Internal Quality Assurance Cell

Annual Report 2016-17

INTRODUCTION

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC) proposes that every institution should establish an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realization of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. The work of the Internal Quality Assurance Cell (IQAC) is the first step towards internalization and institutionalization of quality enhancement initiatives.

STRATEGIES

IQAC shall evolve mechanisms and procedures for ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

- Relevant and quality academic/ research programmes;
- Equitable access to and affordability of academic programmes for various sections of society;
- Optimization and integration of modern methods of teaching and learning;
- The credibility of assessment and evaluation process;
- Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- Sharing of research findings and networking with other institutions in India and abroad.

FUNCTIONS

Some of the functions of the IQAC are:

- Development and application of quality benchmarks.
- Parameters for various academic and administrative activities of the institution;
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- Dissemination of information on various quality parameters to all stakeholders;
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- Documentation of the various programmes/activities leading to quality improvement;
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- Development and maintenance of institutional database for the purpose of maintaining /enhancing the institutional quality;
- Periodical conduct of Academic and Administrative Audit and its follow-up.

BENEFITS

IQAC will facilitate / contribute to:

- Ensure clarity and focus in institutional functioning towards quality enhancement;
- Ensure internalization of the quality culture;
- Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- Provide a sound basis for decision-making to improve institutional functioning;
- Build an organized methodology of documentation and internal communication.

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.

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: 2016-17

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

SEMINAR AND CONFERENCE

S.NO.	Year	Name of the workshop / Seminar	Date From- To
1	**2016-2017**	One Day National level Conference on "EMERGE" (Evaluating Major Economic Responsibilities for Growth and Evolution).	3rd March 2017 - 3rd March 2017
2	**2016-2017**	National Seminar on Systematic innovation	19th April 2017

WORKSHOP

S.NO.	Year	Name of the workshop / Seminar	Date From- To
1	**2016-2017**	Worksop on Kannada- " Poorna chandra Tejaswini sahithya Avalokana"	14th July 2016
2	**2016-2017**	Workshop on PC Hardware and Troubleshooting	29th Aug 2016
3	**2016-2017**	Department of Commerce and Management organised a workshop on the topic Derivatives Demystified with the objective of rendering valuable information relating to academics and career growth for students from different colleges in Bangalore.	5th October 2016
4	**2016-2017**	Department of Computer application organised a workshop focused on ANDROID.	6th October 2016
5	**2016-2017**	Workshop on IPR related to Management studies	15th December 2016
6	**2016-2017**	Workshop organised for the faculty, program focussed on topics connecting with one's inner self, and team work, personal and professional ethics and morality.	29th Dec.2016 - 31st Dec 2016
7	**2016-2017**	Workshop on "Advertising & Copy writing"	10th Mar 2017
8	**2016-2017**	Workshop on IFRS	29th Mar 2017
9	**2016-2017**	Workshop on " Campus to corporate	12th April 2017

2. Significant Activities and Contributions made by IQAC

The following significant activities and contributions were made by the IQAC in the year 2016-17:

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) Research Projects target
       (iii) Seminar, Workshops & Conferences
   (d) Industry Interaction and Placement Planning
       (i) Planning of Events, Corporate Meetings, etc.
       (ii) Internship Planning
       (iii) Placement Grooming Activities/ Soft Skill Classes
       (iv) Industrial Visits
   (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 2016, 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 committees 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.	To discuss the timings of Yoga Centre	IQAC decided to appoint a Yoga instructor and accordingly classes for students and staff were scheduled between 7.50 to 8.50 on all Saturdays.
6.	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.
7.	Academic and Administrative Audit Report	The IQAC decided to conduct internal Academic and Administrative Audit Report.
8.	Workshop	The IQAC organised a workshop on the topic Derivatives Demystified with the objective of rendering valuable information relating to academics and career growth for students from different colleges in Bangalore.
9.	Guest Lecture	The IQAC organised Guest Lecture was conducted on the topic -"5C's of Event Management" by Ms.Chandini Hemdev, Owner and founder of Purple Moon Events for IV Sem B.Com students.
10.	Women empowerment	The IQAC organised Self Defence Session- Women empowerment Committee
11.	Guest Lecture	The IQAC organised Guest Lecture was organised on the topic "Python Language" by Mr.

		Shiva Subramanian-Operations Executive.
12.	Student Fest	The IQAC organised Spark 2017-Student Fest Intercollegiate by NHSC & Cultural committee
13.	cultural Event	The IQAC decided to conduct AZADI VEERASOUDHA VISIT-Event by cultural committee
14.	Eco club activity	The IQAC decided to organise PUNAH-Eco club activity
15.	Swami Vivekananda Week	The IQAC decided to celebrate Swami Vivekananda Week by conducting various Cultural events.

4. Role of IQAC towards Contributing/Monitoring/Evaluating the Teaching & Learning processes for year 2016-17.

The Institutional IQAC members along with Domain and University IQAC monitor the following activities of Teaching-Learning processes:

- Students class attendance on Daily, Weekly, Monthly & Semester basis.
- Time-Tabling activities to be planned and uploaded in the intranet for the information of students & all stakeholders.
- 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 staffs.

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/ counselled 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 counselled and guided.

5. Role IQAC in enhancing awareness about Student Support Services for year 2016-17.

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