

**Acharya First Grade College For Women
Gauribidanur-561208**

**Annual Quality Assurance
Report**

(AQAR)

2016-2017

of
**Internal Quality Assurance Cell
(IQAC)**

Acharya First Grade College for Women,

Submitted to
The National Assessment and
Accreditation Council
Bangalore

The Annual Quality Assurance Report (AQAR) of the IQAC 2016-2017

Part – A

1. Details of the Institution

1.1 Name of the Institution

ACHARYA FIRST GRADE COLLEGE
FOR WOMEN

1.2 Address Line 1

M.G ROAD, (KUVEMPU ROAD)

Address Line 2

NEAR RAILWAY STATION

City/Town

GAURIBIDANUR

State

KARNATAKA

Pin Code

561208

Institution e-mail address

acharyacollege@gmail.com

Contact Nos.

08155-284661

Name of the Head of the Institution:

Dr. C. NAGARATHNA

Tel. No. with STD Code:

08155-284661

Mobile:

9986759865

Name of the IQAC Co-ordinator:

Dr. R.ASWATHAREDDY

Mobile:

8123399685

IQAC e-mail address:

iqacacharyacollege@gmail.com

1.3 NAAC Track ID

NA

1.4 NAAC Executive Committee Number and Date

1.5 Website address:

1.6 Accreditation Details:

Sr. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	-	2006	5 YEARS
2	2 nd Cycle	B	2.50	2016	5 YEARS
3	3 rd Cycle	-	-	-	-
4	4 th 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 - 2016-17 - 14-11-2017

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 (Phy. Edu.) -

TEI (Edu) - Engineering - Health Science - Management -

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes any other (Specify)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

4

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

2

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and
Community representatives

0

2.7 No. of Employers/ Industrialists

0

2.8 No. of other External Experts

0

2.9 Total No. of members

9

2.10 No. of IQAC meetings held

04

2.11 No. of meetings with various stakeholders:

No.

04

Faculty

2

Non-Teaching Staff

1

Alumni

1

Others

0

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) NA

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.

-

International

-

National

State

-

Institution Level

-

(ii) Themes

<u>Themes</u>	<u>Amount Sanctioned</u>
--	--

2.14 Significant Activities and contributions made by IQAC

- Motivated various Associations and Clubs of the college to go in for socially relevant community outreach programs.
- Encouraged the various Departments to hold seminars /conferences.
- Suggested to automation and recommended to create E-Zone in the library and add furniture.
- Advised to complete the construction of new computer lab.
- Installed CC TV Camera.

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
1	To purchase CC TV camera and install in all class room and library.	Purchased and installed CC TV camera in all class room and library.
2	To purchase Currency counting and detecting machine for the office use	Purchased Currency counting and detecting machine for the office use
3	To complete the construction work of new computer lab	Completed construction work of new computer lab
4	Recommended to create the E-Zone in the library and to add furniture	E-Zone created in the library and to add furniture

*Attach the Academic Calendar of the year as Annexure. (Please See Annexure I)

2.16 Whether the AQAR was placed in statutory body Yes No

 Management Syndicate any other body

Provide the details of the action taken

The various recommendations of the IQAC were sent to the Governing Body for their approval.

Plan:

1	Instructed all HOD,s to prepare academic calendar for the year 2016-17 before commencement of the academic year.
2	To ask all teachers to submit their semester wise teaching plan for the year.
3	To encourage the teachers to participation of presentation of papers as many as seminars and conferences.
4	Decision to take feedback from students and evaluation
5	Formation of different clubs and committees for the effective functioning of various activities in the college.
6	Union formation and inauguration of different associations and submission of action plan for the year 2016-17

Achievements:

1	All departments prepared academic calendars and all activities of the department were conducted accordingly.
2	All teachers prepared and submitted semester wise teaching plan.
3	Faculties participated in seminars & workshops
4	Feed back and evaluation process performed.
5	All the committees were formed and they functional effectively.
6	All the departments formed their associations and HOD's submitted their plan of action.

Part – B**Criterion – I****1. Curricular Aspects**

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
Ph.D	-	-	-	-
PG	-	-	-	-
UG	2	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	2	-	-	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: Elective options for Under Graduate Classes.

No flexibility in selecting elective options is available to the students of B.A/B.Com. Since the college is following curriculum of Bangalore University.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02
Trimester	NA
Annual	NA

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

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

**Please provide an analysis of the feedback in the Annexure (Please See Annexure – II)*

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

The college does not update the syllabi but give suggestions for updating the syllabus to the University

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

- During the academic session 2016-17: Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
7	-	7	-	-

2.2 No. of permanent faculty with Ph.D. :

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

Total	Asst. Professors		Associate Professors		Professors		Others	
	R	V	R	V	R	V	R	V
0	0	01	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty:

Temporary faculty:

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	0	03	1
Presented papers	0	01	0
Resource Persons	0	0	0

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

- Use of LED projector for teaching purpose.
- Use of Power Point presentation and Seminars for the students for enhancing the general awareness.
- Screening movies on various educational topics.
- Conducting subject related talks by the experts drawn from the diverse fields.
- Holding training in computers for teaching and non teaching staff.

Learning:

- Holding tutorials and discussing the assignments given to the students.
- Giving students the opportunity to learn by field experience through educational tours & camps.
- Remedial coaching classes for slow learners.

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

180

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

As per Bangalore University guidelines

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

UG	PG
02	NA

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage:
(Please see Annexure – III)

Title of the Programme	Total no. of students appeared	Division Odd sem results				
		Distinction %	I %	II %	III %	Pass %
B.A	68	36	12	-	-	71
B.COM	39	06	17	05	-	72

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

In the following way IQAC Monitors and evaluates the teaching and learning process of the college.

1. IQAC in its meeting with faculty members advises them to convene annual plan and suggests each departmental teachers prepares time schedule for term test.
2. IQAC also suggest the department to organize Seminar, Educational tours etc,

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	-
Faculty exchange Programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-

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	13	02	-	-
Technical Staff	1	1	-	-

Criterion – III

3. Research, Consultancy and Extension

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

- To encourage faculty members with doctorate to apply for research guide ship.
- To encourage the teachers to participate in international / National / State level seminars.
- Provide research facilities like free internet & inflienet and create E-zone, E-journal access.
- Invite eminent resource persons to conduct lecture programmes/workshops/seminars on relevant topics.

3.2 Details regarding major projects: NA

Completed	Ongoing	Sanctioned	Submitted
-	-	-	-

3.3 Details regarding minor projects: NA

Completed	Ongoing	Sanctioned	Submitted
-	-	-	-

3.4 Details on research publications: NA

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

3.5 Details on Impact factor of publications: NA

Range Average h-index Nos. in SCOPUS

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

Sr. No	Nature of Project	Name of the funding Agency.	Project Name	Grant Received	Year	Status.
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-

3.7 No. of books published: NA

With ISBN No.	Chapters in Edited Books	Without ISBN No.
-	-	-

3.8 No. of University Departments receiving funds from: NA

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

3.9 For colleges: NA

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 : NA**

Level	International	National	State	University	College
-	-	-	-	-	-

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 four years in lakhs: NA

From funding agency

From Management of University/College

Total

3.16 No. of patents: NA

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: NA

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University Level	State Level	National Level	International Level
4	--	--	--

3.22 No. Of students participated in NCC events: NA

University Level	State Level	National Level	International Level
-	-	-	-

3.23 No. of Awards won in NSS:

University level	<input type="text" value="--"/>	State level	<input type="text" value="--"/>
National level	<input type="text" value="--"/>	International level	<input type="text" value="--"/>

3.24 No. Of Awards won in NCC: NA

University level	<input type="text" value="--"/>	State level	<input type="text" value="--"/>
National level	<input type="text" value="--"/>	International level	<input type="text" value="--"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="--"/>	College forum	<input type="text" value="5"/>
NCC	<input type="text" value="--"/>	NSS	<input type="text" value="--"/>
Any other	<input type="text" value="--"/>		

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

The following extension activities conducted through NSS unit of the college.

- NSS volunteers participated in extension service activity organized by Viduraswatha Freedom Memorial Development Committee, Viduraswatha.
- Conducted AIDS Awareness program in association with Karnataka State Aids Prevention Society.
- Awareness program on Environment at Viduraswatha
- Blood Grouping Camp in association with Youth Red Cross.
- “Swachatha Andolana”
- Road show on AIDS awareness.
- NSS annual special camp at Bychapura.

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	5 Acres	-	-	5 Acres
Class rooms	6 Class Rooms	0	Management	6 Class Rooms
Laboratories	3	1	MLA Grants	04
Seminar Halls	1	-		1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

4.2 Computerization of administration and library:

Library computerisation is done.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Books	14619	1349746	684	93740	15303	1443486
e-Books						
Journals	19	28380			19	28380
e-Journals						
Digital Database						
CD & Video	107	18893			107	18893
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centre	Computer Centre	Office	Department	Others
Existing	58	40	40	-	-	9	9	-
Added	-	-	-	-	-	-	-	1
Total	58	40	40	-	-	9	9	1

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

4.6 Amount spent on maintenance in lakhs:

Sr. No.	Particulars	Rs.
(i)	ICT	-
(ii)	Campus Infrastructure and facilities	20
(iii)	Equipment	-
(iv)	Others	-
	Total	20

Criterion – V

5. Student Support and Progression

5.1 The IQAC has made the following efforts in enhancing the student support services

- The IQAC convene meetings with the students to enhance their awareness about student's supports and services which are exist in the college.
- The available support services are notified for the benefit of the student in the college notice board.

5.2 Efforts made by the institution for tracking the progression

- Holding regular Class Tests and continuously monitoring the performance of the students.
- Distributing assignments and projects on different subjects.
- Discussing the assignments in the tutorials.
- Remedial classes for slow learners.

5.3 (a) Total Number of students:

UG	PG	others
335	--	--

(b) No. of students outside the state

NA

(c) No. of international students

No. of International Students	Men	Women
-	-	-

Men		Women	
No.	%	No.	%
-	-	-	-

Period	General	SC	ST	OBC	Physically Challenged	Total
This Year (2017-18)	05	72	47	175	0	299
Last Year (2016-17)	05	76	51	203	0	335

Demand Ratio: Varies from stream to stream and subject to subject, Dropout %:

Demand Ratio: 1:1

Dropout: 5 %

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

- Provided additional books to the students on various subjects for competitive examinations.
- Arranged special lectures by the experts on the technique of facing the interview.

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

- (i) The college has a student counselling and career guidance cell which worked under the guidance of a senior faculty member.
- (ii) Guided the students to select the program (course) during admission.

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
20	200	Nil	0

5.8 Details of gender sensitization programmes

- Organised talks on various themes of gender sensitization such as life skills for women on the occasion of International Women's Day - March 8th 2017

5.9 Students Activities

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

State/ University	National Level	International Level
-	-	-

No. of students participated in cultural events

State/ University	National Level	International Level
-	-	-

5.9.2 No. of medals /awards won by students in Sports, Games and other events

State/ University	National Level	International Level
--	-	-

No. of medals/ awards won by students in cultural events:

State/ University	National Level	International Level
-	-	--

5.10 Scholarships and Financial Support:

	Number of students	Amount
Financial support from institution	15	60000
Financial support from government	159	248975
Financial support from other sources	02	4000
Number of students who received International/ National recognitions	NA	NA

5.11 Students organised initiatives

Fairs: State /University Level National level International level

Exhibitions: University Level National level International level

5.12 No. of social initiatives undertaken by the students:

1. Tluk Level Kannada Sahithya Sammelana.
2. Nudi Namana Program.

5.13 Major grievances of students (if any) redressed:

- Some Grievances were received from the students and they were satisfactorily redressed

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Mission:

Statement of Mission
<p>Value Based Education</p> <ul style="list-style-type: none">• To provide education not only to acquire knowledge but also to inculcate a sound philosophy for a holistic living.• To encourage self-evaluation, personality development and guide the students to strive towards perfection and competence.• To create eco-friendly, non-corrupt, secular and self introspect future citizens for a healthy society.• To inculcate a spirit of service and dedication.

Vision:

Vision of the College
<p>Excellence In Education</p> <ul style="list-style-type: none">• To impart Quality education for all and especially to under privileged section of the society.• To build empowered, conscious, responsible and abled citizens with human and social values, and also to make our institution a centre of academic excellence.

6.2 Does the Institution has a management Information System

1. NO.

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

6.3.1 Curriculum Development:

The curriculum for various programmes is developed and up dated by the Bangalore University. The college will follows/implemented the framed syllabi, examination system.

6.3.2 Teaching and Learning

The College adopts some innovative processes in teaching and learning

- The faculties of each department meet at the beginning of each academic session and prepare academic calendar of that session.
- Each department organize students seminars, workshops etc.,
- Multiple choice questions are also given in each subject in the term test to encourage the students to equip themselves.

6.3.3 Examination and Evaluation

Semester Examination for UG programmes are conducted by the Bangalore University. This include internal assessment marks for students

During the academic session, the college holds three internal examinations for undergraduate students.. The progress of the students is monitored through continuous internal assessment, which is based on attendance, house examinations/tests, class room interaction, home assignment, presentations and project work.

In order to ensure transparency students are shown their answer books of house examinations/tests. Teachers point out the shortcoming and suggest improvements. Internal assessment is displayed on the notice board before submitting it to the University.

6.3.4 Research and Development: Nil

6.3.5 Library, ICT and physical infrastructure / instrumentation

We have been making sincere efforts for providing knowledge and other services to the students and the staff. We strive hard for the upgradation of library. Technology and knowledge are ever developing domains. We always try to keep sync with this fast developing field.

- Reference Section is also well equipped with all possible reference material ranging from Encyclopaedias on various subjects. New volumes were added in this section to rare books and books for competitive examinations like CAT/IAS, CDS/NDA.
- The Library is devoted to Periodical Section with Multi faculty Journals, knowledge based and general magazines, newspapers in various languages are housed in this section.
- CDROMs covering literature and various other subjects are also provided in the Periodical Section of the Library.

6.3.6 Human Resource Management

Teachers Quality:

- The management is always keen to improve the teachers' quality. The faculty is always encouraged to improve their professional skills by way of organising/attending seminars, workshops.
- To meet the changing requirements of the curriculum the college encourages its teachers to enrol for various faculty development programmes like Refresher Courses conducted by Academic Staff College, Bangalore University.
- At the beginning of academic year, students union will be formed by the teacher council by nominating the students from each class as office bearers.
- The teachers' council and non-teaching staff association look after the affairs of the teaching and non teaching staff respectively.
- There is a Governing Body that manages and develops the total human resource of the college.

6.3.7 Faculty and Staff recruitment:

The recruitment of teachers and non-teaching staff is done strictly by following the rules and regulations laid down by the UGC, Bangalore University and the Karnataka Govt Administration.

6.3.8 Industry Interaction/ Collaboration: Nil

6.3.9 Admission of Students

Admission of students is done on Merit basis and as per the Government Rules

6.4 Welfare schemes for

Teaching	Nil
Non teaching	Staff Welfare Fund
Students	Govt. Scholarship, Student Endowment Scheme

6.5 Total corpus fund generated

Nil

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	No	-	Yes	Principal
Administrative	No	-	Yes	Principal

6.8. Does the University/ Autonomous College declare results within 30 days? : NA

For UG Programmes Yes No

For PG Programmes Yes No

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

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

6.11 Activities and support from the Alumni Association

There is an Alumni association in the college since 2003-04 academic year it meets annually in the college premises. They give constructive suggestions and conducts various activities for the all round development of the college.

6.12 Activities and support from the Parent – Teacher Association: Nil

6.13 Development programmes for support staff

The support staffs is an integral part of an organisation. It plays an important role in the development of the institution. The college takes a lot of care for their well being and professional competency. The following activities have been introduced for the support staff:

- Participation in the computer related training programmes during vacations.
- Organising periodic health camps.

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

- Planting more trees in the campus.
- Making the students aware on environmental issues by arranging talks and holding poster competitions.
- Saving papers by exchanging information through e-mail & SMS.
- Banning use of polythene bags in the college campus.

Criterion – VII

7. Innovations and Best Practices

7.1 INNOVATIONS:

- a) The college introduced a certificate course in functional communicative English and a good number of students, opted for the course and work benefited by it.
- b) Remedial coaching classes have been arranged for students belonging to SC/ST/OBC and minority and it has resulted in increase of success rate in the (part –I part-II and part-III) examinations. The certificate course in functional /communicative English has also created a positive impact among the students.
- c) Digitalization of library has ensured smooth functioning of library
- d) Providing of computers with internet facilities to each faculty has helped in teaching learning.

New teaching learning methods

- a) Introduction of MCQ test for students.
- b) Introduction of Power Point presentation for taking classes.
- c) Introduction of profile mapping for the students.
- d) Introduction of the method of 360 degree feedback.

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

Plan of Action	Achievements
<i>Enclosed the academic calendar of the year as Annexure - I</i>	

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

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

Practice #1.

Title: Certificate course in communicative English

Goal: To help the students speak in fluent English and thus make them more confident and competent.

The Context

The students are from a poor socio-economic background which makes them not so exposed to the ways of speaking in English. The college has taken a step to overcome this.

The Practice

The college has started a certificate course in English for students who are interested. The interested students are asked to enrol.

As a step towards promoting the employability for the students the syllabus for the certificate course in English that was in existence previously was revised by taking inputs from industry experts and students. An online exam module related to this course by creating a question bank of more than 1000 questions. Accordingly the teachers started working towards it. For implementing the question bank a software was also contracted and work is in progress for creating question bank.

Evidence of Success

The students are now more confident in speaking than before.

Problems Encountered and Resources Required

As of now the college is facing problems in fund for continuing this course

Practice# 2

Title – Administrative empowerment

Objective – The College aims to improve efficiency of the administrative staff by introducing administrative empowerment

Context – The number of students in the college as increased over time but the number of administrative staff did not increase proportionately. For effective functioning of the college it was necessary to empower the administrative staff to handle the extra workload effectively.

1. One day orientation training workshop on KCSR to all the staff members by Ananta Krishna, retired training Office Ramanagara.

2. One Day orientation program conducted by the management to our staff members – Resource persons Ramesh Umrani – during the year 2016-17.

Practice – The College has taken a number of steps for administrative empowerment.

- Train the administrative staff to effectively use software
- Install advanced software solution for administrative automation
- Create administrative calendar at the beginning of each session
- Create verbal and non verbal training schedule for the administrative staff
- Introduce administrative benefit such as arranging food if they work for extra hours at workplace

Evidence of Success –

Today, with limited administrative resources, we are able to handle additional workload for increased number of students effectively.

Resources Required –No resources required except extra time involvement from our faculties.

Problems encountered – There was general resistance to change although it was taken care of later.

7.4 Contribution to environmental awareness / protection

- The Eco club organised poster making competitions on environment day.
- Created awareness among the students and the staff on energy saving drives.

To achieve the same the college enlists the support and co-operation of its NSS Unit. The NSS volunteers regularly lead campaigns to prevent use of polythene and polythene products in the college campus.

7.5 Whether environmental audit was conducted? Yes No

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

Strengths:

- **Career Guidance and Placements Cell:** The Cell functions as a guidance mechanism for the students to provide them knowledge/information about various career opportunities available to them. A wide range of activities are organised throughout the year such as preparation for Group Discussion and Interview, lectures on Career Awareness by experts, personality development, etc. Annual job fair is also organised in which various companies take part and hire the students.

Weaknesses:

- .Need of establishment of Entrepreneur Development Cell.

Opportunities:

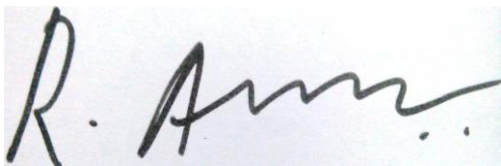
- Personality Development Programs and communication skills enhancement courses for better employability of students.
- Short term & certificate courses in various disciplines can be started.
- Starting remedial classes for week students of undergraduate classes.

Threats:

- More dropouts due to early marriages of Girl Students.
- Attracting qualitative students because two more colleges in the town.
- Lack of communication skills and Computer knowledge.
- To inculcate skills to the students to make them employable.

8. Plans of institution for next year

- To be complete the Women's Hostel Building.
- To have plan for constriction of Auditorium.



Signature of the Coordinator, IQAC



Signature of the Chairperson, IQAC

Acharya First Grade college for Women, Gowribidanur

Academic calendar for the session 2016-17

JUNE-2016	27th	Re Opening of the College
JULY-2016	1st week	Fresher's Day & Orientation
	2nd week	Student's Union Formation
	3rd week	Student Union Innauguration
	4th week	Monthly Test (class wise)
AUGUST-2016	15th	Independence Day Celebration
	2nd week	Monthly Test (class wise)
SEPTEMBER-2016	5th	Teachers Day, Ganesh Chaturthi
	2nd week	Guest Lecturer
	4th week	Monthly Test (class wise)
OCTOBER-2016	2nd	Gandhi Jayanthi Celebration
	2nd week	Guest Lecturer
	4th week	Monthly Test (class wise)
	31st	Rastreeya Ekta Divas
NOVEMBER-2016	1st	Kannada Rajyothsava Celebration
	1st to 30th	Theory Examination
DECEMBER-2016	1st to 20th	Evulation Work
	4th week	Re Opening of the College II IV & VI Sem BA/B.Com
JANUARY-2017	1st to 7th	NSS Special Camp
	3rd week	Sports, Litarary & cultural activities
	26th	Republic Day Celebration
	4th week	Monthly Test (class wise)
FEBRUARY-2017	2nd week	Education Tour
	3rd week	Monthly Test (class wise)
MARCH-2017	8th	International Women's Day
	3rd week	Monthly Test (class wise)
	4th week	College Day
APRIL-2017	1st week	BA/B.Com Class Social day
	2nd week	Send-off III BA/B.Com
	4th week	Last Working Day