THE OXFORD COLLEGE OF SCIENCE

Sector IV, HSR Layout, Bangalore-560102.

(Recognized by the Govt. of Karnataka, Permanently affiliated to Bangalore University & Approved by AICTE, New Delhi)

Accredited with 'A' grade by NAAC

Accredited by International Accreditation Organization (IAO)

AQAR

2014-2015

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)

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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in Accredited Institutions

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.

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 or EC number. 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.

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)*

Part – A

AQAR for the year *(for example 2013-14)*

> 2014-2015

1. Details of the Institution

1.1 Name of the Institution

> The Oxford College Of Science

1.2 Address Line 1

> No.32, 17th B Main,

Address Line 2

> Sector 4, HSR Layout

City/Town

> Bangalore

State

> Karnataka

Pin Code

> 560102

Institution e-mail address

scienceprincipal@theoxford.edu

Contact Nos.

080-30266302

Name of the Head of the Institution:

Dr.R.Kavyashree

Tel. No. with STD Code:

080-30266302

Mobile:

919886023272

Name of the IQAC Co-ordinator:

Gayathri Sudhir

Mobile:

9243125478

IQAC e-mail address:

scienceiqac@theoxford.edu

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

OR

11018

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/56/A&A/069 dated 16-09-2011

1.5 Website address:

www.theoxford.edu

Web-link of the AQAR:

http:/www.theoxford.edu/science

AQAR. Html/AQAR2013-14.DOC

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	1st Cycle	A	3.10	2011	2016
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   01/07/2010

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

    i. AQAR _____26/09/2012_____ _____ (DD/MM/YYYY)4

    ii. AQAR_____23/09/2013_____ _____ (DD/MM/YYYY)

    iii. AQAR_____26/11/2014_____ _____ (DD/MM/YYYY)

    iv. AQAR_____ _____ (DD/MM/YYYY)

1.9 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 ☑

1.10 Type of Faculty/Programme

Arts ☐ Science ☑ Commerce ☐ Law ☐ PEI (Phys Edu) ☐

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

Others (Specify) M.A.

1.11 Name of the Affiliating University *(for the Colleges)* Bangalore University

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University No

University with Potential for Excellence No   UGC-CPE No

DST Star Scheme No   UGC-CE No

UGC-Special Assistance Programme No   DST-FIST No

UGC-Innovative PG programmes   No   Any other (*Specify*)   DST-WOS

UGC-COP Programmes   No

2. IQAC Composition and Activities

2.1 No. of Teachers   10

2.2 No. of Administrative/Technical staff   01

2.3 No. of students   01

2.4 No. of Management representatives   01

2.5 No. of Alumni   02

2. 6 No. of any other stakeholder and

    community representatives   01

2.7 No. of Employers/ Industrialists   01

2.8 No. of other External Experts   02

2.9 Total No. of members   19

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:　　No.　 01 　　Faculty 04

Non-Teaching Staff Students 02 　Alumni 01 　Others 01

2.12 Has IQAC received any funding from UGC during the year?　Yes 　　No √

　　If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

　　Total Nos. 3 　International 　　National 1 　State 　　Institution Level 2

　(ii) Themes

How to implement CBCS system effectively?
Effective remedial classes for slow learners and under achievers.
Work shop on automation software-pupil pod.

2.14 Significant Activities and contributions made by IQAC

IQAC organised workshop for faculty members to improve memory skills.
Faculty performance feedbacks were taken and review meetings were conducted.
Research Review Committee meeting was conducted and initiatives were taken to develop in-house projects in all the departments.
Orientation programme for first semester UG and PG students were conducted in an innovative manner.
Eight Co-Curricular activities were initiated through student welfare committee for UG students.

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
Faculty Development Programmes and Workshops	Organized two FDPs and 10 workshops
Workshops and Guest Lectures for students	All the Departments conducted workshops and guest lectures

Value added programs	All the departments conducted value added programs
Industry –Academia interactions	Regular Industry visit and industry personnel interactions were arranged
Research and in house projects	Four departments have been recognized as research centres and all the PG departments have taken up In House Projects
Continuous student Evaluation	Mentors were appointed to carry out continuous student evaluation and support them.
Placement Training	A seven days placement training was arranged (A seven days Soft Skill Training program was organized in association with professional firm – Seventh Sense Soft Skill Trainer for all the PG students)

Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes   √   No

Management   √   Syndicate ☐   Any other body ☐

Provide the details of the action taken

The management approved the AQAR and suggested to improve Industry academia collaborations

Part – B

Criterion – I

1. 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	--04	--	--	--
PG	11		12	10

UG	03	00	03	10
PG Diploma	01	00	00	01
Advanced Diploma	0	00	00	00
Diploma	0	00	00	
Certificate	04	02	06	06
Others				
Total				

Interdisciplinary	05	02	07	07
Innovative	01			

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

Pattern	Number of programmes
Semester	√
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.

CBCS curriculum was introduced for both UG and PG Program

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

Research centre for Biotechnology, Microbiology, Biochemistry and Computer

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
77	51	21	05	06

2.2 No. of permanent faculty with Ph.D.

13

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
10	0	0	0	1	0	2	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

04   00   00

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	--	15	--
Presented papers	02	12	---
Resource Persons	--	---	---

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

Detailed lesson plan was prepared and given to the students. Students were made to give presentation for 10 minutes every class.

Bridge courses were conducted

Teaching through interactive videos.

Problem based learning was conducted

Constant interaction was conducted with industry personnel were arranged.

(Continuous interaction with industry personnel)

Industrial Visits were arranged.

2.7 Total No. of actual teaching days

during this academic year   182

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

University Examination

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

03	03	05

2.10 Average percentage of attendance of students   82%

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.Sc	102	24	52	8	0	60
BCA	98	05	38	19	0	58
M.Sc	232	15	53	9	0	66
MCA	51	82	100	0	0	100

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

Taking regular survey on teaching by an external expert.

Academic audit was conducted.

Faculty members were encouraged to attend Workshops, Seminars and Conferences to upgrade their knowledge.

Various committees were formed to monitor different activities and programs in the institution for effective implementation of the plan and to achieve excellence.

Faculty development programs were conducted regularly.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	1
UGC – Faculty Improvement Programme	0
HRD programmes	60
Orientation programmes	68
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	25
Summer / Winter schools, Workshops, etc.	65
Others	

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	8	0	1	0
Technical Staff	15	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

Encouraging Faculty members to publish papers in journals.

Develop In –House projects with students.

Proposal was submitted to various funding agencies.

Inter departmental collaborative projects were initiated.

Faculty members were encouraged to attend International conferences

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	02	01	03
Outlay in Rs. Lakhs	--	20	32	30

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	02	02	02
Outlay in Rs. Lakhs	0.3	5.3	5.3	10

3.4   Details on research publications

	International	National	Others
Peer Review Journals	08	02	--
Non-Peer Review Journals	---	00	--

e-Journals	08	---	---
Conference proceedings	02	12	---

3.5 Details on Impact factor of publications:

Range 0.4 — 5.2   Average 0.8   h-index 1   Nos. in SCOPUS 01

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	03	DST-WOS,VGST	32 Lakhs	20 Lakhs
Minor Projects	02	UGC	5.30Lakhs	3 Lakhs
Interdisciplinary Projects	--	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	6 Months	Institution funded	80 Lakhs	80 Lakhs
Total			32 Lakhs	

1.03 Crore

3.7 No. of books published   i) With ISBN No. | 01 | Chapters in Edited Books | 01 |

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 Star Scheme | - |

INSPIRE | - | CE | - | Any Other (specify) | 01 DBT funded workshop |

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	0	01	--	--	02
Sponsoring agencies		KSTA			DST DBT New Delhi

3.12 No. of faculty served as experts, chairpersons or resource persons   04

3.13 No. of collaborations   International   00   National   08   Any other   --

3.14 No. of linkages created during this year   06

3.15 Total budget for research for current year in lakhs :

From Funding agency | 23Lakhs | From Management of University/College | 80 lakhs |

Total | 1.03 Crores |

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
03	--	03	--	--	--	--

3.18 No. of faculty from the Institution | 03 |
     who are Ph. D. Guides
     and students registered under them | 06 |

3.19 No. of Ph.D. awarded by faculty from the Institution | 01 |

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF   --   SRF   ---   Project Fellows   01   Any other   WOS –A Scheme

3.21 No. of students Participated in NSS events:

University level   46   State level   --

National level   --   International level   --

3.22 No. of students participated in NCC events:

University level   --   State level   --

National level   --   International level   --

3.23 No. of Awards won in NSS:

University level   02   State level   --

National level   --   International level   --

3.24 No. of Awards won in NCC:

University level `--`   State level `--`

National level `--`   International level `--`

3.25 No. of Extension activities organized

University forum `--`   College forum `03`

NCC `--`   NSS `04`   Any other

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

Celebration of OZONE day

World AIDS Day

Eye camp.

Blood donation camp

World Hepatitis Day

Swaccha Bharath Abhiyan – at Harohalli

Basics of Computer Science workshop to physically disabled students

Poster making competition on safety measures in laboratories

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	2.85 Lakh sq.ft	--	--	2.85 Lakh sq.ft
Class rooms	24			
Laboratories	43			
Seminar Halls	03			
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	15			
Value of the equipment purchased during the year (Rs. in Lakhs)	32.5	16	management	
Others				

4.2 Computerization of administration and library

- Pupil pod software has been introduced to computerize office administration.

- The library website www.hsrinformationcentre.webs.com has been installed, where in students can view University question papers, question banks and e-journals.

- Fully computerised library with DELNET and INFLIBNET and OPAC for automated service.

- The institution has "Pupil Pod" software installed and networked which maintains student and staff details.   Library of the institution has 24 computers networked with a Firewall.

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	20447	7690289	179	75,670	20626	77,65,959
Reference Books	3284	---	---	---	3284	
e-Books	---	---	---	----	---	---
Journals	93	12,72,343	93	11,52,717	---	---
e-Journals	145	3,76,200	145	3,84,237		
Digital Database	---	--	---	--	--	--
CD & Video	867	FREE	--	--	867	FREE
Others (specify)	---	--	--	--	----	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	487	08	320	03	01	05	40	02
Added	--	--	--	--	--	--	--	--
Total	487	08	320	03	01	05	40	02

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

- Internet bandwidth connectivity has been increased from 4Mbps to 8Mbps.

- Campus automation was taken up by Thought Net Technologies

- All the teaching faculty and administrative staff were given Hands on training in Pupil - pod software

4.6 Amount spent on maintenance in lakhs :

i)   ICT | 2.67 |

ii) Campus Infrastructure and facilities | 28 |

iii) Equipments | 16 |

iv) Others | 3 |

Total : | 49.67 |

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Orientation Program by Vice Principals and Chief Librarian

- Workshop on personality development, life skills training, how to face interview and resume writing.

- Training and placement assistance through placement cell.

- Student welfare officer has been appointed. Under his supervision UG and PG student council has been constituted through which different student welfare activities has been initiated.

- Involvement of student members in the Governing Council and in committees under IQAC.

- Through Student Information system information related Exam schedule, attendance and activities have been communicated to the students.

- Display boards were installed on the important places in the institute about anti ragging cell and student welfare activities

5.2 Efforts made by the institution for tracking the progression

> Mentoring system is initiated which not only considers academic performances of the students but also keeps track on overall development on students
>
> Regular feedback is taken from students and analysed
>
> Academic performances at every semester is analysed and necessary measures are taken

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
789	791	--	14

(b) No. of students outside the state

693

(c) No. of international students

05

Men
No	%
815	51.8

Women
No	%
765	48.4

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1173	85	20	148	0	1426	983	81	21	246	0	1331

Demand ratio   5:1   Dropout 1%

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

```
NET & CSIR guidance
```

No. of students beneficiaries   102

5.5 No. of students qualified in these examinations

| NET | -- | SET/SLET | -- | GATE | 01 | CAT | -- |
| IAS/IPS etc | -- | State PSC | -- | UPSC | -- | Others | -- |

5.6 Details of student counselling and career guidance

```
Effective Communication, the Power of Body
Language, Resume Writing & Personality
Types
```

No. of students benefitted   75

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
37	250	181	85

5.8 Details of gender sensitization programmes

A guest talk was arranged on" How to balance personal life & professional life on March 8th by the women empowerment cell

5.9 Students Activities

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

State/ University level 02 National level 03 International level 01

No. of students participated in cultural events

State/ University level 124 National level 0 International level 0

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

Sports : State/ University level | 06 | National level | 03 | International level | 01 |

Cultural: State/ University level | 12 | National level | 0 | International level | 0 |

 Overall championship at Christ University Cultural competitions **Jeevothasava 2015 and**

Chemoz-2015.

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	26	212500
Financial support from government	119	1665003
Financial support from other sources	----	--
Number of students who received International/ National recognitions	------	--

5.11   Student organised / initiatives

Fairs   : State/ University level | 0 | National level | 0 | International level | 0 |

Exhibition: State/ University level | 1 | National level | 0 | International level | 0 |

5.12   No. of social initiatives undertaken by the students

4

5.13 Major grievances of students (if any) redressed: ___University result problems_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

To participate in the nation's march towards a knowledge society by nurturing intellectual growth and sound value systems in students through science education.

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

Our Organisation is affiliated to Bangalore University. The University syllabus is followed and implemented. However two of our faculty are members of BOS who played a key role in designing the present CBCS curriculum with their valuable inputs.

Our faculty attended syllabus orientation program of Bangalore University.

The college provides eight co curricular activities under CBCS scheme designed by the faculty members in consultation with the experts in their respective fields.

6.3.2 Teaching and Learning

A well organized plan for all the activities is drafted for all the subjects in the beginning of the academic year
- The college follows an academic calendar of events.
- A well-defined lesson plan is prepared for each subject by the concerned faculty.
- The schedule for internal exams is prepared for each semester
- Academic calendar for various activities like symposium, guest lectures, industrial visits and workshops are meticulously planned and executed.
- Departmental time-table and allotment of workload clearly defines the role of each faculty.
- A work-done diary is maintained by each faculty and completed on monthly basis and submitted to the HOD and principal for verification.
- PBL classes are held regularly.

6.3.3 Examination and Evaluation

The evaluation method is as prescribed by Bangalore University for the semester and examinations conducted by the University. Internal assessment component for the evaluation is designed by the college. The internal assessment marks are awarded on the basis of students' performance in the internal test conducted in each semester. We also follow the continuous evaluation methods in the classroom which is based on interaction in class, presentation, seminars, performance in assignments etc

Communication of evaluation methods are as follows:

To the students

- The students are given the college programme schedule containing the time table, academic calendar, internal test schedule, list of holidays, etc., at the beginning of the semester.

- In the orientation programme conducted at the beginning of the odd semesters, faculty briefs about the examination and evaluation methods followed in the respective disciplines to the students. As the students are aware that they are being evaluated continuously, good attendance and participation in the class is ensured.

- The internal assessment results are displayed on the departmental notice boards well ahead of the deadline for the sending the same to the University. The college automation facility provided by the management through Pupil Pod software enables the students to access the results.

- Copies of the results announced by the University are distributed to the class teachers through the Principal. The class teachers in turn convey the results to the students.

6.3.4 Research and Development

- The departments of Microbiology, Biotechnology, Biochemistry and Department of Computer Applications have been recognized as Research Centre Under Bangalore University.
- Research proposal writing workshop was conducted to encourage faculty members to submit proposals to various funding agencies.
- Subject Expert Committee Meeting of DST – WOS-A scheme was held to spread awareness among faculty members about various schemes of funding
- Faculty and students are fully encouraged to participate in research activities. Regular seminars, workshops and invited lectures are arranged to provide exposure to the latest developments in pure and applied sciences. In addition, our students undertake projects as a co curricular activities and the findings are published in our in-house journals **"JEEVASPARSHA ", " BIO-VISTAS"** and **e-magazine on computer science and application "OxyGem".**
- On the event of **KSTA Conference** the CD containing various research papers of the faculty and student members was released by the **Senior Scientist Prof.U.R.Rao**
- The faculty and the students are also encouraged to publish papers in research

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library Facility & Services

- ➢ Pupil pod Library Software With RF Facility
- ➢ Open Access System
- ➢ Circulation Service
- ➢ Reference Service
- ➢ OPAC Search Service
- ➢ Wi-Fi with Internet Connection
- ➢ CD's Browsing Service
- ➢ Reprography
- ➢ Computer and Printing
- ➢ Newspaper Clipping Service
- ➢ Information Display and Notification
- ➢ Display of New Arrivals
- ➢ Book Exhibition
- ➢ Book Bank (SC/ST)
- ➢ Departmental Libraries
- ➢ Power Back-up
- ➢ Question Bank Services

6.3.6 Human Resource Management

The college has a "Human Resource development Cell "which organizes leadership training programmes for the faculty members,

➢ Entry Point Meet for the faculty members.
➢ Training/ Orientation Program
➢ Rules and Regulation according to the Administrative & Service Manual
➢ Exit Point Meet
➢ Proper documentation

The main objective of HR department is,

• MOU With Company
• Weekly Training class (Communication   skill)
• Corporate Training
• Networking through Alumni
• Staff and the students are provided with sponsorship for conferences, workshops, fests etc.
• The achievement of the staff members and students are recognized with appreciation and by honouring them.
• Faculty members are always updated and supported through the training programmes.

6.3.7 Faculty and Staff recruitment

• Advertisement of faculty requirement in regional and national dailies and college website.
• Screening of the applications and notifying short-listed candidates of the interview by post/telephone/e-mail.
• Technical and personal interview of the candidates by the interview panel comprising- Management, Principal and subject experts
• Demonstration lecture by the candidates.
• Appointment of apt candidates.

6.3.8 Industry Interaction / Collaboration

- The institution organizes National level Seminars/Conferences in collaboration with Industries.
- Industrial visits are organised regularly.

6.3.9   Admission of Students

Oxford promotional video has been created and showed in various functions

The college ensures publicity to the admission process through

- College prospectus: the prospectus issued every year which contains information on courses offered, eligibility, duration, admission procedure, and details of facilities and activities about the college and management.
- Institutional website: the institutional website has been created and is being updated regularly. Also the prospectus is available on the website.
- Advertisement: publicity is done through advertisement in both regional and national newspapers in the months between April and September.
- Coverage of events of the college through media serves as a means of advertisement. Stalls highlighting the college, presentations highlighting the educational opportunities and career prospectus at various national and international education fairs serve as means of publicity.
- Participation of students in various inter-collegiate, state and national level competitions in the field of arts, sports, culture, etc.

6.4 Welfare schemes for

Teaching	• Free transportation for staff members. • Subsidized canteen food. • Admission for the faculty members, wards in Oxford group of institutions • Incentive for paper presentations. • Sponsorship international and national conference.
Non -teaching	• Free transportation for staff members. • Subsidized canteen food. • Admission for the faculty members, wards in Oxford group of institutions
Students	Endowment fund

6.5 Total corpus fund generated

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	LIC(Bangalore University)	yes	Academic director
Administrative	yes	LIC(Bangalore University)	yes	Administrator

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

The college has registered alumni association. The alumni committee meets regularly, and organizes activities. Competitions and cultural events have been organized. The alumni get-together has provide a platform for interaction with other students in an atmosphere of friendship. The networking has resulted in career openings for junior students.

Our alumni visit our college on important occasion as well as during regular working days. The existing batch of students and faculty arrange for a meeting wherein the alumni share their experience with their juniors and also offer valuable advice to them on how to prepare for competitive examination, placement and further studies. The alumni also advices the faculty on changes to be effected in the curriculum for effective bridging of industry-academia gap. The college takes regular feedback from the alumni.

6.12 Activities and support from the Parent – Teacher Association

The college has active parent-teacher association. Our institution is continuously in touch with parents, starting from the inaugural day when the parents meet the teachers, hostel wardens and other students. Class coordinators are in touch with parents to apprise them of the progress of their wards and there general well- being. For all corrective measures and suggestions for the improvement of the college, the help of the parents is sought. Parents with expertise have come forward to give valuable suggestions for the development of the college in curricular and research activities.

6.13 Development programmes for support staff

- The staff members are encouraged to participate in seminars and workshops organised by the other institutions.

- The IQAC organises Workshops for Non-teaching staff to enhance their competency.

  The recreation sports were arranged for support staff members

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

Green , Clean and Safe campus

Fire fighting

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.

- Well designed lesson plan

- College automation- PUPILPOD software which includes

    ➢ Student data –attendance, internal marks, internal assessment marks, library book issues etc.

    ➢ Staff data- work load, lesson plan, staff attendance etc.

    ➢ Biometric system for recording entry and exit time of the staff.

    ➢ Conduction of National Conference in association with KSTA on Science Technology and Productization—a means for growth

    ➢ Women faculty enrolling in WOS scheme from DST .

    ➢ Introduction of compulsory In House Project in all PG departments

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

1. Promotion of creative thinking and problem solving techniques	1. Regular PBL classes were taken.
2. To develop leadership qualities	2. Student council was established and members were given different responsibilities.
3. To promote holistic development of the students	3. Inter collegiate fest **OXFOIGNITE-2015** with the competitions such as "**Cooking Without Fire, Jewellery Making, Dance Fashion Show**" was organised.
4. To promote '**Sound Mind In Sound Body'**	4. Yoga and meditation classes were introduced
5. To promote excellent academic performance.	5. Slow learners were identified: bridge courses, remedial classes were conducted regularly.

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

SWOT analysis
- Integration of ICT in a curriculum, teaching, learning and emphasis to global competencies.
- A campus free from ragging and a secured campus with CCTV and surveillance camera.

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

7.4 Contribution to environmental awareness / protection

- Plastic free zone.
- Green campus initiating.
- Proper e-waste management.

7.5 Whether environmental audit was conducted?　　Yes ☑   No ☐

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

SWOT Analysis
Strength
- Excellent infrastructure.
- Well established library with internet facility including latest books and journals.

Weaknesses
- Placement service to be strengthened.
- Industry collaboration should improve.
- Admission for different UG courses should improve.

Opportunities
- With permanent affiliation UGC/DST funds are expected.
- We can also prepare for the status of Deemed.

Challenges
- Admission for Science Courses.
- Growing competition from Autonomous Colleges.

8. Plans of institution for next year

Aiming for centre of excellence

Research centres for all the PG departments

Six sigma certification

Name *Gayathri Sudhir*

Gayathri

Signature of the Coordinator, IQAC

Name *Dr. Kavyashru R*

Signature of the Chairperson, IQAC

———— *** ————

ACADEMIC CALENDER

EVEN SEMESTER 2014

THE OXFORD COLLEGE OF SCIENCE

July 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24 GL-FAD	25 GL-FAD	26
27	28 SEM-CS	29	30	31	Notes:	

August 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2 IV-FAD
3	4	5	6 GL-FAD	7	8	9
10	11 GL-CS	12	13	14	15	16
17	18	19 WS-GT	20 GL-PHY	21	22 GL-FAD. STAT SEM-CS	23 WS-ELE IV-FAD
24	25	26 GL-ZOO	27 WS-PHY	28	29 WS-CS	30
31	Notes: GL - BT					

September 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 WS-GT	4 GL-GT	5	6 WS-GT
7	8 WS-GT	9	10	11 WS-ZOO	12	13 IV-FAD
14	15	16 WS-BC. AW/GL-	17	18 GL-BC	19 WS-STAT. GL-	20 GL-ELE
21	22- SEM-CS	23	24	25	26 -	27
28	29	30	Notes:			

October 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7 GL-GT	8	9	10	11 GL-CS
12	13	14	15	16	17	18 GL-CS
19	20	21	22	23	24	25
26	27	28	29	30	31	Notes:GL-BT

November 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15

November 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	Notes:					

December 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 GL/AW-	2	3	4	5	6
7	8	9	10	11 WS-GT	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	Notes:		
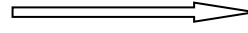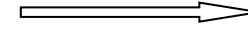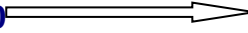
ACADEMIC CALENDER

ODD SEMESTER 2015

THE OXFORD COLLEGE OF SCIENCE

PRINCIPAL
DEAN-ACADEMICS

June 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
21	22	23	24	25 Reopening -UG	26	27
28	29	30				

July 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Book exhibition	2	3	4
5	6 →	7 FDP- DBT	8 →	9 FDP- DBT	10 →	11 Strategic meet
12	13	14	15 GL- CS	16	17	18 Ramzan
19	20	21	22 Janitra- GT	23 UG- Inauguration	24 UG-Orientation/ Uniform Measurement	25 UG-Bridge Course/ FDP
26	27	28 Hepatitis Day-MB	29 FDP	30 UG-Fresher's Day	31 Campus Day Reopening-PG	

August 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5 GL- Genetics	6	7 GL- Chemistry	8 UG- Investiture Ceremony & GL - SC
9	10 I Sem PG – Reporting day & Orientation	11- PG- Bridge course	12 GL- Physics ⟹ Haematology	13 GL- Zoology Workshop-GT⟹	14	15 Independence Day Celebration
16	17	18 UG Internal Exam ⟹	19	20 Mosquito Day-MB ⟹	21 ⟹	22 UG Internal Exam
23	24 UG IV Day-1	25 GL- Biochemistry	26	27 GL- FAD Workshop- UG-ELE	28 GL- Maths	29
30	31					

September 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5 Teachers Day & Ethnic day
6	7 Seminar- CS	8 Eye Camp- BC	9 IV- FAD	10 Fauna- Zoo	11 GL- BT	12 PG Investiture Ceremony & GL - SC
13	14	15 GL- BC	16	17 Ganesha Chaturthi	18 Workshop- BC	19 Workshop- Maths
20	21 IV- PG BT UG Internal Exam	22 ⟹	23 IV- PG BT ⟹	24 Bakrid ⟹	25 ⟹	26 UG Internal Exam/ GL- Kan

September 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28 UG IV Day-2 Workshop- FAD	29 Oxfo-Ignite ⟶	30 Oxfo-Ignite			

October 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 Gandhi Jayanti	3
4	5 PG I Internals	6 ⟶	7 PG I Internals	8 Sports Day	9 ⟶	10 Sports Day
11	12 Mahalaya Amavasya	13	14 Computer Science Day	15 UG Last working day PG Workshop-GT	16 ⟶	17 PG Workshop-GT
18	19	20	21 Saraswathi Pooja celebrations	22 Mahanavami	23 Vijayadashami	24 Moharam
25	26	27 Vaalmiki Jayanti ⟶ IV -MB-PG	28 ⟶	29 ⟶	30 GL- Maths ⟶ IV -MB-PG	31

November 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Rajyothsava	2	3	4 Workshop-CHM	5 GL- GT	6 Workshop CS	7 GL- PHY
8	9	10 Naraka Chathurthi	11	12 Bali Padyami	13	14
15	16	17	18 PG II Internals	19	20 PG II Internals	21
22	23	24	25	26	27 III Sem PG Last working day	28 Kanakadasa Jayanti
29	30					

December 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5 GL- PHY
6	7	8 GL-ele Ws - phy	9	10	11	12 I Sem PG Last working day
13	14	15	16	17	18	19
20	21	22	23	24 Id-Milad	25 Christmas	26
27	28	29	30	31		

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

****