



**NEW HORIZON  
COLLEGE**

Affiliated to Bangalore University, Recognized by Govt. of Karnataka

**Internal Quality Assurance Cell**

**Annual Report 2015-16**

## **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: 2015-16

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

### SEMINAR AND CONFERENCE

S.NO.	Year	Name of the workshop / Seminar	Date From- To
1	2015-2016	One day Seminar was held for BCA students about the internet of things (IoT), The internet working of Physical devices, vehicles.	8th August 2016
2	2015-2016	One Day National level Conference on "Ideas for Sustainable India (Innovations Developments, Endeavours, Achievements & Strategies).	18th March 2016

### WORKSHOP

S.NO.	Year	Name of the workshop / Seminar	Date From- To
1	2015 -2016	Workshop was held on Effectiveness and Innovative Teaching Techniques for students.	16th June 2015
2	2015 -2016	A One Day Workshop on "Financial accounting & Management with Tally ERP9 Syllabus of III BCA".	1 <sup>st</sup> September 2015
3	2015 -2016	Workshop on Resume Writing and Interview skills	5th October 2015
4	2015 -2016	Workshop on MATLAB	07.11.2015
5	2015 -2016	workshop on Teaching Methodology using case study	18th Dec 2015
6	2015 -2016	Workshop on IPR policy	12th Feb 2016
7	2015 -2016	Workshop on C.NET	27th Feb 2016
8	2015 -2016	Workshop on Content writing	16th Mar 2016

## 2. Significant Activities and Contributions made by IQAC

The following significant activities and contributions were made by the IQAC in the year 2015-16:

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) Industrial Visits
- (ii) Internship Planning
- (iii) Placement Grooming Activities
- (iv) Placement Calendar

(e) Internationalization Planning

- (vi) Tie-ups
- (vii) Collaborations
- (viii) Faculty/Student Exchange Programmes
- (ix) Study Abroad Programme
- (f) 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.

3. At the beginning of the academic year 2015, 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.	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
3.	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.
4	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.
5	Improve participation in extension activities	IQAC directed the extension activity head to organise more activities like visits to orphanage, SWANTANA to imbibe a sense of patriotism, discipline and sense of duty among students
6	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.
7	NAAC Accreditation	The IQAC decided to plan for NAAC accreditation of college.
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	Green Practices	The IQAC initiated Green Practices in the campus and planned to conduct "Vanamahotsava-eco club activity"
10	Value Added Programs	Introduction of some new value added programs. Commencement of Tally Classes, CA- CPT coaching and diploma in Capital Markets for V semester B.COM. Students.

11.	NAAC Mock Audit	The IQAC decided to conduct NAAC mock audit to evaluate the performance of each criteria.
12.	Yoga Centre	The IQAC initiated to open a yoga centre for the students and staff. The Yoga centre in the college will enable the students to have good health, emotional stability.
13.	ED Cell activity	The IQAC decided to conduct ED Cell activity, 'Beyond Frontiers'

#### **4. Role of IQAC towards Contributing/Monitoring/Evaluating the Teaching & Learning processes for year 2015-16.**

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 shared with 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 action taken report is uploaded and monitored for implementation on continuous basis.

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 2015-16.**

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

#### **6. Workshops and Guest Lectures Organized for the Students**

<b>DATE</b>	<b>DESCRIPTION OF THE EVENT</b>
29th June 2015	A Guest Lecture was conducted on "Discovering One's Self" by Mr.Anand Pillai, Managing Director of Leadership Matters Inc., a company focussing on building Entrepreneurial Culture in Organisation for 1st Sem BBA Students.
2nd July 2015	A Guest Lecture was conducted on the topic "Social Awareness amongst Youth" by Mr.Jacob Chacko an activist by profession and an active social activist for I Sem B.Com & BCA.
10th July 2015	A Guest Lecture was conducted on the topic "Social Awareness amongst Youth" by Mr.Jacob Chacko an activist by profession and an active social activist for III Sem B.Com & BCA.
14th July 2015	Orientation Program by Sankalp Academy for First and Second Year Students.
1st August 2015	NSS officer (Mr.Johnson) along with 25 students participated in one day workshop/training programme at Kidwai Cancer Hospital workshop on Palliative Care(First Aid Training)
7th September 2015	A Guest Lecture was conducted on the topic "To promote eco-friendly practice in the work place and help nurture the environment for future generations" by Mr. Varkey Thomas - Architect for I Sem BCA & I Sem BBA students.
8th September 2015	Traffic Management Program organised with the support of National Road Safety Organisation



11th January 2016	A seminar on Capital Market Insights held for the VI Sem B.Com students. The resource person was Mr.Ashok Chhajer a certified Financial Planner.
19th January 2016	Library Orientation Programmed for students conducted by the College Librarian Mr.Ravi Kumar about the various updates done in the Library resources during the current year.
20th January 2016	Library Orientation Programmed for Faculty Members conducted by Dr.Anitha S Rai, Chief Librarian, NHC
2nd February.2016	A Guest Lecture was conducted on the topic "Financial Planning- Road to Financial Security" by Ms.Monica Malkani, Certified Financial Planner, representing Stock Market Insitute for IV Sem B.Com and BBA students.
28th March 2016	A Guest Lecture was conducted on the topic ""Financial Education for Young Investors" by Mr.Hari Vasudevan a resource person from SEBI highlighted on the basic concepts of income, savings & expenditure and topics of Consumer price index and wholesale price index for VI Sem BBM and B.Com Students.