

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

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, Assistant Adviser and B. S. Ponmudiraj, Assistant Adviser, NAAC

Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) 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)

2013-14

I. Details of the Institution

1.1 Name of the Institution

Bharatiya Mahavidyalaya, Amravati

1.2 Address Line 1

Rajapeth, Badnera Road, Amravati

Address Line 2

Rajapeth, Badnera Road, Amravati

City/Town

Amravati

State

Maharashtra

Pin Code

444601

Institution e-mail address

bmvamt@gamil.com

Contact Nos.

0721 - 2673283

Name of the Head of the Institution:

Dr. A. J. Gadewar

Tel. No. with STD Code:

0721 - 2673283

Mobile:

9960866653

Name of the IQAC Co-ordinator:

Dr. A. G. Vaidya

Mobile:

9823030091

IQAC e-mail address:

aradhanav@rediffmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

Track ID 12797

OR

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)

1.5 Website address:

www.bmvamt.org

Web-link of the AQAR:

-

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	B+		2004	
2	2 nd Cycle	B	2.76	2012	5 years (Valid up to 4 th Jan 2018)
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

04/06/04

1.8 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 2012-13 (DD/MM/YYYY)4
 ii. AQAR 2013-14 (DD/MM/YYYY)
 iii. AQAR _____ (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)

MBA

1.11 Name of the Affiliating University (for the Colleges)

Sant Gadge Baba Amravati
University, Amravati.

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

Autonomy by State/Central Govt. / University	<input type="text" value="No"/>		
University with Potential for Excellence	<input type="text" value="No"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text" value="No"/>	UGC-CE	<input type="text" value="No"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text" value="02"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="07"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="02"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="02"/>
2.9 Total No. of members	<input type="text" value="16"/>
2.10 No. of IQAC meetings held	<input type="text" value="04"/>

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

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. International National State Institution Level

(ii) Themes

Workshop – Research Consultancy and Extension
 Workshop – Student support and progression

2.14 Significant Activities and contributions made by IQAC

The academic audit was conducted
 Motivated Staff – members for research
 Organized Community development programmes for the betterment of the society.

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
To organise a National Conference – Physics	Organised National Conference Physics
To organise guest lecture	Guest lectures arranged by department of Home –Eco, Marathi, English.
To submit Minor/ Major research project for approval to UGC	Minor/ Major research project were submitted
To participate in the International/ National Conference	All the self members attended International / National Conference.
To organise “Bhasha Gaurav Din”	Bhasha Gaurav Din was celebrated and a Guest lecture was held.
To Construct new class –rooms and a separate wing for junior college.	A new building is under construction with two classrooms ready for use.

* 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 Staff Council ☐

Provide the details of the action taken

With certain suggestions and few corrections the AQAR was approved by LMC and Management.

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	03	01	04	-
UG	03	-	03	02
PG Diploma	-	-	-	-
Advanced Diploma	01			
Diploma	01			
Certificate	01			
Others				
Total				
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	03
Trimester	-
Annual	06

1.3 Feedback from stakeholders* (On all aspects)

Alumni ☒ Parents ☒ Employers ☒ Students ☒

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.

The Bond of Studies is responsible for syllabus framing Number of our faculty member are members of syllabus framing committee.

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
40	24	16	-	-

2.2 No. of permanent faculty with Ph.D.

25

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
-	30	-	-	-	-	-	-	0	3

2.4 No. of Guest and Visiting faculty and Temporary faculty

20

04

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	8	36	13
Presented papers	6	32	12
Resource Persons	-	4	1

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

- Audio – Video teaching aids
- Use of Power –point presentation
- Discussion Method

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

180

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

Double Valuation

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

-	-	-
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2.10 Average percentage of attendance of students

75 %

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.A. - III	94	-	15	29	-	46.8%
B.Com. - III	210	05	92	22	-	56.6%
B.Sc. - III	70	-	10	01	-	38.5%
M.Com - II	110	02	11	-	-	54.5%
M.Sc. - II	40	-	01	01	-	62.2%
M.A. – II (Geo)	13	-	10	02	-	92.2%
M.A. – II (Eng)	04	-	-	-	-	0%

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

- IQAC vigilance committee monitors the lectures and students attendance.
- Feed – back forms collected from staff and students.
- Special lectures organised on various topics to encourage and motivate staff.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	06
UGC – Faculty Improvement Programme	01
HRD programmes	-
Orientation programmes	03
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
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	01	-	-	-
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

- IQAC holds two meetings with the Research committee.
- The committee members are asked to encourage the staff.
- IQAC took special interest in motivating the staff to submit Major / Minor research project.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	01	-	-
Outlay in Rs. Lakhs	-	-	4,75000/-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	09	01	-
Outlay in Rs. Lakhs	-	7,65,000/-	3,20,000/-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	06	16	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	14	-

3.5 Details on Impact factor of publications:

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	2 years	UGC	4,75000/-	4,75000/-
Minor Projects	2 years	UGC	252500	189450
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
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 Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	-	01	-	-	-
Sponsoring agencies	-	UGC	-	-	-

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	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	-	-	-	3 Ph.D.	-	-

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

9

30

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

-

Any other

-

3.21 No. of students Participated in NSS events:

University level

02

State level

-

National level

-

International level

-

3.22 No. of students participated in NCC events:

University level

-

State level

-

National level

15

International level

-

3.23 No. of Awards won in NSS:

University level

-

State level

-

National level

15

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	-	
NCC	3	NSS	15	Any other 02

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

- Literacy Awareness Camp
- Anti Tobacco Camp

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 Acres	479 Sq. mts.	-	-
Class rooms	22	02		
Laboratories	12	-		
Seminar Halls	01	-		
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)	06			
Others	03		U.G.C. State Govt	

4.2 Computerization of administration and library

Computerisation of administration and library is 90% complete.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	575	59712.45	322	43964.40	897	103676.85
Reference Books	351	303646.47	225	82141.31	576	385787.75
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	06	-	Yes	Yes	-	Yes		
Added	02	-	No	No	No	No	-	
Total	08	-						

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

- Computer training organised for the library and non teaching staff.
- Free Internet access for teaching staff.
- Training organised on the use of LCD projectors and properties of Power –Point Presentation.
- Broadband internet connection is given to all department.

4.6 Amount spent on maintenance in lakhs :

i) ICT

☒

ii) Campus Infrastructure and facilities

☐

iii) Equipments

☐

iv) Others

☐

Total :

☐

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Yearly prospectus is published which carries all the necessary information regarding the institute .
- Teachers guide the students regarding admissions.
- IQAC members address the students issue whenever needed.

5.2 Efforts made by the institution for tracking the progression

The student progression is tracked with the help of feed –back forms.
The suggestion –box is set-up.
Through the reports of various committees.
Through Parents – Teachers – Students interaction.
The Departments guide in personality development.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1497	247	-	-

(b) No. of students outside the state

(c) No. of international students

No	%
-	-

Men

Women

No	%
-	-

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
540	313	54	835	-	1495	-	-	-	-	-	-

Demand ratio

Dropout %

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

Career guidance cell operates all through the year.
Special coaching for competitive exams Provided to the students.
Study material available.
A record of the students who avail this opportunity is maintained.

No. of students beneficiaries

100 Students

5.5 No. of students qualified in these examinations

NET	<input type="text" value="-"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

5.6 Details of student counselling and career guidance

Career guidance cell conducted regular meeting with the students.
The Cell has a well- equipped library.
Counselling and guidance is done all through the year
Subject related experts are required for coaching.

No. of students benefitted

5.7 Details 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
-	-	-	-

5.8 Details of gender sensitization programmes

- Lectures on 'Women's Empowerment' was organised
- Women redressed cell.

5.9 Students Activities

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

State/ University level National 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	1241	4336498 = 00
Financial support from government	-	
Financial support from other sources	-	
Number of students who received International/ National recognitions	-	

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: _____ - _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

6.2 Does the Institution has a management Information System

Yes Administrative Procedure Including

1. Finance
2. Student admission
3. Evaluation and Examination procedure.

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

6.3.1 Curriculum Development

The university has various bodies which work framing of syllabus. Institute is direct role to play, however, number of our staff members are framing committee members of BOS and syllabus.

6.3.2 Teaching and Learning

- Faculty coordinators are appointed.
- Employees is given on punctuality and regularity of the staff
- Staff members are encouraged in making teaching as effective and as student friendly as possible.
- Meaningful learning is initiated through group – discussion, seminar, debate, etc.
- Inquiry based learning is provided through community survey.

6.3.3 Examination and Evaluation

- For science faculty semester system with continuous Internal Assessment (CIA) is followed.
- Class wise unit test and Annual Exam is conducted.

6.3.4 Research and Development

- Two research laboratories organised by SGB Amt University.
- A research cell operates to promote research activities.
- Staff is encouraged to attend conferences / workshops.
- Paper presentation and paper publication is encouraged.
- Minor / Major research projects.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library committee keeps track of the development in library.
- Library staff is motivated to get techno –survey.
- Optimum use of available infrastructure.

6.3.6 Human Resource Management

- The State Government rules, regulations and reservation policies are strictly followed in recruitment of teaching and non-teaching members.

6.3.7 Faculty and Staff recruitment

The parent management, as per vacant post, implements the procedure of recruitment of faculty and other staff through the approval of State- Govt and the University.

6.3.8 Industry Interaction / Collaboration

Commerce faculty students visit the industries in the city. They have direct interaction with the workers and the industries staff.

6.3.9 Admission of Students

- Students admission is done on percentage basis.
- Counselling is done before the admission.
- College prospectus carries all the necessary information needed by the students.
- Preference to rural students is given.
- Economically backward students are encouraged to take education.
- The admission committee guided and monitors the academic process.

6.4 Welfare schemes for

Teaching	03
Non teaching	04
Students	05

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	-	-	-	Academic Committee
Administrative	--	-	-	Headed by the 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?

Semester system at U. G. and P. G. Level.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

University has the power to grant autonomy to the college.

6.11 Activities and support from the Alumni Association

- Principal meeting s held
- Alumni extends their valuable support through guidance.
- Students interaction with the Alumni held.
- Guest lecturers of Alumni is organized.

6.12 Activities and support from the Parent – Teacher Association

- Parents are our major stock holder. Two meeting are held in a year.
- Valuable suggestions from the Parents prove very helpful.

6.13 Development programmes for support staff

- Programme on Development of Language skill for official purpose held.
- Personality Development Programmes arranged.
- Punctuating and discipline is encouraged.

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

- Students and staff are encouraged to maintain Eco- friendly campus.
- Garden is maintained.
- Ban on plastic bags in the campus.
- Lectures on Environment are organised for the students.
- Special efforts are taken to keep the campus pollution free.
- More trees are planted every year.

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.

- Faculty coordinator for each faculty.
- Web –cameras installed.
- Constant vigilance
- Discipline committee keeps a street visit on all activities

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

- A national conference was organised by the physics department.
- AQAC office
- Major / minor research project submitted.
- Various cultural programmes held.
- ‘Sparrow Day’ celebrated to bring awareness in the students.
- ‘Bhasha Din’ celebrated.

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

- Introduction of new academic courses as per the need.
- Community services all through the year.

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

7.4 Contribution to environmental awareness / protection

- Environment awareness rallies held.
- Spatial lectures arranged.
- SYBA, SYB.Com, SYB.Sc. Students take up environment projects.

7.5 Whether environmental audit was conducted? Yes ☒ No ☐

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

Department wise SWOT Analysis conducted by the AQAC.

8. Plans of institution for next year

- A national conference by the Physical Education Department.
- Renovation of labs
- To form MOU with some institutes.
- Organise study tours and exhibition.
- Visit to Industries.
- Held the Book exhibition.
- To develop links with National and International Research Labs.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I

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
