



Affiliated to Bangalore University, Recognized by Govt. of Karnataka

Internal Quality Assurance Cell

Annual Report 2013-14

VISION

To assure quality education by developing a system for conscious, persistent movement towards quality enhancement through innovation, internationalisation of quality culture and institutionalisation of best practices for a holistic development

MISSION

To channelize the academic environment by promoting multi dimensional approach to adapt innovative practices for pursuing academic excellence

OBJECTIVES

- To develop realistic and attainable quality benchmarks for every academic and administrative activity
- To enhance quality education on a continuous basis
- To contribute towards enhancement and integration among the activities and institutionalise good practices in the college
- To promote research culture among staff members and act as a support system for efficient administrative system
- To focus in institutional functioning towards quality enhancement for institutionalising quality culture.

STRATEGIES

- Ensuring timely and continuous progressive performance in academic & administrative activities
- Optimisation and integration of modern techniques & methods for teaching and learning process
- Ensuring adequate maintenance and functioning of the support structure and services
- Research sharing & networking with other institutions

FUNCTIONS

- Setting up of benchmarks for the academic and administrative activities of the college
- Formulating strategies for continuous improvement in teaching learning processes
- Quality Assurance through documentation and academic audit
- Quality improvement through interactive forums with staff and students
- Dissemination of information on the various quality parameters of higher education
- Administering feedback mechanism from students, parents and other stakeholders on quality related aspects

The Internal Quality Assurance Cell (IQAC) of the college was established on February 9, 2013. Since then the IQAC team is actively working on examining the overall performance of the Institution and taking up effective measures to improve the quality of education.

The institution has a well defined quality policy and the same is assured through the inbuilt mechanism of teaching learning and evaluation. All the stakeholders are made aware of the institution's quality policy and any concerns regarding the quality not met are addressed by

the Principal in consultation with the IQAC. Regular meetings with parents' and other stakeholders are held to assure the quality standards. The parents, students and teachers form an integral part of the IQAC in assessing the quality policy.

NEW HORIZON COLLEGE

IQAC Report

Academic Year: 2013-14

1. Seminars and Workshops (quality related) conducted by IQAC

SEMINARS

S.NO.	Year	Name of the Seminar	Date From- To
1	2013- 2014	One Day Seminar on Article Writing and Research Methodology	23rd August 2013
2	2013- 2014	One day Seminar on e-Commerce Technologies	1st March 2014

WORKSHOPS

S.NO.	Year	Name of the workshop	Date From- To
1	2013- 2014	A One Day Workshop on "Data Analytics " for III BCA	7th Sept 2013
2	2013- 2014	Workshop on Article writing and Research Methodology	14th Dec 2013
3	2013- 2014	Workshop on " A to Z of Learning	7th Feb 2014
4	2013- 2014	A workshop was conducted on NAAC	30 th April, 2014
5	2013- 2014	Workshop on Shaping the way we teach English	14th March 2014

2. Significant Activities and Contributions made by IQAC

The following significant activities and contributions were made by the IQAC in the year 2013-14:

1. The Following areas/aspects were included in the planning :

(a) Academic Planning and Strategy

- (i) Academic & Teaching-Learning Strategies
- (ii) Add on courses for all the programs
- (iii) Faculty Development Programmes
- (iv) Annual Calendars- Institutional & Departmental level.

(b) Resource Planning

- (i) Infrastructure,
- (ii) Human Resource – Teaching & Non Teaching Staff Planning including Visiting Faculty
- (iii) Lab /Equipment/ Software requirements.
- (iv) Learning Resources Planning
- (v) Teaching aids requirements.

(c) Research & Innovation Planning

- (i) Faculty paper publication Target
- (ii) Work towards Research Projects
- (iii) Seminar, Workshops & Conferences

(d) Industry Interaction and Placement Planning

- (i) Internship Planning
- (ii) Industrial Visits
- (iii) Pre Placement Talks
- (iv) Placement Grooming Activities

(e) Internationalization Planning

- (i) Study Abroad Programme
- (ii) Student Development Activities Planning.

2. The Faculty/Domain level meetings are chaired by the HOD and the Principal. The Agenda points of the Meetings were:

- To assess opportunities for improvement.
- Formation of student activity centre.
- Add on programmes for all the courses to be introduced.
- Recommendations for improvement towards library accessibility.
- Based on the deliberations, the progresses on the points discussed during the previous Review Meeting were also projected.
- Documentation of various programmes/ activities relating to quality improvement was discussed.

3. At the beginning of the academic year 2013, the IQAC monitored the SWOC analysis based on AAA and identified the areas for improvement.

3. Plan of Action by IQAC/Outcome

Serial No.	Decisions	Action Initiated
1.	Preparation of lesson plan	IQAC initiated the timely submission of lesson plan and lesson module after the end of each semester.
2.	ICT enabled teaching tools	IQAC decided to set up ICT enabled classrooms for effective teaching and learning.
3.	Alumni meet programme	The cell decided to organize alumni meet where alumni's share experience, provides professional guidance and contributes financially.
4.	Implementation of green campus	The IQAC decided to work towards setting up a green campus. For this Gardens and lawns are maintained, use of plastic products are restricted.
5.	Preparation of Academic Calendar	IQAC instructed the Head of the Departments to prepare an Academic Calendar of events according to the Bangalore University calendar of events
6.	Formation and Appointment of Committee Heads	IQAC instructed the Head of the Departments to appoint the Head and the members of the various committee for its effective functioning
7.	To improve participation in Research and organize Research Orientation Programs	The IQAC, in discussion with the Principal initiated to organize research orientation programme for the faculty members to improve research culture. Instructed the faculty members to publish more research papers.
8	Organise FDP and refresher training programme for teaching and non-teaching staff	The IQAC, in discussion with the Principal communicated to QASDC [Quality Assurance and Skill Development Cell] of the institution to organize FDP and refresher training programmes at every start of the semesters.
9	To improve participation of parents and alumni in the college affairs	IQAC instructed the Head of the Departments to organise parent's teachers meeting and parent's teacher's association meet to discuss and improve the participation of the stake holders. Also instructed to organize alumni meet.
10	To strengthen the career guidance and placement cell.	The IQAC, in discussion with the members organized to conduct programs by the placement department to enable the students to be more competitive in the job market.
11	Attempts to improve academic result	IQAC insisted the departments to give emphasis on the academic performance of the weak students by organising connect hours/extra classes/remedial classes in order to improve

		results.
12	Value Added Programs	The IQAC decided to provide Value Added Programs to all BCA, B.Com. And BBA students in order to strengthen their knowledge and skills.
13	Entrepreneurial Development Cell	The IQAC initiated to establish an Entrepreneurial Development Cell in order to promote future entrepreneurs.
14	Parent Teachers Meeting	It was decided in IQAC meeting to conduct Parent Teachers Meeting in each semester.
15	Formation of Students Club	In IQAC meeting it was insisted on formation of Students Clubs to improve student's participation at each level of the institution.
16	Experimental Learning Techniques	The IQAC decided that every faculty must opt experimental learning techniques in class rooms for effective teaching and learning. It will include class presentation/ group discussion/ group activities

4. Role of IQAC towards Contributing/Monitoring/Evaluating the Teaching & Learning processes for year 2013-14.

The Institutional IQAC members monitor the following activities of Teaching-Learning processes:

- Students class attendance on Daily, Weekly, Monthly & Semester basis.
- Time-Tabling activities to be planned and the informed to all the students.
- Conduct of classes (Course Register) with respect to planned classes.
- Results of the students, programme wise, course wise.
- Students Feedback twice a semester and ensure that the reports are being discussed with the respective faculties.

5. Role IQAC in enhancing awareness about Student Support Services for year 2013-14.

The information about Student Support Services, available in the college, is being given to students and all stakeholders through the college web site. However, the IQAC, at Institutional level, enhances the awareness about the Student Support Services by the following ways:

1. Students are members of IQAC at the Institutional Level.
2. During the time of admission, students are given the Brochure which contains all the information and details of the support services available to the students.
3. During the Orientation programme, the Heads of the various Support services address the students about the services in details through presentations. Some of the support services/systems available to the student are given below:
 - Cafeterias
 - Clinic
 - Library
 - Guidance & Counseling

- Placements
- Mentor-Mentee System