



**NEW HORIZON
COLLEGE**

Affiliated to Bangalore University, Recognized by Govt. of Karnataka

Internal Quality Assurance Cell

Annual Report 2014-15

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: 2014-15

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

SEMINARS

S.NO.	Year	Name of the Seminar	Date From- To
1	2014 -2015	One Day Seminar on "Recent Development in Banking and Finance"	12th September 2014
2	2014 -2015	A one day State Level Conference on "TORCH to Discover BIZ India- Practices and Prospects"	10 th April 2015

WORKSHOPS

S.NO.	Year	Name of the workshop	Date From- To
1	2014 -2015	Workshop on General Economy and Practical Applicability	28th July 2014
2	2014 -2015	A one day Workshop on "Pedagogy of Teaching skills at the UG level & A Road Map to Research Techniques" was conducted at New Horizon College Marathalli. A total of 53 faculties from Various College participated in the event.	30 th Sept. 2014
3	2014 -2015	Pedagogy of Teaching Skills at UG level and a Road map to research techniques.	30th Oct 2014
4	2014 -2015	Workshop on Preparation of Research Article	20th Dec 2014
5	2014 -2015	Workshop on HRM and Training	12th Feb 2015
6	2014 -2015	Workshop on share trading	12th Mar 2015
7	2014 -2015	Workshop on Logistics and supply chain Management	31st Mar 2015

2. Significant Activities and Contributions made by IQAC

The following significant activities and contributions were made by the IQAC in the year 2014-15:

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

(a) Academic Planning and Strategy

- (i) Academic & Teaching-Learning Strategies
- (ii) Faculty Development Programmes
- (iii) 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 Annual Target
- (ii) Seminar, Workshops & Conferences

(d) Industry Interaction and Placement Planning

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

(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.
- Examine the need for changes in policies and objectives.
- Results of the audits, analysis, corrective actions taken and gaps identified in the feedback from various stakeholders.
- Recommendations for improvement in systems and processes.
- Based on the deliberations, the progresses on the points discussed during the previous Review Meeting were also projected.

3. At the beginning of the academic year 2014, 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 Academic Calendar	IQAC instructed the Head of the Departments to prepare an Academic Calendar of events according to the Bangalore University calendar of events.
2.	Lesson Plan and Study Materials	The IQAC fixed upon preparation of lesson plan and study material of the subjects by each faculty in order to facilitate the students.
3.	Appointment of Committee Heads	IQAC instructed the Head of the Departments to appoint the Head and the members of the various committees for its effective functioning.
4.	Orientation Program for Fresher's	The IQAC decided to conduct Orientation Program for newly admitted students.
5.	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.
6.	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.
7.	Improve participation in extension activities/ outreach activities	IQAC directed the extension activity head to organise more activities like visits to orphanage, old age homes to imbibe a sense of patriotism, discipline and sense of duty among students
8.	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.
9.	RESATT Committee	The IQAC decided to introduce and form a RESATT committee for result analysis. The committee will prepare a action plan report followed by the result analysis.
10.	SC/ST Committee	The IQAC agreed for Introduction and establishment of SC/ST Committee
11.	TARANG	The IQAC decided to encourage all the student's to participate in sports & cultural activities through inter class events.

12	Guest lectures and Industrial Visits	In meeting it was decided to conduct Industrial Visits in each semester and Invite more Guest Lecturers specialised in areas of management, commerce, computer science, statistics, economics, soft skills etc.
13	Increase in library books	It was decided to increase the number of books, journals, magazines, newspapers in library in order to facilitate the students and staff.
14	NSS Activities	The IQAC initiated to conduct a Drug Awareness Rally in association with HAL Police Station, Bangalore Clean Drive.
15	One day workshop	The IQAC organized One Day Workshop on 'Pedagogy of Teaching Skills at the UG Level' and 'A Road Map to Research Techniques'.
16	Educational Tours	The IQAC decided to organize National Educational Tour to GOA.
17	Peace Education Programme	The IQAC decided to conduct one day Peace Education Programme.
18	Faculty Development Program	The IQAC organized Faculty Development Program on the topic 'MOTIVATING THE MOTIVATORS.'
19	Entrepreneurial development activity	The IQAC decided to conduct "Enchanting India 2015"-Entrepreneurial development activity.
20	One day Workshop	The IQAC decided to conduct one day Teaching Skills workshops for the faculties.
21	Sports Events	The IQAC decided to organize Inter Class Sports Events in order to enhance number of sports activity.

4. Role of IQAC towards Contributing/Monitoring/Evaluating the Teaching & Learning processes for year 2014-15.

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

- Students class attendance on Daily, Weekly, Monthly & Semester basis.
- 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 action taken report is discussed with the concerned faculties.

The following contributions are evident through the monitoring of the above processes by IQAC:

- The gaps are identified in the conduct of process.
- The corrective and preventive actions are taken immediately.
- The Progress on implementation of the action plans according to the target dates are monitored through IQAC.
- Monitoring of class attendance has enabled the Institutions in sending timely warning of low attendance to students and their parent/guardians.
- Every month and mid semester, the IQAC analyses the classes conducted vs. planned through a prescribed format given by the University for each Programme and course. This has helped the HOD/faculty in knowing the gaps in the classes conducted and rectification measures are taken immediately.
- Through the result analysis, weak students are identified who are then mentored and are given extra classes, if required.
- Analysis of feedback on faculty from students enables HOD to identify the faculty with low score who are then suitably guided.
- The action taken report on surveys help the Institutions to plan their activities and the monitoring by IQAC helps in taking the actions as per plan.

5. Role IQAC in enhancing awareness about Student Support Services for year 2014-15.

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 Cell
 - Placement
 - Mentor-Mentee System