

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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Introduction

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

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

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;
- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

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

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

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

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

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

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance

may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

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

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

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

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

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

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name or EC number. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education

Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

AQAR for the year (for example 2013-14)

2015-16

I. Details of the Institution

1.1 Name of the Institution

GOVERNMENT COLLEGE

1.2 Address Line 1

NH-15

Address Line 2

NEAR AKASHWANI

City/Town

SURGARH

State

RAJASTHAN

Pin Code

335804

Institution e-mail address

gcsuratgarh@gmail.com

Contact Nos.

01509220168

Name of the Head of the Institution:

Dr R K Swami

Tel. No. with STD Code:

Mobile:

9413155021

Name of the IQAC Co-ordinator:

Dr. Kamal Jeet Singh

Mobile:

9414479512

IQAC e-mail address:

iqacgcsuratgarh@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

OR

1.4 NAAC Executive Committee No. & Date:

EC(SC)/03/RAR/71

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

www.dce.rajasthan.gov.in

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-----------------------|-------|------|-----------------------|-----------------|
| 1 | 1 st Cycle | B | 71.6 | 2004 | 2004-09 |

| | | | | | |
|---|-----------------------|---|------|------|---------|
| 2 | 2 nd Cycle | B | 2.27 | 2014 | 2014-19 |
| 3 | 3 rd Cycle | | | | |
| 4 | 4 th Cycle | | | | |

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

25/07/2005

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 _____ 10/03/2016 _____ (DD/MM/YYYY)4
- ii. AQAR _____ 15/12/2015 _____ (DD/MM/YYYY)
- iii. AQAR _____ 14/07/2015 _____ (DD/MM/YYYY)
- iv. AQAR _____ 31/07/2015 _____ (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)

Computer Application

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

MGS University Bikaner

1.12 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

NA

UGC-CPE

NA

DST Star Scheme

NA

UGC-CE

NA

UGC-Special Assistance Programme

NA

DST-FIST

NA

UGC-Innovative PG programmes

NA

Any other (*Specify*)

NA

UGC-COP Programmes

NA

2. IQAC Composition and Activities

2.1 No. of Teachers

06

01

| | |
|---|----|
| 2.2 No. of Administrative/Technical staff | |
| 2.3 No. of students | |
| 2.4 No. of Management representatives | 01 |
| 2.5 No. of Alumni | |
| 2.6 No. of any other stakeholder and community representatives | 02 |
| 2.7 No. of Employers/ Industrialists | |
| 2.8 No. of other External Experts | |
| 2.9 Total No. of members | 10 |
| 2.10 No. of IQAC meetings held | 4 |

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

2.12 Has IQAC received any funding from UGC during the year? Yes No
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

Purchase of Science equipment's, Expansion of toilet facilities for students, playground expansion

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 |
|-----------------------|---|
| See Annexure i | Online admission for PG class, Science equipment purchased, Toilet facility for students improved . |

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes
 Management Syndicate Any other body

Provide the details of the action taken

The concerned committee have been instructed to work as per IQAC plan, The for the financial assistance from RUSA have been drafted

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 | 01 | | | |
| UG | 04 | | 01 | |
| PG Diploma | | | | |
| Advanced Diploma | | | | |
| Diploma | | | | |
| Certificate | | | | |
| Others | | | | |
| Total | 05 | | | |
| Interdisciplinary | | | | |
| Innovative | | | | |

1.2 (i) Flexibility of the Curriculum: Elective option

(ii) Pattern of programmes:

| Pattern | Number of programmes |
|---------|----------------------|
| | |

| | |
|-----------|-----|
| Semester | NIL |
| Trimester | NIL |
| Annual | 05 |

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.

IGNOU during 2015-16

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others |
|-------|------------------|----------------------|------------|--------|
| 24 | | | | 24 |

2.2 No. of permanent faculty with Ph.D.

16

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 |
| | | | | | | 0 | 2 | 0 | 2 |

2.4 No. of Guest and Visiting faculty and Temporary faculty

09

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | 3 | 20 | |
| Presented papers | | 05 | |
| Resource Persons | | | |

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

NIL

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)

NA

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

0

0

1

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 % |
| BA | 380 | | 8.13 | 64.3 | 24.87 | 97.3% |
| B.Com | 65 | | 18.46 | 48.2 | 22.5 | 89.2% |

| | | | | | | |
|------|----|--|------|------|------|-------|
| B.Sc | 56 | | 55.3 | 28.3 | 16.2 | 100% |
| BCA | 18 | | 50 | 50 | | 100% |
| MA | 17 | | | 94.1 | | 94.1% |
| BCA | 18 | | 50 | 50 | | 100% |

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

Through teaching monitoring cell

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 | 01 |
| 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 | 04 | 01 | 01 | 01 |
| Technical Staff | 01 | 02 | 01 | 0 |

Criterion – III

3. Research, Consultancy and Extension

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

Research cell has been introduced to facilitate the faculty engaged in research projects

3.2 Details regarding major projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | | NIL | | |
| Outlay in Rs. Lakhs | | NIL | | |

3.3 Details regarding minor projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | NIL | 05 | 05 | NIL |
| Outlay in Rs. Lakhs | | | 9,95,000 | |

3.4 Details on research publications

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | 02 | 03 | |
| Non-Peer Review Journals | | 01 | |
| e-Journals | | 01 | |
| Conference proceedings | | 04 | |

3.5 Details on Impact factor of publications: NA

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 | 2012-17 | UGC | 9,95,000 | 7,70,000 |
| 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
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

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

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
 Total

3.16 No. of patents received this year

| Type of Patent | | Number |
|----------------|---------|--------|
| National | Applied | NIL |
| | Granted | 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 | NIL | NIL | NIL | NIL | NIL | NIL |

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: NA

| | | | |
|------------------|--------------------------------|---------------------|--------------------------------|
| University level | <input type="text" value="X"/> | State level | <input type="text" value="X"/> |
| National level | <input type="text" value="X"/> | International level | <input type="text" value="X"/> |

3.23 No. of Awards won in NSS: NA

| | | | |
|------------------|----------------------------------|---------------------|----------------------------------|
| University level | <input type="text" value="---"/> | State level | <input type="text" value="---"/> |
| National level | <input type="text" value="---"/> | International level | <input type="text" value="---"/> |

3.24 No. of Awards won in NCC: NA

| | | | |
|------------------|----------------------------------|---------------------|----------------------------------|
| University level | <input type="text" value="---"/> | State level | <input type="text" value="---"/> |
| National level | <input type="text" value="---"/> | International level | <input type="text" value="---"/> |

3.25 No. of Extension activities organized

| | | | | | |
|------------------|----------------------|---------------|---------------------------------|-----------|---------------------------------|
| University forum | <input type="text"/> | College forum | <input type="text"/> | | |
| NCC | <input type="text"/> | NSS | <input type="text" value="02"/> | Any other | <input type="text" value="04"/> |

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

- Community service by Rover-Ranger

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 | | | | |
| Class rooms | 30 | 01 | UGC | 31 |
| Laboratories | 10 | ---- | | 10 |
| 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) | | NIL | | |
| Others | | | | |

4.2 Computerization of administration and library

| |
|--|
| Account section has been computerised and library Automation is in final stage |
|--|

4.3 Library services:

| | Existing | | Newly added | | Total | |
|-----------------|----------|-------|-------------|-------|-------|-------|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 17000 | | 4000 | | 21000 | |
| Reference Books | 5000 | | --- | | 5000 | |
| e-Books | | | | | | |
| Journals | 03 | | ---- | | 03 | |
| e-Journals | | | | | | |

| | | | | | | | |
|------------------|----|--|--|--|--|----|--|
| Digital Database | | | | | | | |
| CD & Video | | | | | | | |
| Others Magazine | 05 | | | | | 05 | |

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|-----------------|---------------|----------|------------------|------------------|--------|-------------|--------|
| Existing | 30 | 02 | 14 | 03 | 02 | 03 | 02 | 0 |
| Added | 4 | - | - | - | - | - | 2 | - |
| Total | 34 | 02 | 14 | 03 | 02 | 03 | 04 | - |

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

IT training workshop for the next session is

4.6 Amount spent on maintenance in lakhs :

| | |
|--|-----------------|
| i) ICT | 13,000 |
| ii) Campus Infrastructure and facilities | 70,000 |
| iii) Equipments | 8,01,385 |
| iv) Others | 30,000 |
| Total : | 9,14,385 |

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Workshops and special drives by NSS, Rover- Ranger, sport department and women cell.

5.2 Efforts made by the institution for tracking the progression

There is no formal mechanism

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|------|----|--------|--------|
| 2072 | 65 | 01 | |

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

| No | % |
|------|------|
| 1316 | 62.9 |

Men

| No | % |
|-----|------|
| 774 | 37.1 |

Women

| Last Year | | | | | | This Year | | | | | |
|-----------|-----|----|------|-----------------------|-------|-----------|-----|----|------|-----------------------|-------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 372 | 642 | 25 | 1000 | -- | 2039 | 352 | 667 | 23 | 1038 | --- | 2090 |

Demand ratio

Dropout % 10.2%

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

Extension lectures are conducted by Youth Development Centre

No. of students beneficiaries

300

5.5 No. of students qualified in these examinations

| | | | | | | | |
|-------------|-----|-----------|-----|------|-----|--------|-----|
| NET | Nil | SET/SLET | NIL | GATE | NIL | CAT | NIL |
| IAS/IPS etc | NIL | State PSC | 04 | UPSC | Nil | Others | 5 |

5.6 Details of student counselling and career guidance

Extension lectures are conducted

No. of students benefitted

325

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 | NIL | NIL | NIL |

5.8 Details of gender sensitization programmes

Special lectures and awareness drives by Women Support cell

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

| | Number of students | Amount |
|--|--------------------|--------|
| Financial support from institution | 7 | 7000 |
| 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: _____ A
part time librarian has been appointed (Self finance scheme) to run the library.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Education is a dynamic process which strengthens the students to make the best use of their capacity to make the world a better place to live. The institution is committed to invigorate the rural youth to materialize their dreams and nurture future citizens towards excellence

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

Being an affiliated college, the college follows university rules and regulations

6.3.2 Teaching and Learning

Seminars are being organized in the classrooms to enhance communication and competence of the college

6.3.3 Examination and Evaluation

Being an affiliated college, the college follows university rules and regulations

6.3.4 Research and Development

Research cell is introduced to facilitate the faculty who are working on research projects

6.3.5 Library, ICT and physical infrastructure / instrumentation

Computerisation of library is in progress

6.3.6 Human Resource Management

NIL

6.3.7 Faculty and Staff recruitment

Recruitments are made under self-financing scheme as per requirement of the courses run under SFS

6.3.8 Industry Interaction / Collaboration

NIL

6.3.9 Admission of Students

Being a Government institution, the college follows the admission policy issued by Directorate of College Education Rajasthan.

Teaching

NIL

| | |
|--------------|-----|
| Non teaching | NIL |
| Students | NIL |

6.4 Welfare schemes for

6.5 Total corpus fund generated

NIL

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 | Principal |
| Administrative | | | | |

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?

NA

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

NA

6.11 Activities and support from the Alumni Association

There is no Alumini Association registered

6.12 Activities and support from the Parent – Teacher Association

In formal discussion and meetings with the parents help in planning for the optimum benefit of the students

6.13 Development programmes for support staff

NIL

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

Plantation in the campus, Awareness drive for the Polythene free campus

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.

NIL

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

See Annexure ii

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

See Annexure iii

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

7.4 Contribution to environmental awareness / protection

Plantation and awareness drivesby NSS, Rover Rangers. Formation of Eco club.

7.5 Whether environmental audit was conducted? Yes No

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

Nil

8. Plans of institution for next year

See Annexure- iv

Name Dr. Kamal jeet Singh

Name Dr. R. K. Swami

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC_

Annexure i
Internal Quality Assurance Cell

Session 2015-16

Proceedings of the meeting of the IQAC

A meeting of IQAC committee has been held on 14th September 2015 to chalk out the action plan for qualitative enhancement of available facilities and augmentation of infrastructure as per suggestion made by the members. The following issue have been taken into account.

1. To arrange the computer, printer and broadband connection in all the science laboratories as well as in the library of the college.
2. To furnish the IQAC office the purchase of computer, UPS, printer, Xerox machine, fax machine, computer table, modem, broadband internet connection and essential office stationary is decided on top priority.
3. To organise integrated computer training for all the faculty members and ministerial staff one week programme is suggested.
4. To enhance the science labs purchase of advanced equipment's for UG laboratories using UGC fund is suggested.
5. Moreover, the timely appointment of skilled lab assistants and lab boys for all the labs is advised.
6. To upgrade the library the process of re- registration of INFLIBNET service is also advised.
7. To protect the infrastructure of the institution the need to construct a boundary wall is recommended
8. College will construct an Indoor stadium on the arrival of UGC grant.
9. In the college lawn the need of cemented bench for students is decided.
10. High quality smart boards for all the lecture rooms and labs is highlighted
11. To harvest the rain water, the washing and repair of the existing rain water tank is decided.
12. To motivate the student for master degree, special YDC lectures will be arranged for admission through IIT-JAM, JEST, JNU and other central universities tests.

13. Special tutorial classes will be arranged for backward minority class students with the help of UGC grant.
14. Preparation of playground for various inter-college sports events is decided.
15. Hygienic canteen facility in the college for whole year is also recommended.

Inter Quality Assurance Cell
Academic session 2015-16
Action Taken Report

IQAC proposed to initiate some projects and procedures to enhance the qualitative standard of the institution and the plans which have been executed during the session are given below.

- Automation of Admission Process (including PG course)
- Skill-oriented Programmes in YDC
- Construction of Class room and toilet facilities both for boys and girls.
- Purchase of Laboratories instrument for science classes, and computers for the college.
- Construction of Volleyball court

Best Practices-I

1. Title of the Practice: Need-based subjects in Arts Stream under Self-financing Scheme:

- Geography
- Jainology, Jeevan Vigyan and Yoga.

2. Goal: The college is very keen to watch trends. This practice lends the curriculum viability to cater to diverse aptitude of the students and give them opportunity to make a wise choice for brighter career options.

3 . The Context:

- Geography is taught as an optional subject at the senior secondary level in most of the schools situated in the town as well as in the catchment areas. When the students come to get admission to the college, a great number of students suffer a lot because of the constraints of limited options and they have to opt for some other subject in place of Geography.
- Jainology Jeevan Vigyan and Yoga has been introduced as an outcome of the missionary plan of local Jain community to acquaint the modern youth with healthy way of living, Jain Anuwrat Samiti provided the financial assistance for the subject at the initial stage.

Both the subjects are gaining popularity among students as both are practical subjects and have relevance in the contemporary

scenario:- Geography for its concern with environmental issues- Jainology, Jeevan Vigyan and Yoga for its concern with health and Yoga.

4. The Practice:-As stated earlier, these subjects are introduced under self- financing scheme, But the college follows the guidelines of the directorate of college education for the necessary arrangements for the successful implementation of the practices.

- The admission policy for the self-financing programme is as per the norm of the Government of Rajasthan for different categories of the students.
- The curriculum for these subjects is as prescribed by the affiliated university.
- Fee Structure: The fee structure for the students of self-financing courses is higher compared to the students of regular courses, as this includes the remuneration for the faculty of Self-financing stream and the annual expenditure required to run the course. The fee for these subjects is 1000/- per subject with regular fee (as per Government norm) for B.A.
- The teachers of the self-financing programmes have the same qualification criteria as that of regular programme. i.e. UGC norms.
- Salary for teachers of Self-financing programmes is fixed and paid on the basis of number of periods taken per month, 300/- per period, with a maximum of 12000/- per month as decided by College development Committee.

5. Evidence of Success: The subjects are widely- opted by the students. The growing number of the student enrolment for these

subjects and the best university results bear the witness of the success of the practice.

6. Problems, Encountered and resources Required: The fee structure for the students who opt for the subjects offered under the self-financing scheme is higher as compared to the students of regular courses. Most of the students come from the rural peasant families and the weaker section of the society, they cannot afford heavy fee, secondly, it is difficult to attract and retain the qualified faculty as the College Development Committee cannot provide them job security. These subjects should be included in the list of regular subjects allotted by the government.

Best practice-II

1. Title of the practice: Intensive weight-lifting and power lifting for girls
2. Goal: Along with the goal of academic excellence, the college aims to provide the students, intensive training in sports to seek their holistic growth. The mission of the college is to chisel the potential of the rural youth to be excellent sports person and contribute towards building good human resource of the nation. The students especially girls need special care and consideration as most of them come from rural background where sports activities are still considered to be boys privilege. The aim of this practice is to train the girls to confidently prove their worth in sports.
3. The context

- The students who come from the nearby village have a great fascination for sports activities like wrestling and weight-lifting.
- The college can provide them the facility of trained coach as a Physical Training Instructor of the college, Mr. Rajvir Singh has special Diploma in coaching for Weight-lifting from NIS, Patiala. The college also has a special room well-furnished with necessary equipment's for weight-lifting and power- lifting practice.

The girls have a passionate desire to participate in the games related with muscle power which is still considered to be the male territory in the villages.

- The practise is initiated with noble aim of women empowerment through sports.

4.The Practice: At the commencement of every academic session. The students are notified to personally contact the PTI to seek guidance regarding their participation in games and sports as per their choice and potential. These counselling sessions are conducted to motivate the students to take part in the games. The girls opted for Weight-lifting and Power-lifting, they are given rigorous training. They are duly oriented about the technicalities of the games and precaution too. The training schedule is morning 9.00 AM -10:00 AM, Evening 4:00 PM- 5:00 PM.

5 Evidence of success.

- The practice has helped in boosting up morale of girls to prove their mettle in the field of sports.
- Since 2011-2012, Women weight-lifting team of the college has been winning the university championship. The success story of these girls adds meaning to the practice.

6 .Problem Encountered and Resources Required No doubt, the results are pleasing, but we cannot deny the other side of the picture. Now a day, special awareness drives are needed to sensitized the students about the importance of the games. Special orientation is also required for the girls to shatter the age-old myth that these games are meant for the men only. Last but not the least, special dietary provision must be made in the budget allocated to the sports activities of the college. The existing provision are not adequate enough for the pl ayers who come from the families living below poverty line.

Proceedings of the meeting of the IQAC

A meeting of the IQAC committee has been held on 10th March 2016 to chalk out the future action plan and discuss about the progress made so far. The following issues have been discussed to enhance the teaching learning facilities in the college.

- All members were agreed to constitute a planning board to execute the budget received under basic development grant (BDG)
- Building board for the laboratories renovation will be constituted as per UGC norms
- For the next session timely appointment of SFS teaching staff is suggested
- Separate PG department for history subject was suggested
- Broad band connections for all the labs and library was discussed
- More Vehicle parking area for students and staff
- Smart board for class rooms and labs from UGC funds
- Members were agreed to expedite the matter of purchasing process of science equipment's and computers
- College has been sanctioned Rupees 2 crore by RUSA to improve toilet facilities for boys and girls, renovation, equipment's, computers centre,

administrative building, campus development and sports facilities.

Member agreed to utilise this fund properly as per condition laid down by

RUSA