

IQAC

As per the NAAC proposition that every accredited institution should establish an Internal Quality Assurance cell as a post- accreditation quality sustenance measure, accordingly the college has established the IQAC in the year 2003. The cell was formed with the following

OBJECTIVES:

1. To develop a system for the successful and effective functioning of the institution and quality enhancement in academics, administrative performance and other activities of the institutions.
2. To promote and upgrade measures of quality enhancement through internalization of quality culture by involving students and all other stakeholders.
3. To improve quality by adopting and implementing best practices drawn from internal and external sources.

STRATEGIES:

IQAC has evolved mechanisms and procedures for:

1. Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks:
 - a. The IQAC of the college works towards academic excellence and administrative efficiency and lays down the system and procedures to achieve proficiency.
2. To ensure quality in learning process of the students, certain certificate courses, short term courses have been implemented to expose students for better employability:
 - a. Self financed workshops, special lectures, industrial visits have been organized.
3. Research study and research culture is imbibed by encouraging the faculty to participate, present papers in conferences and seminars organized at various levels. The college encourage:
 - a. To undertake research projects major as well minor.
 - b. To write and contribute articles to various journals,
 - c. Research study is encouraged by organizing seminars and workshops on research methodology.
4. Equitable access to and affordability of academic programmes for various sections of society:
 - a. Certificate courses and short term courses/programmes have been organised which are open to students from all sections of society at affordable cost and also free of cost.
5. Optimization and integration of modern methods of teaching and learning:
 - a. ICT enabled teaching and other modern methods of teaching and learning like PPTs, Group Discussions, and Project Works have been integrated into the teaching and learning process to get the students prepared for implementation of such technology in the future.
6. The credibility of evaluation procedures :

- a. The evaluation procedures are convincing and confirmatory in nature,
 - b. The institution follows the pattern prescribed by the Karnataka State Women's University, Bijapur in the conduct of the semester examinations,
 - c. Internal Assessment tests are also conducted as per the affiliating University prescriptions.
7. Ensuring the adequacy, maintenance and proper allocation of support structures and services:
- a. Grants from UGC, Top Management funds for infrastructure and other support systems, have been effectively allocated and utilised for providing learner centric services and also for faculty members.
8. Sharing of research findings and networking with other institutions in India and abroad:
- a. The faculty members enriched with teaching and research experience, expertise, resourceful experts have been invited from state, central universities and other institutions from local and neighbouring states for sharing and guiding our students and faculty members.

FUNCTIONS

Some of the functions of the IQAC are incorporated with the main aim of enhancing institutional quality. The areas where the role of IQAC is significant:

- a. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

Area	Benchmark	Activity
1. Academic Planning	Teaching plans preparation before the commencement of the class	<ol style="list-style-type: none"> 1. Teaching plans to be submitted to the HoDs or to the Principal 2. Work done diaries are maintained daily basis and checked and signed by HoDs and Principal. 3. Teaching plans are to be revised based on previous year's self appraisal report. 4. Assignment writing made compulsory. 5. Organizing certificate, skill development certificate courses for curricular support and employability.
2. Academic Performance	B.A. 90%; B.COM more than 90%	<ol style="list-style-type: none"> 1. Conducting of extra coaching and remedial classes for slow learners. 2. Free distribution of subject books for poor students or economically weaker section of the society. 3. Fee concession for meritorious as well as poor students. 4. ICT enabled teaching methods like PPTs, Role Playing, Group

		<p>Discussion, Seminar, Paper Presentation etc.</p> <p>5. Intensive coaching and guidance for students to reduce failure rates.</p>
3. Excellence in Academic Area	Securing of ranks every year	<p>1. Guidance and coaching for advance learners.</p> <p>2. Issue of subject books.</p> <p>3. Constant motivations for students to improve pass percentage.</p>
4. Evaluation (of Teachers' as well as students')	<ul style="list-style-type: none"> • Conduct of tests as per the calendar • Declaration of marks within time schedule 	<p>1. Test to be conducted as per schedule.</p> <p>2. Evaluation of test papers and announcement of marks.</p> <p>3. Recording of marks on soft and hard copies.</p> <p>4. Under Feedback Mechanism, students evaluate teachers' performance on various parameters.</p>
5. Administrative Functions	<ul style="list-style-type: none"> • Timely provision for Admission Service • Timely approval of admissions from affiliating university. Online mode of admission has started from 2015 onwards • Timely information regarding exams (internal as well as external) 	<p>1. Admission process is completed well before the declaration of results of qualifying exam.</p> <p>2. Timely issue of application and prospectus.</p> <p>3. Timely provision of syllabus books and other information with regard to the programmes/courses.</p> <p>4. Timely information about scholarship availability.</p> <p>5. Timely provision of information to various governments and university.</p> <p>1. Timely announcement regarding exam time table etc.</p> <p>2. Timely issue of hall tickets.</p> <p>3. Timely submission of internal marks to the university.</p> <p>4. Issue of provisional degree certificate on time.</p> <p>5. Timely intimation of results after declaration and revaluation dates.</p> <p>6. Timely circulars about result declaration and revaluation informed.</p> <p>7. Timely orders of valuation are informed to the teachers.</p> <p>8. Other orders, letters relating to</p>

		BoS & BoE are informed on time.
6. Accounts	To maintain accounts for a clean audit report	<ol style="list-style-type: none"> 1. Daily updating of day book to cash book, cash book to ledgers. Monthly updating of ledgers to receipt and payments. 2. Bank reconciliation 3. Preparation of annual final accounts audited. 4. Maintenance of college's accounts, Grant accounts, Scholarship accounts, NSS accounts, UGC accounts.
7. General Administration	<ul style="list-style-type: none"> • Timely renewal of affiliation • Timely Display of Time table • Timely submission of Salary bills, arrears and other grants to the concerned departments • Periodical stock checking once a year. • Prompt correspondence 	<ol style="list-style-type: none"> 1. Timely display of time table on notice board and other activities of the college. 2. Daily check on housekeeping and maintenance. 3. Students are provided assistance as per their needs. 4. Preparation of Salary bills in time. 5. Issue of various certificates to the students and staff. 6. Verification of students' credentials (documents proving identity) with the employers. <ol style="list-style-type: none"> 1. Listing of stock balances for stock taking 2. Reconciliation of physical stock with the stock register. <ol style="list-style-type: none"> 1. Correspondence with the management, external bodies, university and department of collegiate education, UGC etc.

- b. Facilitating the creation of a learners' centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- The college has facilitated learners' centric ambience which is conducive to quality education
 - The faculty has adopted the technology in teaching and learning process wherever necessary.

- The IQAC ensures that the required infrastructure is provided for the students based on the needs.
- c. Arrangement for feedback response from students, parents and other stakeholders on quality related institutional processes;
There is well set up integrated mechanism to obtain feedback from the students, parents and other stakeholders on quality related institutional processes and overall functioning of the institution.
- Teachers' evaluation by students, alumni meet and parents' meet feedback responses like their views, comments, suggestions, and criticisms have been incorporated in the institutional policy matters.
- d. Dissemination of information on various quality parameters of higher education;
- To ensure quality in teaching and learning processes various parameters are set like, special lectures of expertise, workshops, seminars and various other enrichment programmes to sustain quality.
 - Faculty heads, committees, cells and faculty in charge of various portfolios actively involved in the dissemination of information to students.
- e. Organization of Inter and Intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- The IQAC of the college has initiated quality circles for the library, sports, academics, NSS, administrative departments to work for progressive attitude of the students, to learn additional skills in achieving and sustaining excellence leading to mutual upliftment.
 - The quality circles very actively take part in the quality initiatives of the college, by meeting together to identify improvements in their respective work areas.
- f. The college arranges/organizes inter institutional, regional, state level, national level seminars, workshops on various topics covering research, women's social issues, yoga, physical and mental health, commerce, banking services, employability skills and training programmes.
- g. Documentation of various programmes/activities leading to quality improvement;
The IQAC follows a systematic pattern of documenting all the activities and programmes conducted periodically.
- h. Acting as a nodal agency of the institution for coordinating quality related activities, including adopting and dissemination of best practices;
The IQAC is active and supportive in following some of the best practices like academic audit, research audit and women empowerment and various other innovative practices related to quality. The quality initiatives of the IQAC have been instrumental and beneficial to support institutional functioning better.
- i. Development and maintenance of institutional data base through MIS for the purpose of maintaining/enhancing institutional quality;
MIS system is not integrated.
- j. Development of quality culture in the institution;
- Developing quality culture in the institution is prime factor which is initiated and followed in true spirit. Every effort is made to develop a quality culture in the institution at various levels of teaching learning process.
 - Faculty Development programmes are initiated to acquaint with the innovative pedagogical aspects.

- ICT training and the use of it has been encouraged for effective teaching and learning process.
- k. Preparation of the annual quality assurance report (AQAR) as per guidelines and parameters of NAAC to be submitted to NAAC:
The IQAC committee prepares AQAR of the college and is sent to NAAC as per guidelines and parameters of NAAC every year during the beginning of the academic year.
- l. Preparation and submission of AISHE:
The IQAC committee prepares DCF-II format yearly and uploads on the MHRD's AISHE portal promptly.

COMPOSITION OF IQAC:

The IQAC committee has been constituted under the chairmanship of the Principal with heads of important academic and administrative units, a few senior teachers, members of the management, industry stakeholders, representatives of local management, alumni and students to plan, guide and monitor quality assurance and quality enhancement activities for the development of higher education.

Following are IQAC committee members:

Sl. No.	Name of the faculty	Designation
1	Dr. Neelambika Sherikar	Chairman
2	Smt. Savitri S. Jambaldinni	Co-ordinator
ADMINISTRATIVE OFFICERS(staff)		
3	Smt. Vidya Reshmi	Member
4	Shri. D.V. Anakal	Member
TEACHER MEMBERS		
5	Smt. Shridevi Harwal	Member
6	Smt. Shantala B.Appa	Member
7	Dr. Siddamma G.	Member
8	Smt. Janaki Hosur	Member
9	Shri. Iranna Swadi	Member
MANAGEMENT NOMINEES		
10	Dr. Anilkumar Bidve	Member
11	Dr. S.H. Honnalli	Member

NOMINEES FROM LOCAL SOCIETY		
12	Smt. Godavari R.Bhimalli - External Expert & Alumni	Member
13	Dr. Laxmidevi Harsoor – (Retd. Principal)- External Expert	Member
NOMINEES FROM EMPLOYERS/INDUSTRIALISTS/STAKEHOLDERS		
14	Sri B.G. Patil - Industrialist	Member
15	Sri Doddappa Nisty - Industrialist	Member

ROLE OF IQAC:

The IQAC has cross sections of people who are the stakeholders of the institution as its members. The members are nominated by the Top Management. The tenure of the members shall be continued for two years or more subject to changes prescribed by the top management. The IQAC body shall conduct meetings every year with all the stakeholders.

In the beginning of the academic year, the first IQAC members' meeting will be held with honourable President of the Top Management, followed by the IQAC meetings at college to undertake various activities for the quality improvement, to discuss and finalize various issues, to plan and review the initiatives taken up by the respective departments. Later, the meeting will be with the Registrar of the Management to review the NAAC work, discuss other general matters pertaining to administration, financial matters and other issues of the college.

The IQAC meets frequently with the quorum maintained, if necessary, adhoc meetings are also held as per requirement and necessity. The agenda, minutes and action taken reports are documented with the signatures and maintained by the IQAC.

The members of IQAC participate in planning and monitoring the institution's quality enhancement sustenance activities. They focus on quality improvement in every aspect of institutional functioning and contribute towards systematic planning and development of procedural details.

MONITORING, CONTROLLING AND REVIEW:

All the activities of the institutions operate through IQAC are itinerary to ensure quality. The activities are aligned in line with the goals set for the year. In this process,

1. The objectives of an institution are clearly defined in the beginning of the year.
2. All the activities for the year are planned by preparing the calendar of events in consultations with all the departments and portfolios. They are discussed and finalized in the IQAC meetings.
3. The activities conducted are reviewed after the event or programme to check their effectiveness. If any change or rectification required in any matter, is taken up to incorporate in the next programme or event or activity for improvement.

4. IQAC also establishes procedures and modalities to collect data and information on various aspects of institutional functioning. The members of the IQAC take up the responsibility to collect information for documentation purposes.
5. The main focus of IQAC is, to ensure effective functioning with optimum utilization of resources without disturbing the academic ambience.
6. The focus is also on organizing programmes to facilitate and prepare the students to become employable with all the necessary skills.

At the end of the academic year, the IQAC ensures all the documents relating to the various activities undertaken in the institution and based on these various activities, the AQAR is prepared and sent to the college governing council for approval. If there are any suggestions or modifications suggested by the members of the governing council are incorporated and then submitted AQAR to NAAC. The IQAC also takes the responsibility of updating the website with the AQAR after it is sent to NAAC. It is regularly uploaded and reported on institutional website.

Table showing the number of meetings held from 2010-11 to 2015-16

YEAR	YEAR	NO. OF THE MEETINGS
2010-11	First Half	08
	Second Half	06
2011-12	First Half	09
	Second Half	06
2012-13	First Half	10
	Second Half	06
2013-14	First Half	25
	Second Half	06
2014-15	First Half	16
	Second Half	06
2015-16	First Half	11
	Second Half	09

The above table indicates the number of meetings conducted from 2010-11 to 2015-16. The agenda of above meetings include the following:

1. Admission Procedures
2. Academic Planning
3. Academic Performance
4. Administrative Performance
5. Research
6. Extension
7. Evaluation
8. Meetings with Stakeholders(Parent-Teachers, Alumni)

FUTURE PLANS:

1. To establish new collaborations and linkages for better exposure and overall skill development of students.

2. To expand the level of cooperation and frequency of interaction with the existing linkages.
3. To start certificate course in performing art (Indian Classical Dance & Folk Dance)
4. To start PG courses in Arts & Commerce stream
5. To develop linkages with institutions of competitive exams.
6. To emphasize more on skill oriented courses for more career options.
7. To conduct national level seminars/workshops/conferences by different departments.
8. To conduct awareness programmes in rural and sub-urban areas about social, agrarian issues & cultural issues.
9. To build and inculcate research culture among students, college is planning to bring out students' research journal.
10. To sensitize students' nationalistic spirit and to broaden their outlook beyond their cultural and social barriers.
11. To enrich faculty and students' mental and physical health, the college is going to initiate YOGA course for the next academic year.
12. To equip all class rooms with Air Conditioners & highly modernized teaching tools.
13. To replenish library with new books, magazines, journals and to subscribe to online resources and study materials.
14. To equip the institution with an integrated campus management software for data warehousing and generating reports to the stakeholders for analyzing and decision making for improvement.