Guidelines for the Creation of the

Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

(Revised in October 2013)

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

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

MISSION

- *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

- *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*

- *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

- *To undertake quality-related research studies, consultancy and training programmes, and*

- *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

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

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

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Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

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

Objective
The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies
IQAC shall evolve mechanisms and procedures for
   a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) The relevance and quality of academic and research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

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

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution

2. A few senior administrative officers

3. Three to eight teachers

4. One member from the Management

5. One/two nominees from local society, Students and Alumni

6. One/two nominees from Employers /Industrialists/stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

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

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

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

- It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

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

The role of coordinator

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

Operational Features of the IQAC

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

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

Monitoring Mechanism

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

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

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

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

Mandatory Submission of AQAR by IQAC

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

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

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

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

1. Details of the Institution

1.1 Name of the Institution

> Government College, Ratangarh

1.2 Address Line 1

> Sardarsahar Mega Highway Road, Ratangarh

Address Line 2

> Near Forest Office, Ratangarh

City/Town

> Ratangarh

State

> Rajasthan

Pin Code

> 331022

Institution e-mail address

> gcrtgrh@gmail.com

Contact Nos.

> 01567-223150

Name of the Head of the Institution:

> Prof. Brijmohan Sachdeva

Tel. No. with STD Code:

> 01567-223150

Mobile:

> 9414285657

Name of the IQAC Co-ordinator:

> Prof. Jayant Malhotra

Mobile:

9414367711

IQAC e-mail address:

gcrtgrhiqac@gmail.com

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

-

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)

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1.5 Website address:

www.hte.rajasthan.gov.in/college/gcratangarh/

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	1st Cycle	Under Process			
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   **21/09/2015**

1.8 AQAR for the year *(for example 2010-11)*   **2015-16**

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

   i.   AQAR _____NA_____ (DD/MM/YYYY)4
   ii. AQAR_____ ___NA_____ (DD/MM/YYYY)
   iii. AQAR_____ ___NA_____ (DD/MM/YYYY)
   iv. AQAR_____ ___NA_____ (DD/MM/YYYY)

1.10 Institutional Status

University   State ☐ Central ☐ Deemed ☐ Private ☐ NA

Affiliated College   Yes [√] No ☐

Constituent College   Yes ☐ No [√]

Autonomous college of UGC Yes ☐ No [√]

Regulatory Agency approved Institution Yes ☐ No [√]

 (eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education [√] Men ☐ Women ☐

       Urban ☐ Rural [√] Tribal ☐

Financial Status Grant-in-aid ☐ UGC 2(f) [√] UGC 12B [√]

      Grant-in-aid + Self Financing ☐ Totally Self-financing ☐

1.11 Type of Faculty/Programme

 Arts [√] Science [√] Commerce [√] Law ☐ PEI (Phys Edu) ☐

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

 Others (Specify) .

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

Maharaja Ganga Singh University, Bikaner (Raj.)

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

Autonomy by State/Central Govt. / University ☐   NA

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   06

2.2 No. of Administrative/Technical staff   04

2.3 No. of students   01

2.4 No. of Management representatives   01

2.5 No. of Alumni   01

2. 6 No. of any other stakeholder and
     community representatives   --

2.7 No. of Employers/ Industrialists   --

2.8 No. of other External Experts   --

2.9 Total No. of members   12

2.10 No. of IQAC meetings held   06

2.11 No. of meetings with various stakeholders: No.   03   Faculty   01

      Non-Teaching Staff Students   01   Alumni   01   Others   --

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

      If yes, mention the amount   3 Lakh

2.13 Seminars and Conferences (only quality related)

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

   Total Nos. | NIL | International [ ] National [ ] State [ ] Institution Level [ ]

   (ii) Themes | NA |

2.14 Significant Activities and contributions made by IQAC

> **Initiation of NAAC Accreditation Process**
> **In the start of INFLIBNET Center**
> **Blood Donation Camp-50 units of blood donated**
> **Campus Cleanliness**
> **To foster the competition skill among students & expose their talent IQAC monitored the organization of various competitions organized**
> **Motivated for the organization of programs related to eradication of social evils like Aids, Girl foeticide, gender discrimination etc.**

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.UGC Accreditation	SSR Uploadation is under process
2.Student centre approach	Feedback taken from various stakeholders is discussed and the relevant suggestions were implemented like – new furniture, cleanliness, generator installation etc. Student have liberty to meet the principal without prior appointment Student are the numbers of core committees of YDC,CDC, IQAC • Job oriented seminars conducted
3.Environment awareness	• Rainwater harvesting system improved • New plantation • Cleanliness • Replacement of Bulbs by CFLs/LEDs
4.Evaluation process reforms	• Internal Exams' • Co-curricular competitions • House tournament of sports • Involvement in NSS, Scouts, YDC etc.

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

Internal College Level Committee

Provide the details of the action taken

The body monitors the mark of IQAC as Well as Approves/check the various activities of IQAC

Part – B

Criterion – I
1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	-	-	-	-
UG	03	NIL	NIL	NIL
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	03	NIL	NIL	NIL

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Trimester	-
Annual	03

1.3 Feedback from stakeholders*   Alumni √   Parents √   Employers x Students √
 (On all aspects)

   Mode of feedback   :   Online x Manual x Co-operating schools (for PEI) x

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.

> NA

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

> NA

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

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

2.2 No. of permanent faculty with Ph.D.

03

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
-	-	-	-	-	-	16	4	16	4

2.4 No. of Guest and Visiting faculty and Temporary faculty

| NIL | | NIL | | NIL |

2.5 Faculty participation in conferences and symposia: **NIL**

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

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

> **Other than "talk chalk & black board method'' of teaching, some innovate methods are employed to enhance learning and build of the students:-**
>
> **Topic of syllable are prepared by students themselves & delivered in the classroom**
>
> **Group discussions, seminars, debates on topic organizes in the class.**

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)

> **Affiliating university decides for the examination process and introduces several reforms for evaluation process time to time.**

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

NIL

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	165	NA	02	80	78	97
B.COM	162	NA	62	70	26	97.5
B.SC.	32	NA	27	05	-	100

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

Through informal feedback.

Self-appraisal

Suggestion Box

2.13 Initiatives undertaken towards faculty development   **NIL**

Faculty / Staff Development Programmes	*Number of faculty benefitted*
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.	
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 1. Govt appointed 2. Through Vikas Samiti	**08** **04**	**07** **02**	**-** **-**	**-** **-**
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

Motivated teachers to submit their research projects to UGC

3.2   Details regarding major projects   **NIL**

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	-	-	-
Outlay in Rs. Lakhs	1.5	-	-	-

3.4   Details on research publications   **NIL**

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

3.5 Details on Impact factor of publications: N.A.

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	2yrs	UGC	1.5Lakh	1.5 Lakh

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.   06   Chapters in Edited Books   NA

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from   **NIL**

UGC-SAP   CAS   DST-FIST

DPE   DBT Scheme/funds

3.9 For colleges NIL   Autonomy   CPE   DBT Star Scheme

INSPIRE   CE   Any Other (specify)

3.10 Revenue generated through consultancy   **NIL**

3.11 No. of conferences

organized by the Institution

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

3.12 No. of faculty served as experts, chairpersons or resource persons   2

3.13 No. of collaborations   NIL   International   _   National   _   Any other   _

3.14 No. of linkages created during this year   NIL

3.15 Total budget for research for current year in lakhs : **NIL**

From funding agency   From Management of University/College

Total   **NIL**

3.16 No. of patents received this

Type of Patent		Number
National	Applied	NIL
	Granted	NIL
International	Applied	NIL
	Granted	NIL
Commercialised	Applied	NIL
	Granted	NIL

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
NIL						

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

NIL

NIL

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

NIL

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

JRF Nil   SRF Nil   Project Fellows Nil   Any other Nil

3.21 No. of students Participated in NSS events:

University level [ ]   State level [05]

National level [ ]   International level [ ]

3.22 No. of students participated in NCC events: NIL

University level [ ]   State level [ ]

National level [ ]   International level [ ]

3.23 No. of Awards won in NSS:

University level [01]   State level [ ]

National level [ ]   International level [ ]

3.24 No. of Awards won in NCC: NIL

University level [ ]   State level [ ]

National level [ ]   International level [ ]

3.25 No. of Extension activities organized

University forum [ ]   College forum [ ]

NCC [ ]   NSS [04]   Any other [ ]

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

> **50 Unit Blood Donation**
>
> **Cleanliness Campaign**
>
> **Road safety**

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	30 acres	Nil	Donation	30acres
Class rooms	13	02	MLA	15
Laboratories	04	-	-	-
Seminar Halls	-	-	-	-
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

4.2 Computerization of administration and library

> **Administrative work is computerized**
>
> **Admission process is online**
>
> **Library digitalization is initiated**

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	14121	-	108	-	14229	-
Reference Books	620	-	-	-	620	-

e-Books	-	-	-	-	-	-
Journals	-	-	04	-	04	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	13	Yes	00	00	00	02	02	-
Added	20	10	05	00	00	03	01	-
Total	33	10	05	00	00	05	03	-

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

> **Science deptts. are provided with PCs and internet facility. Students can also access them for their academic work and e-library resources**

4.6 Amount spent on maintenance in lakhs :

i) ICT   Nil

ii) Campus Infrastructure and facilities   Nil

iii) Equipments   5000

iv) Others   Nil

Total :   5000

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> **New Display boards are mounted**
>
> **Student suggestion box is installed**

5.2 Efforts made by the institution for tracking the progression

> **Internal term -exams**

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1488	-	-	-

(b) No. of students outside the state

> Nil

(c) No. of international students

> Nil

Men

No	%
1150	77.2

Women

No	%
338	22.8

Last Year(2014-15)						This Year(2015-16)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
540	218	06	787	-	1551	507	230	7	744	Nil	1488

Demand ratio -   Dropout % 4.06

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

> Nil

No. of students beneficiaries

> Nil

5.5 No. of students qualified in these examinations

NET [Nil]   SET/SLET [Nil]   GATE [Nil]   CAT [Nil]

IAS/IPS etc [Nil]   State PSC [Nil]   UPSC [Nil]   Others [Nil]

5.6 Details of student counselling and career guidance

> **Working actively**

No. of students benefitted [18]

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil			

5.8 Details of gender sensitization programmes

Women cell is in operation.

5.9 Students Activities

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

State/ University level | 32 | National level | - | International level | -

No. of students participated in cultural events

State/ University level | 05 | 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 | 03 | National level | - | International level | -

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	**97**	**451650**
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

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

Exhibition: State/ University level | Nil | National level | Nil | International level | Nil |

5.12   No. of social initiatives undertaken by the students | 04 |

5.13 Major grievances of students (if any) redressed:

> **Tables-chairs were arranged and hence university exams. Were conducted successfully50 Unit Blood Donation**
>
> **Cleanliness Campaign**
>
> **Road safety**

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> **The vision of the college is to make the rural students highly educated**

6.2 Does the Institution has a management Information System

> **YES**

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

      6.3.1   Curriculum Development

> **Regular interaction with directorate and university**

      6.3.2   Teaching and Learning

> **Regular classes and feedback tests**

      6.3.3   Examination and Evaluation

> **Class tests**
>
> **Self Appraisal**

6.3.4   Research and Development

> **Motivation to all faculty members**

6.3.5   Library, ICT and physical infrastructure / instrumentation

> **Library is partially computerised, digitalisation is under process**

6.3.6   Human Resource Management

> **Placement & career counselling cell**
>
> **Students union, women cell**

6.3.7   Faculty and Staff recruitment

> N.A.

6.3.8   Industry Interaction / Collaboration

> NIL

6.3.9   Admission of Students

> **Online admission process initiated**

6.4 Welfare schemes for

Teaching	PF,GPF,SI,GIS Pension,NPS
Non teaching	PF,GPF,GIS Pension NPS
Students	Computer Lab,Clean water,clean campus etc.

6.5 Total corpus fund generated   **Rs.2450238**

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	Dean
Administrative	**Yes**	**Directorate of Treasury**	-	-

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?

Online examination Registration

Online result declaration.

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

Subject selection choice

6.11 Activities and support from the Alumni Association

Provides feedback

6.12 Activities and support from the Parent – Teacher Association

No formal PTA

6.13 Development programmes for support staff

Support staff gets training in their allocated jobs as per needs

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

> **The students are motivated towards plantation,**
> **cleanliness of campus etc.**

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.

> **Power back facility is provided**
>
> **Installation of biometric machine**

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

> **Results of various classes are satisfactory**
>
> **Participation and Achievement in the co-curricular activities**

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

> **Conduct of seminars on quality issues**
>
> **Skill development programmes**

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

7.4 Contribution to environmental awareness / protection

> **Lawn in the front of college**
>
> **Barricading to protect trees from stray animals.**

7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

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

> **The college had bare land all-round, hence forth a lawn is developing in front of the college**
> **with beautiful landscape**

8. **Plans of institution for next year**

Accreditation by NAAC, to motivate faculty for research Work

Smart classroom, to make play grounds

Name Prof. Jayant Malhotra   *Name   Prof. Brijmohan Sachdeva*

_____   _____
Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

Abbreviations:

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

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