

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) in Accredited Institutions
(Revised in October 2013)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

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Document revised by: Dr. Ganesh Hegde, Deputy Adviser and B. S. Ponmudiraj, Deputy Adviser, NAAC

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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), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation 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. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) 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;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;

- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

Mandatory Submission of AQAR by IQAC

So far submission of AQARs was not a Mandatory requirement for Institutions applying to NAAC 2nd and subsequent cycles of Assessment and Accreditation (A&A). It has now been decided by the Executive committee of NAAC that **regular submission of AQARs should be made mandatory for 2nd and subsequent cycles of accreditation.**

In view of the decision of **Executive Committee of NAAC** the following will be the pre-requisites for submission of LOI for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A&A **with effect from 16th September 2016:**

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders.

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

AQAR for the year 2017-18

Part – A

I.Details of the Institution

| | |
|--------------------------------------|--|
| 1.1 Name of the Institution | International Academy of Management and Entrepreneurship |
| 1.2 Address Line 1 | #151/2, Nisarga Campus, Behind the Art of Living International Campus, |
| Address Line 2 | Udaypura Post, Bangalore |
| City/Town | BANGALORE |
| State | KARNATAKA |
| Pin Code | 560082 |
| Institution e-mail address | suniliame@gmail.com |
| Contact Nos. | 9845665185 |
| Name of the Head of the Institution: | Sunil B Rao |
| Tel. No. with STD Code: | 080 32477261 |
| Mobile: | 9845665185 |

Name of the IQAC Co-ordinator:

Ms.Rajani D K

Mobile:

9980637298

IQAC e-mail address:

Rajanidk8@gmail.com

1.3 **NAAC Track ID**(For ex. MHCogn 18879)

KACOGN22074

1.4 **NAAC Executive Committee No. &Date:**

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no.is available in the right corner-bottom
of your institution's Accreditation Certificate)

EC(SC)/17/A&A/8.1

1.5 Website address:

www.iame.co.in

Web-link of the AQAR:

: <http://iame.co.in> or
http://iame.co.in/sites/default/files/IAME_NAAC_SSR.zip

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

| Sl.No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|--------|-----------------------|-------|------|-----------------------|-----------------|
| 1 | 1 st Cycle | C | 1.83 | 2016 | 5 years |
| 2 | 2 nd Cycle | | | | |
| 3 | 3 rd Cycle | | | | |
| 4 | 4 th Cycle | | | | |

1.7 Date of Establishment of IQAC : DD/MM/YYYY

18.02.2015

1.8 AQAR for the year(for example 2010-11)

2016-17

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 _____ (DD/MM/YYYY)4
 ii. AQAR _____ (DD/MM/YYYY)
 iii. AQAR _____ (DD/MM/YYYY)
 iv. AQAR _____ (DD/MM/YYYY)

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(Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☒

Others(Specify)

NA

1.12 Name of the Affiliating University (*for the Colleges*)

Bangalore University

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-Special Assistance Programme DST-FIST

-

-

UGC-Innovative PG programmes

-

Any other (*Specify*)

-

UGC-COP Programmes

-

2.IQACComposition and Activities

2.1 No. of Teachers

7

2.2 No. of Administrative/Technical staff

2

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

NA

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

1

2.9 Total No. of members

15

2.10 No. of IQAC meetings held

4

2.11 No. of meetings with various stakeholders:

No.

1

Faculty

1

Non-Teaching Staff Students

1

Alumni

1

Others

NA

2.12 Has IQAC received any funding from UGC during the year?

Yes

☐

No

N

If yes, mention the amount

NA

2.13 Seminars and Conferences (only quality related)

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

Total Nos.

International

National

1

State

Institution Level

1

(ii) Themes

Product development

2.14 Significant Activities and contributions made by IQAC

Conducted FDP for our internal staff

Corporate Interface Program has been introduced

Conducted Cultural Activities

Sports Activities has been conducted

Conducted Convocation Program

Organized Job Fair

Conducted Quiz conducted and women empowerment

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 |
|--------------------------------|--|
| Planned FDP for internal staff | Improved in teaching methodology, Usage of Audio Visual Aids. |

| | |
|-----------------------------------|---|
| Planned Skill Building Activities | Guest lecture and workshop has been conducted wherein students got lot of benefits. |
| Corporate Etiquettes | An Effective workshop has been conducted |

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

2.15 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management Syndicate ☒ other body ☐ ☐

Provide the details of the action taken

Asked the students to prepare the charts on the following;
Environment, Freedom fighters, Accounting formats
Asked students to study the local manufacturing units with their potentials

Part – B

Criterion – I

I. 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 |
|------------------------|-------------------------------|--|-------------------------------------|--|
| PhD | | | | |
| PG | 1 | 1 | 1 | |
| UG | 2 | | | |
| PG Diploma | | | | |
| Advanced Diploma | | | | |
| Diploma | | | | |
| Certificate | | | | |
| Others | | | | |
| Total | 3 | 1 | 1 | |
| Interdisciplinary | | | | |
| Innovative | | | | |

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
(ii) Pattern of programmes:

| Pattern | Number of programmes |
|-----------|----------------------|
| Semester | 5 |
| Trimester | |
| Annual | |

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*

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

Yes, as decided by the University Academic Council

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

NA

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others |
|-------|------------------|----------------------|------------|--------|
| 7 | 7 | 0 | 0 | 0 |

2.2 No. of permanent faculty with Ph.D.

0

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

| Asst. Professors | | Associate Professors | | Professors | | Others | | Total | |
|------------------|---|----------------------|---|------------|---|--------|---|-------|---|
| R | V | R | V | R | V | R | V | R | V |
| - | - | - | - | - | - | - | - | - | - |

2.4 No. of Guest and Visiting faculty and Temporary faculty

3

7

0

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | | | 1 |
| Presented papers | | | |
| Resource Persons | | | 1 |

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

Introduced a comprehensive case study method and encouraged the students to build own cases and present.

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

286

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

Initiated a quiz program

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

4

2.10 Average percentage of attendance of students

79%

2.11 Course/Programme wise distribution of pass percentage :

| Title of the Programme | Total no. of students appeared | Division | | | | |
|------------------------|--------------------------------|---------------|-----|------|-------|--------|
| | | Distinction % | I % | II % | III % | Pass % |
| B.Com | 20 | 65 | 35 | 0 | 0 | 0 |
| BBA | 8 | 83 | 17 | 0 | 0 | 0 |
| Mcom-IB | 27 | 5 | 15 | 7 | 0 | 0 |

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

IQAC works in close co-ordination with all the departments. Some of the suggestions and works are;

Past question papers are made available with all respective students.

Use of ICT and E-learning resources

Innovative assignments on E-learning

Project work and Internships made more in coordinated way

2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programmes</i> | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses | 2 |
| UGC – Faculty Improvement Programme | 7 |
| HRD programmes | 2 |
| Orientation programmes | 4 |
| Faculty exchange programme | 0 |
| Staff training conducted by the university | 3 |
| Staff training conducted by other institutions | 1 |
| Summer / Winter schools, Workshops, etc. | 1 |
| Others | 2 |
| | |

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 | 7 | 0 | 0 | 0 |
| Technical Staff | 1 | 0 | 0 | 0 |

Criterion – III

3. Research, Consultancy and Extension

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

Conducted meetings in promoting the Research Activities

Allotted 15 minutes everyday for the research activities

Asked all the faculty members to contribute in research

3.2 Details regarding major projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | - | - | - | - |
| Outlay in Rs. Lakhs | - | - | - | - |
| | | | | |

3.3 Details regarding minor projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | - | - | - | - |
| Outlay in Rs. Lakhs | - | - | - | - |

3.4 Details on research publications

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | - | - | - |
| Non-Peer Review Journals | - | - | - |
| e-Journals | - | - | - |
| Conference proceedings | - | 1 | - |

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

| Nature of the Project | Duration Year | Name of the funding Agency | Total grant sanctioned | Received |
|---|---------------|----------------------------|------------------------|----------|
| Major projects | NA | | | |
| Minor Projects | | | | |
| Interdisciplinary Projects | | | | |
| Industry sponsored | | | NA | |
| Projects sponsored by the University/ College | | | | |
| Students research projects (other than compulsory by the University) | | | | |
| Any other(Specify) | | | | |
| Total | | | | |

3.7 No. of books published i) With ISBN No.Chapters in Edited Books

-

ii) Without ISBN No.

-

3.8 No. of University Departments receiving funds from

UGC-SAP

-

CAS

-

DST-FIST

-

DPE

-

DBT Scheme/funds

-

3.9 For colleges Autonomy

-

CPE DBT

-

scheme

-

INSPIRE CE

-

ther (specify)

-

-

3.10 Revenue generated through consultancy

-

3.11No. of conferences

organized by the Institution

| Level | International | National | State | University | College |
|---------------------|---------------|----------|-------|------------|---------|
| Number | - | - | - | - | 1 |
| Sponsoring agencies | - | - | - | - | - |

3.12No. of faculty served as experts, chairpersons or resource persons

1

3.13No. of collaborations International

Nation

An

1

3.14No. of linkages created during this year

2

3.15 Total budget for research for current year in lakhs :

From Funding agency

From Management of University/College

.5

Total

.5

3.16 No. of patents received this year

| 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

| Total | International | National | State | University | Dist | College |
|-------|---------------|----------|-------|------------|------|---------|
| - | - | - | - | - | - | 1 |

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

13

State level

-

National level

International level

-

-

3.22 No. of students participated in NCC events:

University level

-

level

-

National level

International level

-

-

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized

| | | | | |
|------------------|--------------------------------|---------------|--------------------------------|--------------------------------|
| University forum | <input type="text" value="-"/> | College forum | <input type="text" value="2"/> | |
| NCC | <input type="text" value="-"/> | NSSAny other | <input type="text" value="2"/> | <input type="text" value="-"/> |

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

- We have taken an initiative of Swatch Bharath Mission and adopted a village near our college and cleaned the surroundings.
- Identified the Government Hospital and other government offices and planted more than 100 saplings ensuring the healthy environment.

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 | 3409sq mtr | 6 sq mtr | self | 3415 sq mtrs |
| Class rooms | 8 | 1 | Self | 9 |
| Laboratories | 1 | 0 | | 1 |
| Seminar Halls | 2 | 0 | | 2 |
| No. of important equipments purchased (\geq 1-0 lakh) during the current year. | 0 | 0 | | 0 |
| Value of the equipment purchased during the year (Rs. in Lakhs) | 0 | 0 | | 0 |
| Others | 0 | 0 | | 0 |
| | | | | |

4.2 Computerization of administration and library

Library is partially automated with the usage of E-Lib software.

4.3 Library services:

| | Existing | | Newly added | | Total | |
|------------------|----------|---------|-------------|-------|-------|---------|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 1573 | 3.91Lks | - | - | 1573 | 3.91Lks |
| Reference Books | 103 | 0.03Lks | - | - | 103 | 0.03Lks |
| e-Books | - | - | - | - | - | - |
| Journals | 7 | 0.63lks | - | - | 7 | 0.63lks |
| e-Journals | - | - | - | - | - | - |
| Digital Database | - | - | - | - | - | - |
| CD & Video | - | - | - | - | - | - |
| Others (specify) | - | - | - | - | - | - |

4.4Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|-----------------|---------------|----------|------------------|------------------|--------|-------------|--------|
| Existing | 20 | 1 | 20 | - | - | 1 | 2 | - |
| Added | 3 | 0 | 3 | - | - | - | - | - |
| Total | 23 | 1 | 23 | - | - | - | - | - |

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

Students have been trained on Tally ERP systems

4.6 Amount spent on maintenance in lakhs :

i) ICT

0.5

ii) Campus Infrastructure and facilities

10

iii) Equipments

3

iv) Others

0

Total :

13.5

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Conducted detailed student orientation program

Conducted Parent Orientation program

Parent Teacher meetings have been conducted

5.2 Efforts made by the institution for tracking the progression

Regular Interaction with the students by all subject teachers has been initiated

Mentoring sessions have been conducted to track the progression

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|----|----|--------|--------|
| | | | |

(b) No. of students outside the state

7

(c) No. of international students

-

| No | % |
|----|-----|
| 87 | 57% |

| No | % |
|----|-----|
| 65 | 43% |

MenWomen

| Last Year | | | | | | This Year | | | | | |
|-----------|----|----|-----|-----------------------|-------|-----------|----|----|-----|-----------------------|-------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 15 | 20 | 4 | 113 | 0 | 152 | 48 | 19 | 4 | 76 | 0 | 147 |

Demand ratio

Dropout %

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

Special coaching and training sessions held

Students have participated in intercollege quiz

No. of students beneficiaries

36

5.5 No. of students qualified in these examinations

| | | | | | | |
|-------------|---|------------|---|----------|---|---|
| NET | - | U NET GATE | - | NET | - | - |
| IAS/IPS etc | - | State PSC | - | C Others | - | - |

5.6 Details of student counselling and career guidance

| |
|--|
| Placement Training Meetings have been conducted |
| Interactions with Alumni students has been organized |

No. of students benefitted

42

5.7Details 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 |
| 4 | 24 | 6 | 20 |

5.8Details of gender sensitization programmes

Mr. B P Murthy, Rtd Vice President, TVS groups addressed our students

5.9Students Activities

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

State/ University levelNational level - International level - -

No. of students participated in cultural events

State/ University level - National level - International level -

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

| | Number of students | Amount |
|--|--------------------|--------|
| Financial support from institution | 2 | 24000 |
| Financial support from government | 4 | 40000 |
| Financial support from other sources | 0 | 0 |
| Number of students who received International/ National recognitions | 0 | 0 |

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: NA

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION:

To be a role model in Business Education by creating New Age Managers for India through a unique pedagogical model that infuses the DNA of innovation and creativity of the highest order to dovetail the global economy

MISSION:

To accomplish our Vision, we have our own pedagogical approach with emphasis on **CREST** and a socially conscious value based education through

1. Management Skill practice as a part of curriculum
2. Subjects taught by industry practitioners
3. Extensive Corporate Interface
4. Comprehensive Career Management

6.2 Does the Institution has a management Information System

YES

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

6.3.1 Curriculum Development

Regular interactions with the Bangalore University to adopt the changes in curriculum

6.3.2 Teaching and Learning

Case study preparation

Role play method

6.3.3 Examination and Evaluation

Conducting Unit tests, Mid term examinations and Preparatory Examinations

6.3.4 Research and Development

Weekly review meeting on the research activities has been conducted

6.3.5 Library, ICT and physical infrastructure / instrumentation

Book exhibition has been conducted

6.3.6 Human Resource Management

Mentoring activities has been conducted

6.3.7 Faculty and Staff recruitment

Published an advertisement for recruitment & published in social media

6.3.8 Industry Interaction / Collaboration

Conducted various corporate interface programs in the campus

6.3.9 Admission of Students

Word of mouth
Newspaper insertions

6.4 Welfare schemes for

| | |
|--------------|-----|
| Teaching | yes |
| Non teaching | yes |
| Students | no |

6.5 Total corpus fund generated

0

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 | YES | Higher Education Review | YES | PRINCIPAL |
| Administrative | YES | Higher Education Review | YES | PRINCIPAL |

6.8 Does the University/ Autonomous College declares results within 30 days?

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

Alumni students are extending the internship offers to the students
Alumni students recruited our final year students

6.12 Activities and support from the Parent – Teacher Association

Mentoring and guiding the students

6.13 Development programmes for support staff

One day outing with a refreshing motivational course organized

All the staff members attended AOL meditation program

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

Campus is full of greeneries

We have nursery plantation developed next to our college campus

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Case preparation along with the student's input has been a hit in creating and motivating students in participating in the learning activities.

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

Planned FDP has been conducted

Planned Motivational sessions/ guest lecturers have been organized

New method of Case study preparation has been implemented successfully under CIP

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

Creation of Human Values through regular Meditation sessions

Working closely with students and their parents for their betterment through mentoring sessions

****Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

At IAME, the entire campus has been maintained Green and even the surrounding has been assured green by IAME NSS team members.

NSS team has approached many Govt offices near the vicinity of our college and planted more than 100 saplings.

7.5 Whether environmental audit was conducted? Yes ☒ y

No ☐

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

Management is very active in reviewing and monitoring the day to day activities of the college.

IAME has highly qualified and dedicated staff as strength

Management at IAME is very committed and supportive in imparting Education

Working on Admissions to improve

8. Plans of institution for next year

Planning to conduct more FDPs in view of developing quality education system

Planning to send faculty members for foreign countries for study on imparting education system

Name Ms. Rajani D K

Name Prof. Sunil B Rao

Signature of the Coordinator, IQAC Signature of the Chairperson, IQAC

_____*_*_*_____

Abbreviations:

| | | |
|------|---|--|
| CAS | - | Career Advanced Scheme |
| CAT | - | Common Admission Test |
| CBCS | - | Choice Based Credit System |
| CE | - | Centre for Excellence |
| COP | - | Career Oriented Programme |
| CPE | - | College with Potential for Excellence |
| DPE | - | Department with Potential for Excellence |
| GATE | - | Graduate Aptitude Test |
| NET | - | National Eligibility Test |
| PEI | - | Physical Education Institution |
| SAP | - | Special Assistance Programme |
| SF | - | Self Financing |
| SLET | - | State Level Eligibility Test |
| TEI | - | Teacher Education Institution |
| UPE | - | University with Potential Excellence |
| UPSC | - | Union Public Service Commission |

Annexure 1

IAME has been delivering the value system and supporting the nation to build a Healthy society.

Our students have been enrolled in the Art of Living Mediation course.

Students and staffs are practicing the mediation and yoga on regular basis.

Guest speaker from all over the glob has been invited and honoured for their extraordinary works.

Students have made exposed to the interview / Group discussion / presentations through conducting various programs where in a prototype or mock practice cessions have been conducted.

All staff members are made involved as member of the mentoring team and are in the process of mentoring the students with connecting to their parents.

Various authorities, eminent personalities, in the jurisdiction of the college have been invited and interacted with the students to motivate towards building a better human being.

IAME created a platform for the interested and qualified parents to interact with other students in sharing and guiding the students for their future plans / careers.