To offer Courses which prepare students for entrance examinations	*To use latest Educational technology *To Involve the members of alumni in teaching and learning programs	To conduct educational tours, project work and field visits to encourage practical learning.	To train and enable students to take up on line internal test
<b>Teacher Quality:</b>	To encourage all the teachers to participate / present papers in university/ state/ National / International conferences/ workshops/seminar	To organize seminar on topics relevant to higher education regularly	To have Faculty development programs on regular basis.	To motivate all teachers to publish papers in refereed journals
<b>Evaluation Process and Reforms:</b>	To communicate Examination procedures and rules to the students through website	To introduce the System of Home Examinations for all the subjects	To communicate the Marks obtained by the students in the college exams and their attendance to the parents through technology (SMS/website).	To follow the coding system for the efficient conduct of internal examination
<b>3. Research, Consultancy &amp; Extension:</b>				
<b>Promotion of Research:</b>	To subscribe for more number of research	To conduct State/ national/internatio	To provide provision in	To start a research centre



	journals in order to support research activity at the Institute.	national seminars/conferences and workshops at regular intervals.	the budget for funding research	
<b>Research &amp; Publications Output:</b>	To undertake UGC sponsored minor / major projects	To motivate faculty to publish papers in National/ International journals	To encourage faculty to write Text books, Distance Education study materials.	To undertake Research projects from industries, government and NGOs.
<b>Consultancy:</b>	To extend consultancy services to NGOs on honorary basis	To extend consultancy services to health care units free of cost	To extend consultancy services to insurance units free of cost	To generate resources through consultancy activities.
<b>Extension Activities:</b>	To organize computer training to parents and unemployed youths of nearby area through NSS	To strengthen NCC	To adopt a school.	To adopt one /two economically backward villages
<b>Collaborations:</b>	To have MOU with more organizations.	To have MOU with leading libraries	To have MOU with research/professional institutes in India	To have MOU with India/foreign universities/institutes to promote national/ international faculty/ Student exchange programs.
<b>4. Infrastructure and Learning Resources:</b>				
<b>Physical Facilities for Learning:</b>	To have total digital library.	To equip AV room with latest equipments / instruments	To introduce smart cards to staff and students	To equip all the class rooms with latest equipments/instruments.
<b>Maintenance of Infrastructure:</b>	To maintain clean and green environment.	To maintain plastic free campus	To increase the fund for the	To appoint an IT consultant to help technology

			maintenance of infrastructure	applications in the college.
<b>Library as Learning Resource:</b>	To increase Number of titles in the library	To strengthen the Book bank facility in the library	To computerize the entire process in the library	To install SPSS package
<b>ICT as Learning Resources:</b>	To update the college Website regularly.	To subscribe for e-journals and on line journals.	To train students to use ICT facility for developing Power Point Presentation.	To install two high impact printer in the Computer laboratory to meet the printing requirements of the students.
<b>Other facilities</b>	To have separate room for counseling	To improve the canteen facility	To provide Women's hostel facility	To own a mini bus for the college

**5. Student Support & Progression:**

<b>Student Progression:</b>	To have two Parent Teacher Association meeting	The further activate institute's Placement cell.	To appoint trainer and coaches to promote art, culture and sports	To appoint full time trained counselors
<b>Student Support:</b>	To introduce group insurance scheme	To arrange more Coaching classes for competitive exams / entrance test at the state and national levels	To strengthen Earn while you learn scheme.	To have a health care centre
<b>Student Activities:</b>	To encourage Students to participate more in number in various social / sports/cultural/literary activities at university/ state/national level.	To have Alumnae meets regularly.	To encourage NSS/NCC to participate in the national parades	To motivate students to present research based papers in state/national/international seminars/conferences

<b>6. Governance and Leadership:</b>				
<b>Institutional Vision and Leadership</b>	To provide training on transformational leadership skill to all the internal stakeholders	To strengthen internal academic audit of the institution.	To achieve autonomous status	To take steps to get deemed university status
<b>Organizational Arrangements:</b>	To conduct committee meetings at regular intervals	To practice 5s concept and work place management	To Bench mark academic process with outstanding institutions	To strengthen the participation of the Governing Body in all the decision making and implementation process
<b>Strategy Development and Deployment:</b>	To have effective decentralization of academic administration	To have more seminars / workshops / group discussions that helps to promote innovative thinking	To set up formal Management Information System	To collect feedback from all the stake holders to get input for the future plan development
<b>Human Resource Management:</b>	To arrange more Professional development programs and administrative training programs to teaching/non-teaching staff.	To Implement 360 degree evaluation system	To extend the health and welfare measures to faculty & Administrative staff.	To organize orientation/ Refresher courses to young teaching staff.
<b>Financial Management and Resource mobilization:</b>	To mobilize resources by running the self-financing courses	To generate more funds through endowments and alumni	To mobilize resources through research projects / consultancy	To get sponsorship from corporate houses for faculty enhancement programs
<b>7. Innovative Practices:</b>				
<b>Internal Quality Assurance System:</b>	To increase the involvement of students in IQAC	To form Quality circles	To apply for ISO 9001-2000 certification	To implement TQM

<p><b>Inclusive Practices:</b></p>	<p>To recruit staff from disadvantaged group.</p>	<p>To conduct more awareness programs on Social responsibility and good citizenship to all the students and staff</p>	<p>To admit Students from the disadvantaged sections of the society in adequate numbers and provide support</p>	<p>To start an exclusive section for students from rural and tribal background</p>
<p><b>Stakeholder Relationship:</b></p>	<p>To conduct more need based surveys at regular intervals</p>	<p>To get Alumni support for the development of college.</p>	<p>To strengthen the relationship with external stakeholders</p>	<p>To adopt one /two economically backward villages</p>