

*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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# ***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.

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 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)**

July 1, 2015 to June 30, 2016

#### 1. Details of the Institution

1.1 Name of the Institution

Lakshmi Narayan College

1.2 Address Line 1

At+PO: Bhagwanpur

Address Line 2

Dist: Vaishali

City/Town

Bhagwanpur

State

Bihar

Pin Code

844114

Institution e-mail address

Lncollege.bu@gmail.com

Contact Nos.

06224-245232

Name of the Head of the Institution:

Dr. Sanjay

Tel. No. with STD Code:

Mobile:

+91-9546220142

Name of the IQAC Co-ordinator:

Dr. S B Kumar

Mobile:

+91-9334481906

IQAC e-mail address:

shashibhushan911@gmail.com

1.3 NAAC Track ID (For ex. MHCOCN 18879)

BRCOCN 18325

**OR**

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)/07/AAA/03 Dated 11/05/2015

1.5 Website address:

www.Incollegebu.org

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	B	2.14	2015	10 May 2020
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

10/03/2013

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 \_\_\_\_\_ NA \_\_\_\_\_ (DD/MM/YYYY)4  
ii. AQAR \_\_\_\_\_ NA \_\_\_\_\_ (DD/MM/YYYY)  
iii. AQAR \_\_\_\_\_ NA \_\_\_\_\_ (DD/MM/YYYY)  
iv. AQAR \_\_\_\_\_ NA \_\_\_\_\_ (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)

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

B R A Bihar University, Muzaffarpur

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

RUSA

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

08

2.2 No. of Administrative/Technical staff

Nil

2.3 No. of students

Nil

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and  
community representatives

01

2.7 No. of Employers/ Industrialists

Nil

2.8 No. of other External Experts

01

2.9 Total No. of members

12

2.10 No. of IQAC meetings held

06

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

The IQAC is keeping a close watch on the execution of various quality enhancement measures suggested by it to the management.

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 introduced add-on/minor course in computer applications	Introduced 1.) 3 month certificate course in computer application 2.) 6 month certificate course in computer application

\* Attach the Academic Calendar of the year as Annexure. **Attached as Annexure-i**

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	14		02	02
PG Diploma				
Advanced Diploma				
Diploma		01		01
Certificate		01		01
Others				
<b>Total</b>	14	02	02	04
Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	01
Trimester	01
Annual	14

- 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*

***Attached As Annexure-ii***

- 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	02	08	01	

2.2 No. of permanent faculty with Ph.D.

07

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
00	22	nil	—	nil	—	nil		0	22

2.4 No. of Guest and Visiting faculty and Temporary faculty

BCA-3

B.Ed-3

06

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended			
Presented papers	01	07	01
Resource Persons		01	01

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

Use of smart boards, Computes aided instructions are being encouraged in the class. Students are given printed lecture materials.

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

232

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

2

## 2.10 Average percentage of attendance of students

## 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.Sc	760		128	539	08	89
B.A	232		179	39	05	96

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

IQAC prepares format for feedback forms filled in feedback forms from the stakeholders are procured, analysed and remedial actions are suggested to the principal for their execution.

## 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	07
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	07
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	22	16	nil	05
Technical Staff	07	01	nil	06



## Criterion – III

### 3. Research, Consultancy and Extension

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

IQAC prepares a roadmap for promoting research climate which is executed by the college management.

#### 3.2 Details regarding major projects

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

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		03		1
Outlay in Rs. Lakhs		7 lacs 25 thousands		

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals		06	
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

#### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2014-16	UGC	7.25 lacs	3.15 lacs
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			7.25 lacs	3.15 lacs

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					09
Sponsoring agencies					

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

6

21

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

05

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 05 State level 03  
National level Nil International level Nil

3.22 No. of students participated in NCC events:

University level Nil State level Nil  
National level Nil International level Nil

3.23 No. of Awards won in NSS:

University level Nil State level Nil  
National level Nil International level Nil

3.24 No. of Awards won in NCC:

University level Nil State level Nil  
National level Nil International level Nil

### 3.25 No. of Extension activities organized

University forum	Nil	College forum	02		
NCC	Nil	NSS	05	Any other	Nil

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

- Extension activities executed by NSS volunteers involves campaign against alcohol addiction, making people aware of the need to donate blood and maintain hygiene.
- As its social responsibility, talented non-collegiate badminton and T.T players are encouraged to use the indoor stadium for their practice under the watchful eyes of the P.T.I

## 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				
Laboratories				
Seminar Halls				
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	12	05		17
Value of the equipment purchased during the year (Rs. in Lakhs)			Internal Resource	3 lacs
Others				

#### 4.2 Computerization of administration and library

- In library OLAC is available .
- Steps are being initiated for digitalization of library and online admission.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	21,263	14,42,562	1200	2,65,121	22,463	17,07,683
Reference Books	142	4170	109	1,03,499	251	1,07,669
e-Books						
Journals	106	473	35	6135	141	6608
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	40	One	Yes	Yes	Yes			
Added	10					Yes		
Total	50	One						

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

LAN is in the Computer lab. Training programmes for employees have been organised to make them computer friendly. Separate course for students are being run.

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

i) ICT	0.6
ii) Campus Infrastructure and facilities	1.5
iii) Equipments	0.5
iv) Others	1.5
<b>Total :</b>	<b>4.1</b>

## Criterion – V

### 5. Student Support and Progression

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

IQAC arranges meetings with student's representatives to make them aware of the student support services. This way the information percolates down to the individual students.

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

Student support services are monitored by the college management. Responsibility and accountability is fixed to get efficient services.

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

UG	PG	Ph. D.	Others
3438			

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

Nil

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

Nil

Men	No	%	Women	No	%
	1992	58		1446	42

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
493	214	Nil	609	18	1316	502	224		590	05	1321

Demand ratio

Dropout % 12%

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

Not Any

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT   
IAS/IPS etc  State PSC  UPSC  Others

5.6 Details of student counselling and career guidance

The students are made aware of the available career options through the C&C cell. Experts from different fields are invited to let the students know the path through which they can have their desired career.

No. of students benefitted

240

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	22

5.8 Details of gender sensitization programmes

Students are sensitized to respect all the genders, particularly the trans-genders by organising debates, seminar etc.

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	100	17,000
Financial support from government	263	8,22,280
Financial support from other sources		
Number of students who received International/ National recognitions	Nil	

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: Not Any

## Criterion – VI

### 6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- Vision to make the institution a brand name in the field of education.
- Mission is to produce ideal Indian citizens.

6.2 Does the Institution has a management Information System

We are working towards it.



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

6.3.1 Curriculum Development

Individual institutions have no role to play here. Or  
Curriculum development is done by the university where our suggestions are deliberated upon.

6.3.2 Teaching and Learning

Teachers are motivated to impart computer aided instructions to the students.

6.3.3 Examination and Evaluation

This is controlled by the university. Efforts are being made to return the evaluated answer scripts to internal exam to the student. However, Shortage of teachers is major obstacle.

6.3.4 Research and Development

Teachers are encouraged to present their papers for seminars/conferences/publications. Financial assistance, if needed, is provided by the institute.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The catalogue is accessible online. DPR for e-reading room has been submitted.

6.3.6 Human Resource Management

Care has been taken to place a right man at a right post in administration. Initiatives/awards are given to the performing employees.

6.3.7 Faculty and Staff recruitment

This is controlled by the state government.

6.3.8 Industry Interaction / Collaboration

The institution has yet to reach a level where interaction/collaboration with industry is possible.

### 6.3.9 Admission of Students

Steps are being taken to make the admission online. However, BSNL services are erratic and cannot be relied upon for meeting the deadlines. Scenario should improve once Reliance 4G Jio connections are made operative. Cable within the campus has been laid down by Reliance personnel.

6.4 Welfare schemes for

Teaching	Yes
Non teaching	Yes
Students	Yes

Health centre is available within the campus. Financial assistance is given in times of emergency. For students, various scholarships are there.

6.5 Total corpus fund generated

25 lacs

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	No	No	No	No
Administrative	No	No	No	No

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?

University is making efforts to streamline the session which is late by almost one year.

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

Not Any

#### 6.11 Activities and support from the Alumni Association

The alumni association meets once in a year. Their suggestions are first discussed in the IQAC and a working plan is presented to the principal to meet the aspirations of the alumni.

#### 6.12 Activities and support from the Parent – Teacher Association

PTA meeting is held once in a year. Their suggestions are incorporated in the action plan prepared by IQAC for quality enhancement. Parents are very supportive in taming in disciplined students.

#### 6.13 Development programmes for support staff

Support staff is encouraged to pursue their development by permitting them to upgrade their qualifications through distant mode of education. Personal care is taken to train through distant mode of education. Personal care is taken to train them in the role for which they are playing.

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

This is a clean and green campus. Litchi and mango orchards occupy a major portion of the land area. Individual plants are taken care of by the employees assigned for this job. NSS volunteers also play an active role. All the stake holders are very supportive in making the campus clean. To meet the power shortage, green generators have been procured.

### Criterion – VII

#### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. Computer aided lectures have resulted in an increase in the number of students attending the classes.
2. Outstanding performance – Whether teachers, students or employee is publicly felicitated each year on the occasion of the republic day

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

**Attached As Annexure-iii**

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

1. Emphasis on clean and green campus
2. The principal has led the entire staff in maintaining punctuality

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

7.4 Contribution to environmental awareness / protection

The NSS volunteers play an effective role in making people aware of the need for environment protection. The college management supports the volunteers in their activities.

7.5 Whether environmental audit was conducted? Yes  No

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

**Strength:** Academic Ambience + Disciplined Students

**Weakness:** Shortage of teachers

**Opportunity:** To work as a skill development centre.

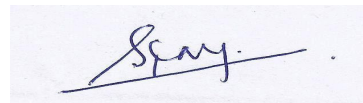
**Challenge:** To meet the shortage of teachers.

## 8. Plans of institution for next year

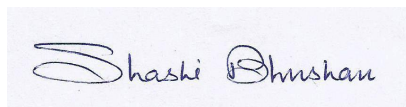
DPR for various infrastructural requirements have been submitted under RUSA. Funds have been sanctioned. We hope to complete the projects on time including digitisation of library and online admission. Steps have been initiated to introduced P.G. course in Hindi w.e.f. 2017-18 session

Name Shashi Bhushan Kumar

Sanjay



Name Dr



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*Signature of the Coordinator, IQAC*

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*Signature of the Chairperson, IQAC*

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**Annexure I**

**Abbreviations:**

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

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