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.

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

> GOVT. COLLEGE, DHOLPUR

1.2 Address Line 1

> TIWARI BAGH

Address Line 2

> STATION ROAD

City/Town

> DHOLPUR

State

> RAJASTHAN

Pin Code

> 328001

Institution e-mail address

> collegedholpur@gmail.com

Contact Nos.

> 9413594511

Name of the Head of the Institution:

> Dr. R.K. Chaturvedi

Tel. No. with STD Code:

>

Mobile:

> 9413594511

Name of the IQAC Co-ordinator:

Sh. B.K. Kulshrestha

Mobile:

9414583338

IQAC e-mail address:

collegedholpur@gmail.com

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

RJCOGN23408

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)

EC(SC)/12/A&A/45.1 Dated 19.02.2016

1.5 Website address:

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

Web-link of the AQAR:

Yes

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	A	2.18	2016	5 Years
2	2nd Cycle	-	-	-	-
3	3rd Cycle	-	-	-	-
4	4th Cycle	-	-	-	-

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

18.11.2014

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

2016-17

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   **Yes**   State   [ ]   Central   [ ]   Deemed   [ ]   Private

Affiliated College   Yes **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 [**Yes**]   Men [ ]   Women [ ]

                  Urban [**Yes**]   Rural [ ]   Tribal [ ]

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

           Grant-in-aid + Self Financing [ ]   Totally Self-financing [ ]

1.11 Type of Faculty/Programme

Arts [Y]   Science [Y]   Commerce [Y]   Law [ ]   PEI (Phys Edu) [ ]

TEI (Edu) [ ]   Engineering [ ]   Health Science [ ]   Management [ ]   [ ]

Others   (Specify)   [N.A.]

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

1. UNIVERSITY OF RAJASTHAN, JAIPUR
2. M.S. BIRJ UNIVERSITY, BHARATPUR

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

Autonomy by State/Central Govt. / University

[ ]

Revised Guidelines of IQAC and submission of AQAR

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*)	RUSA GRANT
UGC-COP Programmes			

2. IQAC Composition and Activities

2.1 No. of Teachers

5

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

01

2.4 No. of Management representatives

00

2.5 No. of Alumni

01

2. 6 No. of any other stakeholder and

   community representatives

01

2.7 No. of Employers/ Industrialists

00

2.8 No. of other External Experts

01

2.9 Total No. of members

11

2.10 No. of IQAC meetings held   - 03

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

Non-Teaching Staff Students   01   Alumni   01   Others   00

       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. | X | International | X | National | X | State | X | Institution Level | 01 |

(ii) Themes

| CLEAN INDIA GREEN INDIA |

2.14 Significant Activities and contributions made by IQAC

| MOTIVATED THE TEACHERS AND STUDENTS FOR RESEARCH BASED STUDIES |

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.CCTV CAMERA FAIR EXAM 2. CONSTURCTION OF NEW BUILDING FOR LIBERARY	1.CCTV CAMERAS INSTALLED 2.PROJECT HAS BEEN STARTED

* *Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body   Yes [ ]   No | NO |

Management [ ]   Syndicate [ ]   Any other body | X |

Provide the details of the action taken

| ‣ CCTV CAMERAS HAS BEEN INSTALLED.
‣ THE CONSTURCTI OF NEW BUILDING FOR LIBERARY IS STARTED.
‣ A MODERN TOILET FOR GIRLS IS UNDER CONSTUCTION.
‣ E-CLASS HAS BEEN CREATED.
‣ A WELL EQUIPPED COMPUTER LAB WITH WI-FI FACILITIES IS ESTABLISHED.
‣ PLAN TO FAULITATE STUDENTS DOING WELL IN CURRICULER AS WELL AS CO CURRICULER ACTIVITIES. |

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	00	-	-	-
PG	03	NIL	02	-
UG	03	NIL	NIL	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others	Certificate and Skill Development Program under IGNOU & VMOU Kota			
Total	6			

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	Annual

1.3 Feedback from stakeholders*   Alumni [Y] Parents [Y] Employers [Y] Students [Y]
(On all aspects)

Mode of feedback   :   Online [Y] Manual [Y] 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.

SYLLABI HAVE BEEN UPDATED AT THE UNIVERSITY LEVEL BY B.O.S.

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

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

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

2.2 No. of permanent faculty with Ph.D.

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
	-	-	-	-	-	-	24	23	24	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

-	-	03

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	02	6	01
Presented papers	02	6	01
Resource Persons	-	-	-

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

E- Class has been created.

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)

These are being done at the university level.

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

-	-	05

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.	1498	5.54	20.0	52.3	12.1	89.94
B.SC.	811	7.8	37.2	43.7	7.2	95.9
B.COM.	223	NIL	29.0	57.1	7.9	94
M.A.	173	00	17.4	64.3	6.6	88.3

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

IQAC arrange meeting with the teaching staff alumni and student representatives, seek their suggestive and take steps accordingly.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	02
UGC – Faculty Improvement Programme	01
HRD programmes	-
Orientation programmes	01
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	08	18	NIL	02
Technical Staff	NIL	01	NIL	NIL

Criterion – III

3. Research, Consultancy and Extension

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

> ➢ Regular meeting with the teaching staffs.
> ➢ Motivating the staff through notice to proposal for research project.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	&	&	&	&
Outlay in Rs. Lakhs	&	&	&	&

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	TWO	NIL	&	
Outlay in Rs. Lakhs	4.85	&	&	

3.4   Details on research publications

	International	National	Others
Peer Review Journals	04	01	&
Non-Peer Review Journals	&	&	&
e-Journals	&	&	&
Conference proceedings	01	&	&

3.5 Details on Impact factor of publications:

Range [1-3]   Average [1.5]   h-index [   ]   Nos. in SCOPUS [04]

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	2 Years	UGC	4.85	4.00
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. | 2 | Chapters in Edited Books | 2 |

ii) Without ISBN No. | 2 |

3.8 No. of University Departments receiving funds from

UGC-SAP | 2 | CAS | 2 | DST-FIST | 2 |

DPE | 2 | DBT Scheme/funds | 2 |

3.9 For colleges   Autonomy | 2 | CPE | 2 | DBT Star Scheme | 2 |

INSPIRE | 2 | CE | 2 | Any Other (specify) | UGC |

3.10 Revenue generated through consultancy | NIL |

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	2	2	2	2	2
Sponsoring agencies	2	2	2	2	2

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

3.13 No. of collaborations   International | 2 | National | 2 | Any other | 2 |

3.14 No. of linkages created during this year | 2 |

3.15 Total budget for research for current year in lakhs : 4.85 Lakhs

From Funding agency | UGC | From Management of University/College | 2 |

Total | 4.85 lakhs |

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	2
	Granted	2
International	Applied	2
	Granted	2
Commercialised	Applied	2
	Granted	2

3.17 No. of research awards/ recognitions   received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College
2	2	2	2	2	2	2

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

01

02

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

00

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

JRF ૨ SRF ૨ Project Fellows ૨ Any other ૨

3.21 No. of students Participated in NSS events:

University level ૨ State level 08

National level ૨ International level ૨

3.22 No. of students participated in NCC events:

University level ૨ State level 21

National level 15 International level ૨

3.23 No. of Awards won in NSS:

University level ૨ State level 02

National level ૨ International level ૨

3.24 No. of Awards won in NCC:

University level ૨ State level 01

National level ૨ I`nternational level ૨

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

❖ Organization of blood donation camps - Yearly.

❖ Adoption of specified areas in villages by NSS Volunteers where they conduct awareness programme about AIDS, female foeticides and other social evils.

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	17.5 acres	&	&	&
Class rooms	20	06	Private Public Partnership	70 Lakhs
Laboratories	05	&	&	&
Seminar Halls	02	&	&	&
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	01	01	UGC approved MRP	1.1 LAKH
Value of the equipment purchased during the year (Rs. in Lakhs)	&	&	UGC approved MRP	1.1 LAKH
Others	&	&	&	&

4.2 Computerization of administration and library

> A well established Computer Lab is available for students.
>
> 15 more computer are being purchase under RUSA to fulfill the further requirements. College has Inflibnet facility also.

4.3 Library services:

51611	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	52303	&	692	&	52303	&
Reference Books	5735	&	155	&	5890	&
e-Books	&	&	&	&	&	&
Journals	&	&	&	&	&	&
e-Journals	&	&	&	&	&	&
Digital Database	&	&	&	&	&	&
CD & Video	&	&	&	&	&	&
Others (specify)	&	&	&	&	&	&

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	20	01	04	Inflibnet facility started	01	01	06	&
Added	15 in few days	To be added	&	&	&	&	&	&
Total	35	As per request	&	&	&	&	&	&

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

> Teachers are well versed with computer operation.

4.6 Amount spent on maintenance in lakhs:

i) ICT

8.0

ii) Campus Infrastructure and facilities

100 Lakhs

iii) Equipments

&

iv) Others

&

Total :

108 Lakhs

Criterion – V
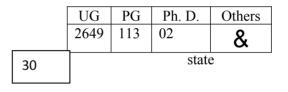## 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> IQAC has suggested for construction of a new fully computerized library building under RUSA. New computer sets are being purchased for computer lab and Inflibnet for the benefit of students and staff members.

5.2 Efforts made by the institution for tracking the progression

> Institution seeks feedback from students and their parents.
>
> Conduct periodical tests, Students seminar at regular basis.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2649	113	02	&

   (b) No. of students outside the | 30 | state

   (c) No. of international students | NIL |

No	%
&	&

Men

Women

No	%
&	&

	Last Year						This Year				
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
823	536	292	1034	13	2685	844	556	314	1050	15	2764

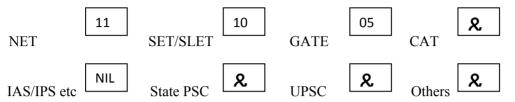Demand ratio   1:3   Dropout %   05 %

5.4 Details of student support mechanism for coaching for competitive examinations (If any) `01`

No. of students beneficiaries `422`

5.5 No. of students qualified in these examinations

NET `11`   SET/SLET `10`   GATE `05`   CAT `&`

IAS/IPS etc `NIL`   State PSC `&`   UPSC `&`   Others `&`

5.6 Details of student counselling and career guidance

> There is a well organized student counseling and guidance cell in the college. Youth Development Center (YDC) of the college organized extension lectures in the college to cater the need of the students in making their future plan and carrier.

No. of students benefitted `21`
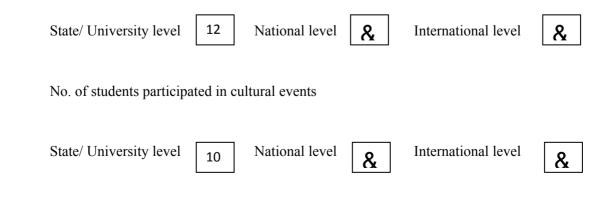
5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
02	82	04	03

5.8 Details of gender sensitization programmes

> ❖ "Beti Bachao Beti Padhao" programs
> ❖ "Female Feticide" awareness programs.

5.9 Students Activities

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

State/ University level `12`   National level `&`   International level `&`

No. of students participated in cultural events

State/ University level `10`   National level `&`   International level `&`

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

Sports: State/ University level | 01 | National level | & | International level | & |

Cultural: State/ University level | 02 | National level | & | International level | & |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	&	&
Financial support from government	2148	100.74 lakh
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 | 04 |

5.13 Major grievances of students (if any) redressed: Three water Purifier (R.O.) installed in the college campus, construction of a modern girls toilets, construction of new class rooms and construction of a new fully digitalized library are nearing completion.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> Our vision is to achieve good and quality education by keeping pace with rapidly changing technologies.
>
> Our efforts are to impart quality and value based education to raise satisfaction level of all our stake holders.

6.2 Does the Institution has a management Information System

> Govt. college facilities under the state directorate of college education and all the units (College) are well connected to the head office through internet in respect such as admission, scholarship distribution, results and all the financial managements.

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

6.3.1   Curriculum Development

> Curriculum is designed by the broad of studies at university level. Several staffs of our college are members in the B.O.S. of the university.

6.3.2 Teaching and Learning

Annual time table of the theory and practical classes, organization of students seminar and discussion excursion, periodical test, evaluation and analysis.

6.3.3 Examination and Evaluation

Besides annual examination conducted by the university, College also Carry out Periodical test and evaluation

6.3.4 Research and Development

Two UGC sponsored MRP has been completed.

6.3.5 Library, ICT and physical infrastructure / instrumentation

New building for library is under construction. New computers have been purchased for ICT. Development of a new 400 m athletics track is in progress.

6.3.6 Human Resource Management

&

6.3.7 Faculty and Staff recruitment

Trough Rajasthan public service commission

6.3.8 Industry Interaction / Collaboration

College keep interaction with local industries such as Rajasthan Chemical and Explosive LTD, Bhole Baba dairy and Garima dairy for guidance and employment

6.3.9 Admission of Students

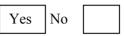Admission of the students occurs online on the basis of merit.

6.4 Welfare schemes for

Teaching	Refresher, Orientation and short term teaching programs.
Non teaching	-
Students	Students seminars are being organization

22.80 lakh

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done   Yes | 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	College Education, Rajasthan.	&	&
Administrative	Yes	College Education, Rajasthan.	&	&

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes | Yes | No | |

For PG Programmes   Yes | 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

&

6.12 Activities and support from the Parent – Teacher Association

Seek feedback from the parent for improvement is curricular and extracurricular activities.

6.13 Development programmes for support staff

N. A.

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

> There is well developed herbal (Amla) garden in the college campus. A modern eco friendly toilet is being constructed in the college 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.

> Delivery of lectures through PPT in class rooms.

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

> ❖ Time bound completion of the syllabi.
> ❖ Conduction of periodical test and evaluation.
> ❖ Constructions of new building for library, modern ladies toilets, new class rooms. undergoing.

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

> ❖ There is a temple as well as a shrine in the college campus which encourage communal harmony in the campus.
> ❖ Pleasant and cohesive atmosphere in the campus.
> ❖ Student union is given due participation in college administration.

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

7.4 Contribution to environmental awareness / protection

> ❖ An Amla garden have been developed.
> ❖ Students are motivated regarding environmental issues through seminars and NSS activities etc.

7.5 Whether environmental audit was conducted?   Yes [ ]   No [NO]

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

> ❖ Strength – Well qualified faculty members.
> ❖ Number of staff members is less than the requirement.
> ❖ Multi tasking staff is less than the requirement.

8. Plans of institution for next year

> ❖ Introduction of U.G. and P.G. Courses in Science and Arts.
> ❖ Organization of two seminars in Science and arts faculties.
> ❖ Digital cataloguing of the library.

Name _Dr. Ashok Kumar Verma_   Name _Prf. B.k. Kulshrestha_

Signature of the Coordinator, IQAC   _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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