

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



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

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

NAAC

VISION

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

MISSION

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

Value Framework

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

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

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Document revised by: Dr. Ganesh Hegde, 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.

*

Monitoring Mechanism

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

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

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

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (naac.aqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. 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

I. Details of the Institution

1.1 Name of the Institution

Andhra Mahila Sabha Arts and
Science College for Women

1.2 Address Line 1

Durgabai Deshmukh Campus

Address Line 2

City/Town

Hyderabad

State

Telangana

Pin Code

500007

Institution e-mail address

ascwams@gmail.com

Contact Nos.

040-27098811

Name of the Head of the Institution:

I/C Principal
Ms.P.Rajyalakshmi

Tel. No. with STD Code:

040-27070471

Mobile:

09000522876

Name of the IQAC Co-ordinator:

Dr.K.Karuna Devi

Mobile:

09441307252

IQAC e-mail address:

amsascwiqac@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879) APOS018

1.4 Website address:

www.amsascw.org.in

Web-link of the AQAR:

<http://www.ladykeanecollege.edu.in/AQAR201213.doc>

<http://www.amsascw.org.in/IQAC.html>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	-	2005	5
2	2 nd Cycle	B	2.93	2013	5
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.6 Date of Establishment of IQAC :

DD/MM/YYYY

06-09-2005

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

2014-15

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 2013-2014 submitted on 30/06/2014

(DD/MM/YYYY)

ii. AQAR _____ (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)

Osmania University

1.11 Name of the Affiliating University (*for the College*)

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="4"/>								
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>								
2.3 No. of students	<input type="text" value="3"/>								
2.4 No. of Management representatives	<input type="text" value="2"/>								
2.5 No. of Alumni	<input type="text" value="1"/>								
2.6 No. of any other stakeholder and community representatives	<input type="text" value="2"/>								
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>								
2.8 No. of other External Experts	<input type="text" value="2"/>								
2.9 Total No. of members	<input type="text" value="16"/>								
2.10 No. of IQAC meetings held	<input type="text" value="4"/>								
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="10"/>	Faculty <input type="text" value="4"/>							
Non-Teaching Staff	<input type="text" value="2"/>	Alumni <input type="text" value="2"/>	Others <input type="text" value="2"/>						
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>							
If yes, mention the amount	<input type="text" value="Nil"/>								
2.13 Seminars and Conferences (only quality related)									
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC									
Total Nos.	<input type="text" value="-"/>	International	<input type="text" value="-"/>	National	<input type="text" value="-"/>	State	<input type="text" value="-"/>	Institution Level	<input type="text" value="1"/>
(ii) Themes	<input type="text" value="A Review of CBCS in AMS College – Retrospect & Prospects - I"/>								

2.14 Significant Activities and contributions made by IQAC

<p>Activities</p> <ul style="list-style-type: none"> • Revived the program “Fist full of rice contribution from my side” • Establishment child care centre for student mothers • Teachers evaluation by students <p>Contribution</p> <ul style="list-style-type: none"> • Started IQAC quarterly newsletters “Praveenya “ in Jan’15. • Generated lecture CD’S of distinguish people made available in the library • Internet facility to students for project works.
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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
1. Conducting seminars -2 2. Conducting faculty development programme-1 3. Facilitating faculty to pursue Ph.D. works	1. Conducted National seminar-1 2. Conducted two day faculty development programme-1 3. Ph.D completed - Nil Pursuing Ph.D -4

*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

<p>AQAR is to be ratified by the management, administrative committee and governing body.</p>

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	3	1	3	
UG	6	-	3	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	13	-	-	-
Total	22			
Interdisciplinary	-	20	-	-
Innovative	-	Certified voluntary work	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	9
Trimester	--
Annual	-

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

Mode of feedback : Online Manual Co-operating schools

*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.

General English –II YEAR Syllabi is revised

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

MCS (Maths with Computer Science) is introduced

Criterion – II2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
13	8	5	-	32

2.2 No. of permanent faculty with Ph.D.

11

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

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

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

-

32

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	49	9	1
Presented papers	4	-	-
Resource Persons	-	-	5

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

LCD, Group discussion, PPT Presentations, Recorded Lecturers of Faculty (available in the library)and internet facility.

2.7 Total No. of actual teaching days during this academic year 298

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

1. Question Paper auditing
2. Consolidated grade sheet

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

1	22	1
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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	48	-	81	13	-	-
B.COM(GEN)	65	-	83	14		
B.COM(COMP)	47		94	4	2	
BSC (BZC)	26	-	81	15		
BSC(BIO-TECH)	13	-	85	8		
BSC(MSCS)	47	-	94	2		

**P.G RESULT
SEMESTER I**

Title of the programme	Total no. of students appeared	Passed	Promoted/ failed
M.COM	34	19	15
M.Sc(Maths with computer science)	21	10	11
M.Sc (organic chemistry)	24	6	18

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

- Feedback is collected from students to assess the faculty, teaching aids and teaching methods
- Monitoring is done through reviewing teaching diary every month
- Feedback from parents (parent teacher meeting)

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	5
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	14	20	-	-
Technical Staff	6	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

- | |
|---|
| <ol style="list-style-type: none"> 1. Staff are permitted to pursue Ph.D. (During free hrs) 2. Encouraged to apply for major and minor projects 3. Encouraged to apply and present papers in National and International seminars |
|---|

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				1
Outlay in Rs. Lakhs			7,45,000	

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		8		1
Outlay in Rs. Lakhs			6,15,000	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	4	1	-

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	-	-	-	-
Minor Projects	1	UGC	2,80,000	1,80,000
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
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
 DBT Scheme/funds
 DPE CPE DBT Star Scheme
 Autonomy

3.9 For colleges

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		1			
Sponsoring agencies		UGC			

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

7

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

UGC

From Management of University/College

-

Total

1,80,000

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
2	-	1	1	-	-	-

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

-

-

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

-

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

JRF

-

SRF

-

Project Fellows

Any other

-

-

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level

State level National level

3.23 No. of Awards won in NSS:

University level 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
NCC NSS Any other

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

- NSS Special camps -3
- Eco-club – tree plantation under state government program
"Telanganan ku Haritha Haaraam"
- Faculty members paid fees to the economically backward students
- International yoga day celebrated and certificate course in yoga is introduced

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	4.11Acres	-	-	-
Class rooms	26	-	-	-
Laboratories	12	-	-	-
Seminar Halls	1	-	-	-
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		61		
Value of the equipment purchased during the year (Rs. in Lakhs)		42,21,830		
Others				

4.2 Computerization of administration and library

E-Soft software is used in

- Administration
- Library
- Examination branch

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	30771	5179019	680	2,39,311	31,451	3718714
Reference Books	6251	365896	25	10689	6276	376585
e-Books	Inflibnet	5000	5	-		
Journals	30771		-	10,000	29	
e-Journals	Inflibnet		-			
Digital Database	30771		705		31,476	
CD & Video	13		-		13	
Others (specify) CD's for blind students	76				76	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	135	97	11	4	1	9	14	
Added	30	16+12*					1	1
Total	165	125	11	4	1	9	15	1

* Computers given to Mathematics and English lab.

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

Math cad software, English software, DCAP
(Office Administration)

4.6 Amount spent on maintenance in lakhs :

i) ICT

27.76 lk

ii) Campus Infrastructure and facilities

8.93 lk

iii) Equipments

6.64 lk

iv) Others

3.05 lk

Total :

46.38 lk

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Corporate Requirement Classes arranged by Corporate cell
- Counselling for students (legal, health and psychological)
- Earn while you Learn (livelihood skills)

5.2 Efforts made by the institution for tracking the progression

- Remedial Coaching to the average students
- Mentoring by Seniors to Juniors
- Attendance of the student is monitored
- Progress chart of the student (semester to semester)

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
745	150	-	-

(b) No. of students outside the state

(c) No. of international students

2

Men

No	%

Women

No	%
850	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
60	66	17	175	-	318						

Demand ratio -100 %

Dropout % -5%

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

Printed material and books is supplied by college through library.

No. of students beneficiaries

50

5.5 No. of students qualified in these examinations

NET

-

SET/SLET

-

GATE

-

CAT

-

IAS/IPS etc

-

State PSC

-

UPSC

-

Others

-

5.6 Details of student counselling and career guidance

Students are provided with legal, psychological, medical and career counselling .

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
2	100	9	50

5.8 Details of gender sensitization programmes

Students attended gender sensitization program on HMTV

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	-	-
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

To provide education which is enriching, challenging and innovation to the deprived sections of the society with special emphasis on adolescent girls to join the main stream not as beneficiaries or recipients but as participants in societal growth?

- Offer undergraduate and postgraduate programs with concern for values and women's development.
- Provide an environments, which nurtures inherent learning skills'
- Respond to the changing needs of the community.
- Ensure committed leadership and continuous professional enrichment of staff within a participatory management process. Developing the total personality.

6.2 Does the Institution has a management Information System

1. Administrative information system
2. Student information system
3. Library information system
4. Examination branch information system

All these units do convey the inputs to the management by monthly reports and as often as needed.

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

6.3.1 Curriculum Development

Including contemporary Topics

6.3.2 Teaching and Learning

Power point presentation; internet usage is encouraged by the teachers

6.3.3 Examination and Evaluation

Internal Assessment, Semester end exam
Strategies adapted by the institution is group discussion and class room discussion

6.3.4 Research and Development

Encouraging staff to pursue Ph.D. participate and Presenting paper in international seminars

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library with Downloading Books
 Extending internet facility to large number of computers in Library

6.3.6 Human Resource Management

Each and every member of faculty is selected for working in various committees and some as co-ordinator of various cells
 Eg. Academic counselling IQAC, G.B Ect, Statutory committee

6.3.7 Faculty and Staff recruitment

Faculty and Staff recruitments through selection committee constituted as per university guide lines

6.3.8 Industry Interaction / Collaboration

- Institute is in correspondence with the industries to address the students and communicate their needs and assist in curriculum development and encourage to become and important stake holder.

6.3.9 Admission of Students

Students are selected on merit criteria and reservation (SC, ST and BC)

6.4 Welfare schemes for

Teaching	-
Non teaching	-
Students	-

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	UGC,CCE	Yes	Academic coordinator
Administrative	Yes	Anand&comp any	Yes	IQAC

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?

Consolidated marks sheet

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

University participate in various statutory bodies
& suggests new courses, modernizing administration

6.11 Activities and support from the Alumni Association

Financial support, guest lecturers arranged to the students on various topics
such as Human values and Human rights etc... and felicitating retired
teachers on teachers day, brings out newsletters once in three month

6.12 Activities and support from the Parent – Teacher Association

6.13 Twice in a year parents' teacher meeting is arranged and feedback received in
these meeting carefully reviewed and suitable action is taken and reported in next
meeting.

One Development programmes was planned and could not be conducted campus
disturbances.

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

1. Observing Plastic Free Zone
2. Developing Campus Garden

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.

1. Recorded Lecture CD provided to students who could not attend the classes Due to various reasons E.g. Maternity leave
2. Each lecturer conducted minimum 4PPT Lectures/semesters

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

1. Guest lecturers not less than 50, organized
2. Conducted International seminar
3. Certified voluntary work
4. One more minor project sanctioned

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

1. Child care centre for student mothers
2. Psychological counselling centres.

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

7.4 Contribution to environmental awareness / protection

1. Environment awareness survey
2. Plantation Programme
3. Awareness lectures (on pollution free)

7.5 Whether environmental audit was conducted?

Yes

No

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

Strengths:

1. Autonomous, visibility of the institution increased
2. CBCS
3. Committed staff
4. College under 2(F) and 12(B)

Weakness:

1. Student from low socio economic background who require more individual attention
2. More of contract base teachers
3. Little scope for expansion

Opportunities:

1. Collaboration with industries

8. Plans of institution for next year

- Introduce new programmes with new combinations in UG and PG.
- In addition to add on courses to introduce certificate courses
- Organise more class room seminars
- Encourage student's participation in sports
- Encourage more participation of students in national seminars and present paper.
- Conduct more students projects (primary data)
- Conduct IQAC National seminars.
- Increase community extension programmes by NSS units.
- Encourage faculty to publish research papers in reputed national and international journals

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
