

*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*

## Contents

	Page Nos.
1. Introduction	..... 4
2. Objective	..... 4
3. Strategies	..... 4
4. Functions	..... 5
5. Benefits	..... 5
6. <i>Composition of the IQAC</i>	..... 5
7. The role of coordinator	..... 6
8. Operational Features of the IQAC	..... 6
9. Monitoring Mechanism	..... 7
10. Mandatory submission of AQAR by NAAC	..... 7
11. The Annual Quality Assurance Report (AQAR) of the IQAC	..... 8

### Part – A

11. Details of the Institution	..... 9
12. IQAC Composition and Activities	..... 12

### Part – B

13. Criterion – I: Curricular Aspects	..... 14
14. Criterion – II: Teaching, Learning and Evaluation	..... 15
15. Criterion – III: Research, Consultancy and Extension	..... 17
16. Criterion – IV: Infrastructure and Learning Resources	..... 20
17. Criterion – V: Student Support and Progression	..... 22
18. Criterion – VI: Governance, Leadership and Management	..... 24
19. Criterion – VII: Innovations and Best Practices	..... 27
20. Abbreviations	..... 29

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# **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 ([capuaqar@gmail.com](mailto: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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> and subsequent cycles of A& A **with effect from 16<sup>th</sup> 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

#### I. 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:

Dr. Chandra Prakash Gaur

Tel. No. with STD Code:

01567-223150

Mobile:

9413926521

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

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)

1.5 Website address:

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 <sup>st</sup> Cycle	Under Process			
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

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

1.9 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 \_\_\_\_\_ 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.

02

Faculty

01

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

2.14 Significant Activities and contributions made by IQAC

**Road safety programme**  
**Tour organized**  
**Benches for students in lawn**

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.To make students aware of different career awareness	Seminars organised  Tips for competitive exams
2.To track students involvement in various social activities	Blood donation camp Cleanliness awareness at public places Road safety programme
3.Co-curricular activities	NSS/ YDC Various competition and seminars Students participation in debate, play, poem competition

4. Personality development	Experts lectures on soft skill development, personality development, interview facing etc. were conducted
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*\* 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

<b>Internal College Level Committee</b>
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Provide the details of the action taken

<b>The body monitors the mark of IQAC as Well as Approves/check the various activities of IQAC</b>
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## 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	-	-	-	-
UG	03	NIL	NIL	NIL
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	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
Semester	-
Trimester	-
Annual	03

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

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

*\*Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

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
11	-	-	-	

2.2 No. of permanent faculty with Ph.D.

06
----

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
-	-	-	-	-	-	11	9	11	9

2.4 No. of Guest and Visiting faculty and Temporary faculty

NIL	NIL	NIL
-----	-----	-----

2.5 Faculty participation in conferences and symposia:

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:

<p><b>Topics of syllabi are prepared by students themselves &amp; delivered in the classroom</b></p> <p><b>Group discussions, seminars, debates on spot topics organized in the classes</b></p>
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2.7 Total No. of actual teaching days during this academic year

180
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2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

<p><b>The college conducts internal exams. For the assessments of students, they are evaluated and discussed with students. As well students getting position in house exams are awarded on the annual function.</b></p>
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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	167	NA	08	72	81	97
B.COM	111	NA	40	58	11	97.5
B.SC.	45	NA	27	18	-	100

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

**Performance in class tests, terminal exams, class seminars, practical assignments, etc.**

**Grievance redressal cell**

**Time to time meetings with faculty & convenors of various committees**

2.13 Initiatives undertaken towards faculty development Nil

<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.	
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	06	09	-	-
2.Through vikas samiti	05	01	-	-
Technical Staff	01	05	01	-

## Criterion – III

### 3. Research, Consultancy and Extension

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

**The college has U.G. Classes only, so Labs or Library is not competent for research work .but faculty members are motivated for MRP**

#### 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				
Outlay in Rs. Lakhs				

#### 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				
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 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

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

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

3.14 No. of linkages created during this year

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

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	NIL
International	Applied	NIL
	Granted	NIL
Commercialized	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
1						
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

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  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  Any other

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

**Blood donation**

**Communal harmony seminar**

**Folk dance & recitation**

**Extension lectures by experts like .... Under YDC**

## 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	15	-	-	15
Laboratories	04	-	-	-
Seminar Halls	-	-	-	-
No. of important equipments purchased (≥ 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**

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	14229	-	131	-	14260	-
Reference Books	620	-	40	-	660	-
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	Departments	Others
Existing	33	10	00	00	00	05	03	-
Added	NIL	NIL	NIL	00	00	NIL	NIL	-
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.)

NIL
-----

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	NIL
ii) Campus Infrastructure and facilities	NIL
iii) Equipments	NIL
iv) Others	NIL
<b>Total:</b>	NIL

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Conducted local level seminars regarding quality issues.

#### 5.2 Efforts made by the institution for tracking the progression

**IQAC always took keen interest in organizing skill development programmes in our institution**

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1443	-	-	-

#### (b) No. of students outside the state

Nil

#### (c) No. of international students

Nil

Men	No	%	Women	No	%
	1178	74.7		365	25.3

Last Year(2015-16)						This Year(2016-17)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
507	230	07	744	-	1488	424	257	6	756	Nil	1443

Demand ratio - Dropout 3.02 %

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

5.6 Details of student counseling and career guidance:

**Career guidance cell is actively involved in students.  
Counseling towards their career.**

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
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  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	477	Online payment
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: \_\_

**Teaching faculty vacancy – the directorate of college education is informed and the education minister is requested through the local minister**

**Criterion – VI**

**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

**To create a skilful and creative human resource of well - educated, trained and self-motivated youth with a towering personality to provide leadership in all walks of life.**

6.2 Does the Institution has a management Information System YES

**Student’s admission date**  
**Students result record**

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

**Awareness programs organized**  
**YDC works for overall development**

6.3.3 Examination and Evaluation

**Class tests, terminal tests**  
**Self-Appraisal**

6.3.4 Research and Development

**Motivation to all faculty members**

6.3.5 Library, ICT and physical infrastructure / instrumentation

**New reference books and journals**  
**Inflibnet centre** **PCs**  
**for faculty**

6.3.6 Human Resource Management

**Grievance redressed cell,**  
**Antisexual harassment committee,**  
**YDC**

6.3.7 Faculty and Staff recruitment

**N.A.**

6.3.8 Industry Interaction / Collaboration

**NIL**

6.3.9 Admission of Students

**The college follows the policy of Govt. of Raj. for admissions**

6.4 Welfare schemes for

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

6.5 Total corpus fund generated **Rs.3183394**

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**  
**Exam pattern changes time to time**

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 switch off the fans and light points while leaving the classroom**

**Use of CFLs, LEDs 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.

**Construction of cycle stand**  
**Benches in lawn**  
**Wire boundary wall towards front lawn**

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

**Cleanliness of campus**  
**Awareness of students about their career**

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

**For all round development of girls in a co- educational institution, a favourable environment is provided to the female students**  
**Most of the students are of rural areas, the institution tries to inculcate urban manners, speaking skills etc. among them**

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

7.4 Contribution to environmental awareness / protection

**Use of LEDs, CFLs**

**To reduce paper wastage most of the work is preserved in soft copies**

7.5 Whether environmental audit was conducted?    Yes     No

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

**Trees are planted in a good number in the premises.**

**A water sprinkling system is initiated for the protection of green campus project**

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

**Accreditation by NAAC**

**To make efforts to start the PG classes, to motivate faculty for research work, to make transparent & active feedback mechanism , to renovate Labs**

**Smart class rooms**

*Name    Dr.Mukesh Chandra Sharma*

\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

*Name    Dr.Chandra Prakash Gaur*

\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

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**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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