

**K L E Society's
J G COLLEGE OF COMMERCE, HUBLI**

**Annual Quality Assurance Report (AQAR) of the IQAC for the academic
year 2004-05**

PART A :

Plan for the year 2004-05 in respect of the following objectives:

1. Ushering of Quality Enhancement and Sustenance
2. Ensuring Continuous Improvement in the entire operations of the Institution
3. Accountability to stake-holders.

BENCHMARKS

ACADEMIC :

1. Attendance and participation of the students in the activities of the college

Any program to be successful the students participation is essential. Hence the first and foremost concern is to see that the students attend the classes and participate in academic and other activities. Realising this, following measures are to be taken to ensure the above.

- a) Attendance of the students should be recorded by the teachers every day for each class and each subject.
- b) Every two month the shortage of attendance of the students should be reported to the Attendance Committee.
- c) Attendance Committee has to submit the list of students, falling short of attendance, to the Local Guardian (Teacher-in-charge) of each class.
- d) Local Guardian should convene the meeting of parents of the all the students and convey them the attendance status of their wards.
- e) After consulting the parents necessary measures to be initiated to persuade the absentee students to compensate the loss of attendance.

LEARNING ASPECT:

The following programs are to be chalked-out to imbibe the learning habit amongst the students.

1. Conduct of Seminars : On completion of each topic in every subject, a team of students should assigned with the preparation of seminar paper and the same to be presented in their respective classes in the presence of teacher and invitees. In a year 8 seminars should be conducted in each subject. Opportunity should be given to all the students for participation in seminars.
2. Program of Presentation: Each student should be made to present the Presentation on the subject assigned to him by the teacher. Preferably, such presentations are to be held in the 4th hour/period of a day.
3. Symposium: On current topics symposiums should be held at least once in three months for each class.
4. Group Discussions: A batch of 20 students should be formed and should be made to have Group Discussion on the given topics.
5. Debating: The burning issues of the society, nation and globe are to be chosen as the topics for the debate. All students should be made to participate in such debates.

TEACHING ASPECT:

1. Teaching Plan should be prepared at the beginning of the year in each subject.
2. A Teaching Plan should make adequate provision for conduct of Seminars, Presentations, Symposiums, Group Discussions, Assignments etc.,
3. Teaching Plan should segregate the syllabus into most important, important, casual and informative.
4. The syllabus should be completed as per the schedule.
5. Assignments should be assessed and the same should bring to the notice of the students.
6. In all three periodic tests should be held in each subject and the dates of such test should be shown in the Calendar of Events.

EVALUATION:

1. The system of Evaluation should be displayed for the information of the students and the same should be adhered to the University requirement.
2. The Examination Committee has to announce the schedule of periodical tests.
3. All the teachers should value the journals and assignments and the same should be discussed in the class rooms.
4. The records should be maintained to show the progress of the students and the same should be made available in the Parents-Teachers Meeting.
5. The Departmental Meetings should be convened after every test and evaluation of the performance of the students should be discussed.
6. The feed back from the students be obtained after completion of each topic. The feed back forms should contain points for extracting information regarding punctuality, efficiency, preparation, commitment of the teachers.
7. The feed backs should be discussed in the departmental meetings and the teachers should be informed about their deficiencies, if any and measures to overcome such deficiencies.

VALUE ADDITION:

In view of deficiencies existing in the syllabi prescribed by the University the following measures are to be introduced on need-base.

Introduction of short-term Certificate courses designed to enhance the practical knowledge of the students in respect of the subjects they are studying. The following self-finance courses may be introduced.

- a) Training in Practical Accounts
- b) Study of Statutes relating to establishment and functioning of industrial and trading units
- c) Orientation in respect of professional courses like C.A./C.S./ICWA etc.,
- d) Conduct of coaching classes in respect of the above courses.
- e) Training in Computer Accounting Packages.
- f) Course in Security Dealings
- g) Course in e-banking and e-insurance
- h) Course in Spoken English
- i) Workshops on Group Discussions, Interview techniques, Product Launching and Simulation exercises
- j) Continuous Career Counseling
- k) Course in Yoga & Meditation
- l) Workshop on Health Awareness in general and Health Awareness to girl-students in particular

EXTRA-CURRICULAR ACTIVITIES (ACADEMIC)

1. Conduct of Debating Competitions
2. Conduct of Elocution Competitions
3. Conduct of Quiz and General Knowledge Test
4. Arranging Cultural Programmes

SPORTS

The Department should frame the time-table and train the students in various games. The grouping of students should be based on Induction Analysis. The students excelling in different games are to be deputed to participate in the Inter-collegiate, University, Inter-University, District level, State Level and National level competitions.

COMMUNITY SERVICES

1. Students should be encouraged to participate in N.S.S. and NCC activities.
2. A Village or a locality is to be adopted by the college.
3. Health Club is to be formed.
4. Students should be encouraged to participate in Health Camps, Eye Camps, Blood Donation and Aids awareness program etc.,

WELFARE SCHEMES FOR GIRLS

Arrangements should be made to invite Lady Doctors for counseling of girl students.

REMEDIAL COURSES

After the conduct of two tests, the list of slow learners is to be prepared and arrangement to be made to engage extra classes for such students.

LIBRARY

1. A Section of the Library consisting of Reference Books should be made as "Open Access Library".
2. A part of the Library should be converted into "Students Information Centre" and be kept under the charge of a teacher. The Centre should provide counseling, provision of literature relating to the career programmes.
3. The Book Bank should issue the books at the beginning of the year.

COMPUTER LABORATORY

Available infrastructure should be used optimally by introducing Certificate courses and Internet Access to be made available to the students.

PLACEMENT CELL

A Staff Member should be made in-charge of the Cell. He should develop rapport with the corporate world and arrange for Campus Interview.

REDRESSAL CELL

The Cell should continue to work as per the S.O.P in force.

UPDATING TEACHERS

1. Workshop/Conference/Symposium to be conducted by each department at least once in a year.
2. Teachers should be deputed to participate in Seminars/Conference/Workshop conducted by different organizations.
3. Deputed teachers should address the staff regarding the topics of Seminars etc., and a report be submitted

PART ' B '

1. Activities reflecting the goals and objectives of the Institution.

Orientation Programme for B.Com Part I students aspiring for a Career in Chartered Accountancy, Company Secretary and Cost Accounting was held in the month of August. Sri. M.B. Nataraj, President of the Hubli chapter of ICAI was invited along with his team of Chartered Accountants to enlighten the students about the career prospects, procedure for registration, coaching facilities and examination pattern.

The list of aspiring students was prepared and coaching in the relevant subjects was provided to such students at free of cost throughout the year. Dr. V.R.Hiremath was assigned to look after the co-ordination of said work. The teachers specialized in the subject conducted the classes after the regular class hours.

A workshop for a week was held in collaboration with the Institute of Computer Accountant during October. A batch of 50 students participated in the workshop. 8 Chartered Accountants under able guidance of Sri. Aparanji conducted the workshop. The topics dealt in the workshop were Practical Accounting, Tax Procedures, Bank Procedures etc., which were essential components for the practice of accounting and also taxes.

Certificate courses in MS Office, Tally Accounting Package were also held to enable the students to work in the EDP environment.

The officials of the Income Tax Department, Commercial Tax Department, Central Excise and Financial Institutions were invited to have a face-to-face discussion with the students.

Legal Awareness program was held in collaboration with G K Law College. Sri. Cuna, District Judge, was invited to address our students.

A two-day 'Career Guidance Program' for the students of B.Com Final was held in collaboration with Hubli Rotary Club Mid-town. Sri. Mahesh Mashal, CEO-Adept Institute of Management Studies Dharwad has addressed the students highlighting the Management courses, Institutions offering the said courses and the career prospects as the Professional Managers. Sri. Jitendra Jain, CEO-Jetking, explained the interview techniques adopted by the corporates.

Six-day workshop on Employability and Entrepreneurship was conducted for the benefit of Final Year B.Com students.

A workshop on Entrepreneurship was held to inspire the students to take-up Entrepreneurship as a career. The past students who are First Generation Entrepreneurs were invited to interact with the students in the workshop.

30 students were deputed to undergo on-the-job training with practicing Chartered Accountants and also to the industries for a period of 30 days during the vacation.

For the benefit of students aspiring to join Government service, Defence Service etc., one-day workshop was held. Sri. V.C.Sajjanar, IPS, alumni of the college, was invited to address the students.

2. New academic programs initiated (UG/PG).

NIL

3. Innovation in curricular design and transaction :

In order to inculcate the habit of participation in all academic and non-academic activities of the college and also to maintain academic discipline amongst the students the Evaluation System has been newly designed. In the New Evaluation System credits were given for attendance, participation, behaviour and also academic performance. The new system has designed within the frame-work of Rules and Regulations of the University.

A certificate course in Tax Procedure and Practice with syllabi framed by the expert committee constituted by the college has been introduced. The students undergoing this course will be capable to practice as Tax Practitioners after the completion of the course. The course is of 60 hours duration covering the study of practical aspects of major tax acts applicable to business establishments.

A course in Accounting is designed to enable the students to take up the job of accountant from the day-1 in any of the business establishments.

To imbibe the entrepreneurial qualities amongst the aspiring students a program has been developed.

4. Inter-disciplinary programs started :

A symposium on "Budget 2005-06" was organized. Mr. Avinash Ghanti, student of B.Com II, presented the paper on the topic. Teachers belonging to different departments participated in the symposium.

5. Examination Reforms implemented :

A new evaluation system was adopted and the same was brought to the notice of the students.

A policy on Invigilation and the code of conduct for the invigilators was framed.

6. Candidates qualified NET, SLET, GATE etc., :

-NIL-

7. Initiative towards faculty development program :

One-day seminar on "Entrepreneurship Development Program" for the teachers of the various colleges of Karnatak University was held on 1st August 2004.

Computer Literacy Program for the teaching staff of the college was held during October 2004.

Teachers were encouraged to present their papers in different seminars and conferences organized at the State and National level.

8. Total No. of seminars and workshops conducted

One-day Seminar for Commerce teachers of Karnatak University was held on the topic "Introduction of EDP at UG level" during August 2004.

One-day workshop for the teachers of KLE Society's institutions at Hubli was held on the topic "Vision & Missions of the institutions" during March 2005.

9. Research projects :

a) Newly implemented : NIL

b) Completed : NIL

10. Patents generated if any:

NIL

11. New collaborative research programs:

NIL

12. Research grants received from the various agencies:

NIL

13. Details of research scholars:

NIL

14. Citation index of faculty members and impact factor:

NIL

15. Honors and awards to the faculty:

NIL

16. Internal Resources generated:

NIL

17. Details of Departments getting SAP,COSIST,DST,FIST etc., assistance/recognition:

NIL

18. Community services:

Staff and students of the college collected Rs.17,200/- from the public and remitted the amount to the Chief Minister's Relief Fund in aid of Victims of Tsunami disaster on 10th January 2005. Our NCC cadets also collected Rs.700/- from the public and contributed the same for the above cause. The teaching and non-teaching staff of the college donated their two-day salary towards the said purpose.

Blood Donation: 100 students of the college donated their blood to the Cancer Hospital on 15th August 2004. The same act was repeated on 26th January 2005 too.

The NCC Cadets participated in "eye donation rally".

The NSS unit of the college adopted Hebballi village of Dharwad Taluk and conducted 10-day Camp in this village. During the camp student volunteers undertook programs such as literacy, legal awareness, health check-up, health check-up of livestock, legal rights of consumers, awareness about hygiene, and talk on yoga and spiritual awareness. The NSS volunteers also participated in tree-plantation programme held at K U Campus.

19. Teachers & officers newly recruited:

For the year 2004-05 a total of 12 teachers were newly recruited on contract basis.

During the same period two non-teaching staff was newly recruited to assist the college office and library.

20: Teaching and Non-teaching staff ratio:

28: 15

21. Improvement in the Library service:

The college library, which has a rich collection of books, journals, periodicals, references etc., has put in additional services for the benefit of students and teachers. During the year the library has provided the following additional services.

1. Loan of books (Annually and fortnightly)
2. Periodical service and displaying

3. Periodical service and home-lending
4. Reference service
5. Inter-library loan
6. Display of newly published book-list
7. Computerized Library service
8. User orientation programme

The library has introduced a new ways of encouraging the students, to inculcate the habit of reading like "Read a book and get a Pen" and "Collect the thought for the day".

22. New books and journals subscribed and their value:

No. of New Books added: 1,098

Value : Rs. 1,08,197/-

No. of journals and periodicals added : 10

Value : Rs. 2,554/-

23. Courses in which student assessment of teachers is introduced and action taken on student feedback.

The feedback from the students on assessment of teachers in respect of all subjects of B.Com I, II and III was collected during the I Term and also during the II Term. The H.O.Ds of all subjects analysed the feedback and guided the teachers to overcome the deficiencies.

24. Unit cost of education:

Rs. 9267.50 (Total Exp: 89, 15,336, No. of students 962)

25. Computerisation of administration and the process of admissions and examination results, issue of certificate

The following sections have been computerized during the year.

1. Admissions
2. Establishment
3. Pay-roll
4. Examination results
5. Issue of Marks statement
6. Scholarships & Freeships (Partial)
7. Accounting (in progress)

26. Increase in infrastructure facilities

1. Construction of Gymnasium Hall housing indoor badminton hall, ultra-modern gymnastic hall with modern gadgets at a cost of Rs.45, 00,000/- (approx).

2. Laying new pipe line for storm water in the campus at an approximate cost of Rs. 2, 00.000/-

3. Installation of water cooler for the use of students at a cost of Rs.75, 000/-.

4. Renovation of toilet blocks at the hostel, flooring of the hostel corridor and mess, fixing ceiling fans in all hostel rooms etc., at the cost of Rs.2, 00,000/- (approx).

27. Technology up gradation:

1. The computer laboratory has been connected with Broad-band Internet connectivity.
2. All 3 computer labs and office have been networked with LAN.
3. Comprehensive Library software is installed and the process of computerization of library is in progress.

28. Computer & Internet access and training to the teachers and students:

The teaching and non-teaching staff of the college has undergone 15-day computer training and was acquainted with internet access.

As part of the syllabus, computer training is mandatory and the students have been allowed to have internet access at nominal charge.

29. Financial aid to the students:

Table showing financial aids to the students during the year 2004-05

Sl No	Particulars of assistance	Beneficiaries	Amount
01	Fee concession	293	Rs. 1,07,070
02	Category I Fee concession	32	Rs. 17,450
03	State Post-Matric Scholarships	52	Rs. 15,600
04	Govt. of India SC/ST Scholarship	25	Rs. 55,667
05	Physically Handicapped scholarship	01	Rs. 500
06	Govt. of India Hindi scholarship	01	Rs. 500
07	Student Aid Fund	180	Rs. 26,477
08	Endowment scholarship	14	Rs. 3,058
09	Sanchi Honnamma scholarship	01	Rs. 1,000
10	GSB Cash Prize	06	Rs. 2,800
11	Financial assistance to the children of Iron/Manganese workers	01	Rs. 3,000
12	Alumni Association scholarship	09	Rs. 16,500
	Total		

30. Activities and support from Alumni Association:

- i) Conduct of various competitions and award of prizes
- ii) Award of scholarships to top scorers in each class and to best sportsman.

- iii) Short term implant training to a batch of students at the industrial units owned by the alumni
- iv) Interaction by alumni entrepreneurs with the aspiring student-entrepreneurs.

31. Activities and support from the Parent Teachers Association:

Periodical meets of Parents and Teachers for reviewing the progress of the students are held.

32. Health services:

The Health Centre, under the guidance of a qualified Doctor, provides regular check-ups to both students and staff.

Health awareness lectures were arranged for the students.

Blood-grouping camp was held.

Medical-counseling to the lady students was arranged under the able guidance of Lady Doctors.

A Lecture on "Yoga and its benefits" was arranged.

Continuous efforts are made to maintain hygiene and pollution free campus.

33. Performance in sports activities:

Some of the worth mentioning achievements of our sportsmen are as under:

1. Sri. Jitendra B M has won the Individual Championship among men in the college Athletic Meet.
2. Miss. Geeta Angadi has secured Individual Championship among women.
3. Mr. Santhil A.B. has secured Individual Championship in Indoor Games Men section.
4. Miss. Gouri Sattigeri has been adjudged as Individual Champion in Indoor Games among women.
5. Mr. Manoj Malhotra, cricketer of our college has played for Ranji Tournament from Goa State and was adjudged as the Best Sportsman of the College.
6. The college has produced 3 University Blues in Cricket, 1 in Kho-kho, 1 in Best Physique and 1 in Football.
7. Mr. Aftab Nadaf of B.Com Part II represented India-11 Cricket Team against England under the age group of 19.
8. Mr. Abhijit Bengeri, B.Com Part II, has officiated as Umpire in First Class Cricket Matches in various tournaments.
9. Mr. Jahagirdar has been adjudged as "Mr. JGCC for 2004-05".
10. Our College Cricket Team has won the Championship in II Zone Cricket Tournament of Karnatak University and it emerged as the Champion in the Inter-zonal Cricket Tourney of Karnatak University.
11. In Table Tennis, the college has won Zonal Championship.

34. Incentives to outstanding sports persons:

The sports persons representing the college, either individually or as a team member, in various sports events conducted at Local, regional, state and national level, are supported with necessary T.A. and D.A. During practice sessions, the players were given with diet. Besides this, cash incentives are also provided to the achievers.

35. Student achievements and awards:

Six students of our college were selected as "University Blues" of Karnatak University in various games.

One student was selected to officiate as an umpire at I Class Cricket matches.

One student was selected to Ranaji Team of Goa state.

One student got the award of Rs.5000/- for standing first to the inter-collegiate "Project on Entrepreneurship" conducted by I A A S institution.

One student was awarded with **Gold Medal** for his outstanding performance in Cricket by the K L E Society Belgaum.

36. Activities of the Guidance & Counseling units:

Orientation courses for C.A./C.S./ICWA course were conducted to guide the students desirous of opting these courses.

Two-day Communication Skill Development Program was conducted by Prakash Yelavatti a motivational speaker.

One-day Program on Career opportunities was conducted by Mahesh Mashal, the counselor.

One-day Program on Interview Skills was conducted by Jitendra, CEO Jetking.

One-day Program on Group Discussion was conducted by Prof. Rudagi.

One-day Program on Product Launching was conducted by Priya Raina.

A Program on "Face-to-Face with First Generation Entrepreneur" was conducted.

37. Placement services provided to the student:

Campus interviews were held by People One, Progeon, City financial, Kirloskar Switch gear Ltd., Spectra mind etc.,

38. Development Programs for Non-teaching staff:

Three members of the non-teaching staff have undergone TQM Training program for two days conducted by

39. Healthy practices of the institution:

1. Hoisting of National Flag on August 15th by a student who top-scores in the previous year's examination.

2. Encouraging the students to donate blood.

3. Blood-grouping of the students with a view to provide blood during emergencies.

4. Responding to the call of the nation during natural calamities.

40. Linkage developed with national, international academic, Research bodies:

-NIL-

41. Any other relevant information the institution wishes to add:

With a view to increase the employability of commerce graduates in the industry especially in BPO, KPO etc., special programs have been arranged to inculcate the neutral accent and also analytical skills.

Industrial visits, Bank visits, on-the-job training arrangements have been made to expose to the students to the corporate world.

PART C:

Plan for the year 2005-06

1. Ushering of Quality Enhancement and Sustenance
2. Ensuring Continuous Improvement in the entire operations of the Institution
3. Accountability to stake-holders.

BENCHMARKS

ACADEMIC:

The measures adopted during the year 2004-05 are to be continued rigorously and effectively.

To adopt a new policy for sportsmen and women who participate in local, regional, university, state and national level in respect of their attendance, concessions, benefits and evaluation of their performance.

To adopt a new policy for students who appear for PE I, PE II and such other examinations in professional courses in respect of their attendance, concessions, benefits and evaluation of their performance.

LEARNING ASPECT:

The programs of 2004-05 are to be continued.

Provision of OHPs and LCD facilities to the students and teachers for presenting their lectures, seminars etc.,

VALUE ADDITION :

The programs which were planned for the year 2004-05 and could not be taken up due to paucity of time and other facilities are to be implemented during 2005-06. It is planned to continue the programs already implemented in the next year too.

EXTRA-CURRICULAR ACTIVITIES :

Academic:

The programs planned and implemented during the year 2004-05 are to be continued.

Sports :

The plans and programs implemented during the year 2004-05 are to be continued.

To chalk-out a comprehensive plan for utilization of Ultra-modern Gymnasium Hall expected to be completed during the year 2005-06.

Community Services :

The plans and programs implemented during the year 2004-05 are to be continued to inculcate the habit of social service and concern for the others.

Welfare Scheme for Girls :

Besides continuation of the programs implemented, it is also planned to establish "Women Empowerment Cell" during year.

Remedial Courses :

Remedial courses will be continued as per the programs run during the year 2004-05.

Library Services :

Programs of 2004-05 are to be continued.

To held regular competitions for the students in respect of use of Dictionary and reading Newspapers and Periodicals.

Computer Laboratory :

All the programs and practices of 2004-05 are to be continued.

Placement Cell :

Training programs for the students to train them as per the industry's expectations are to be conducted.

Research Activities :

The Teachers Groups are to be formed and should be directed to take up Minor Research Projects in the field of Small scale Industries, Employability of Commerce Graduates and Opportunities for Entrepreneurial Development. These groups have to submit the report before the end of academic year.

Generation of Internal Resources :

Self-financing Courses in Tax Procedures, Computer Accounting, and Marketing are to be designed and implemented.

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