

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) in Accredited Institutions
(Revised in October 2013)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

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

MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

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

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

Contents

	Page Nos.
1. Introduction 4
2. Objective 4
3. Strategies 4
4. Functions 5
5. Benefits 5
6. <i>Composition of the IQAC</i> 5
7. The role of coordinator 6
8. Operational Features of the IQAC 6
9. Monitoring Mechanism 7
10. The Annual Quality Assurance Report (AQAR) of the IQAC 8
Part – A	
11. Details of the Institution 9
12. IQAC Composition and Activities 12
Part – B	
13. Criterion – I: Curricular Aspects 14
14. Criterion – II: Teaching, Learning and Evaluation 15
15. Criterion – III: Research, Consultancy and Extension 17
16. Criterion – IV: Infrastructure and Learning Resources 20
17. Criterion – V: Student Support and Progression 22
18. Criterion – VI: Governance, Leadership and Management 24
19. Criterion – VII: Innovations and Best Practices 27
20. Abbreviations 29

Document revised by: Dr. Ganesh Hegde, Assistant Adviser and B. S. Ponmudiraj, Assistant Adviser, NAAC

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). 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 2010-11)

2010-2011

I. Details of the Institution

1.1 Name of the Institution

Govt. Science and Commerce college, Benazir Bhopal

1.2 Address Line 1

Gokhle Hostel

Address Line 2

Jahangirabad

City/Town

Bhopal

State

M.P.

Pin Code

462008

Institution e-mail address

hegbscbho@mp.gov.in

Contact Nos.

0755-2551837

Name of the Head of the Institution:

Dr. K.C.Saxena

Tel. No. with STD Code:

0755-2551837

Mobile:

9425016408

Name of the IQAC Co-ordinator:

Dr. Sabhakant dwivedi

Mobile:

9826375157

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 18879)

MPCOGN12900

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/40/64,17-10-2006

1.5 Website address:

www.mp.gov.in/highereducation/benazircollege

Web-link of the AQAR:

<http://www.naac.gov.in/AQAR.asp>

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	7.04	2006	05 year
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

2007

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 _____ (DD/MM/YYYY)4
 ii. AQAR _____ (DD/MM/YYYY)
 iii. AQAR _____ (DD/MM/YYYY)
 iv. AQAR _____ (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*)

Barkatullah University Bhopal

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	NO	UGC-CPE	NO
DST Star Scheme	NO	UGC-CE	NO
UGC-Special Assistance Programme	NO	DST-FIST	NO
UGC-Innovative PG programmes	NO	Any other (<i>Specify</i>)	NO
UGC-COP Programmes	NO		

2. IQAC Composition and Activities

2.1 No. of Teachers	04
2.2 No. of Administrative/Technical staff	01
2.3 No. of students	NO
2.4 No. of Management representatives	NO
2.5 No. of Alumni	20
2. 6 No. of any other stakeholder and Community representatives	NO
2.7 No. of Employers/ Industrialists	NO
2.8 No. of other External Experts	NO
2.9 Total No. of members	04
2.10 No. of IQAC meetings held	03

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

Non-Teaching Staff Students Alumni **02** Others

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

If yes, mention the amount **Rs. 3 lakhs**

2.13 Seminars and Conferences (only quality related)

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

Total Nos. **Nil** International **Nil** National **Nil** State **Nil** Institution Level **Nil**

(ii) Themes -

2.14 Significant Activities and contributions made by IQAC

Meeting held with Principal, focussed on preparation of AQAR and execution of various activities. Emphasis was laid on student feedback/faculty self-appraisal. Promotion of Awareness in academic excellence in the institution was discussed.

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
<ul style="list-style-type: none"> - To review the academic progress of students. - Conduction of monthly tests / project works. - Classroom seminars for students. - Use of modern teaching methods, such as OHP/LCD. - Group discussions. - Industrial visit. - Feed back from students and parents. - Emphasis on NCC/NSS. 	<p>All the activities planned were fulfilled on priority basis.</p>

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

2.16 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

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	05			
PG	05			
UG	03		03	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	13		03	
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	06
Trimester	
Annual	

1.3 Feedback from stakeholders (On all aspects)

Alumni	<input checked="" type="checkbox"/>	Parents	<input checked="" type="checkbox"/>	Employers	<input type="checkbox"/>	Students	<input checked="" type="checkbox"/>
Mode of feedback :	Online	<input type="checkbox"/>	Manual	<input checked="" type="checkbox"/>	Co-operating schools (for PEI)	<input type="checkbox"/>	

**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.

No, (syllabus as prescribed by central board of studies is followed.)

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	27	13+1	-	13	-

2.2 No. of permanent faculty with Ph.D. **21**

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
	-	-	-	-	-	-	-	-	-	-

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			10
Presented papers			06
Resource Persons			

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

Use of OHP, conduction of seminars, field trips, use of ICT

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)

Examination reform if any are initiated by Barkatullah University to which the college is affiliated.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop - - **02**

2.10 Average percentage of attendance of students **Above 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.Com Sem VI	140					75 %
B.Sc.Sem VI	68					86.76%
M.Com Sem IV	26					88.4%
M.Sc. Botany Sem IV	20					85%
M.Sc.Zoology Sem IV	21					100%
M.Sc. Chemistry Sem IV	17					88%
M.Sc. Maths Sem IV	15					47%

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

Teaching and learning processes were cautiously **monitored by IQAC of the college.**

More emphasis was laid on the following:

- 1 Facilitating the creation of learner centric environment.
- 2 Stress on participatory teaching.
- 3 Quality improvement.

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	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	12	-	-	-
Technical Staff	11	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

IQAC of the college has taken so many initiatives in promoting research climate of the institution. During 2010-11, regular meetings were conducted by members of IQAC for creating research atmosphere in the college. More emphasis was laid on scientific projects. Three of the faculty members worked on their projects. Students were also asked to work on various research projects. M.Sc students worked for job-oriented courses.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	03	-	-
Outlay in Rs. Lakhs	-	14 lakhs	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	02	-	-
Outlay in Rs. Lakhs	-	3 lakhs	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	09	02	-
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	3	UGC/MPCST	14 Lac	-
Minor Projects	2	UGC	03 Lac	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	1 month	Self financed	-	-
Any other(Specify)	-	-	-	-
Total	-	-	17 Lac	-

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: **NA**

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges :**NA** 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 : **NA** International National Any other

3.14 No. of linkages created during this year

Students while working on different projects interacted with various agencies such as:

- 1- Madhya Pradesh Council of Science &Technology.**
- 2- Pollution Control Board of Madhya Pradesh.**
- 3- Soil testing department**
- 4- Tissue culture laboratory**
- 5- Pharmaceutical Industries**

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

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

12

25

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

06

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:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum	-	College forum	-
NCC	02	NSS	07
		Any other	-

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

- **On October 2nd a rally was organised for boycotting smoking.**
- **An NSS camp was organized where in students carried out Parthenium uprooting drive in village Neory. Simultaneously sanitation campaign was also organized. Further clothes were distributed to rural poor.**

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	100x100sq	NIL	-	-
Class rooms	10	-	-	-
Laboratories	06	-	-	-
Seminar Halls	02	-	-	-
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others				

4.2 Computerization of administration and library

NIL

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	17927	756853				756853
Reference Books	1566	294350			-	294350
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	Departments	Others
Existing	14	01	02	-	-	02	-	-
Added								
Total	14	01	02			02		

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

NO

4.6 Amount spent on maintenance in lakhs :

i) ICT	<input type="text"/>
ii) Campus Infrastructure and facilities	Maintained By PWD
iii) Equipments	<input type="text"/>
iv) Others	<input type="text"/>
Total:	<input type="text"/>

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC contributed much for enhancing awareness about student support. Emphasis was laid on:

- Engagement of remedial classes.
- Carrier guidance to students.
- Regular tutor guardian meetings.
- Redressal of student grievances, if any.
- Emphasis on sports
- Coaching facility for NET, SLET, Banking and allied services.
- Motivation for research.

5.2 Efforts made by the institution for tracking the progression *

Progression of students was tracked by way of the following:

- Increased percentage of attendance of students.
- Improvement in results.
- P.G students of our college got motivation for doing research.
- No ragging case was registered.
- Students participated in various sports activities at division and state level.
- Development of sense of security in girls.

5.3 (a) Total Number of students	UG	PG	Ph. D.	Others
	933	212		

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	755	72.11		430	41.06

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
						428	151	46	422	-	1047

Demand ratio

Dropout 10%

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

Various coaching classes as per UGC were conducted for competitive exams such as NET and entry in services. Students were also provided with the benefit of remedial classes.

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

Counselling of students for their carrier was done from time to time doing following activities:

- **Conduction of workshops.**
- **Lectures by experts for placement purpose.**
- **Trainings to students pertaining to carrier.**
- **Participation of students in carrier fairs.**

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
02	100	36	-

5.8 Details of gender sensitization programmes

A programme was held in which the various issues regarding gender sensitization were raised. During the interaction, it was observed that students of both gender were curious enough regarding their respective roles. The students themselves volunteered to play active role in spreading awareness amongst society. The speaker on this occasion elaborated the social stigma associated with the gender roles created by the society. Emphasis was laid on the concept of substantial equality, particularly to girls. At the end of the discussion it was made clear that the mind set should be changed and collaborative efforts be made in this direction.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	477	1604180/-
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: **more drinking water facility & demand of cycle stand.**

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

**Commitment to academic excellence. Innovation, creativity and professional excellence.
Using curricular and extracurricular activities as tools for growth.**

6.2 Does the Institution has a management Information System

NO

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

6.3.1 Curriculum Development

Curriculum is being framed by university itself However, members of board of study do suggest some changes from time to time.

6.3.2 Teaching and Learning

**Besides traditional black board teaching various innovative methods were employed.
Learning process was assessed by regular tests, CCE and class room discussions.**

6.3.3 Examination and Evaluation

**Examination comes under the purview of university to which our college is affiliated.
Evaluation also is under the control of Barkatullah University. Being non-autonomous college the university authority gets the answer-sheets evaluated. In this evaluation process our college teachers cooperate actively.**

6.3.4 Research and Development

For the promotion of research, various teachers were engaged in project work. They were sanctioned grants by various financing agencies. Teachers guided students for their doctorate degree and published their papers in standard journals. It may be mentioned that the college is a recognized research centre in Zoology, Botany, Chemistry, Mathematics and Commerce.

6.3.5 Library, ICT and physical infrastructure / instrumentation

**Library not computerized
Steel Almirahs- 50
Computer- 01
Total carpet area- 40x12 sqft
Main library room-01
Reading room-01
Photocopy machine-01
Book cases-02
Racks-01**

6.3.6 Human Resource Management

Expertise of teachers was utilized for the progression of college, for which various committees were framed in which teachers worked whole heartedly. This was apart from their teaching schedule.

6.3.7 Faculty and Staff recruitment

Faculty and staff is being recruited by Govt. Of M.P.

6.3.8 Industry Interaction / Collaboration

Students went to various industries in connection with their project works.

6.3.9 Admission of Students

It was done on the basis of merit and the process was centralized by the state.

6.4 Welfare schemes for teachers, Non- teaching staff and students

For the general welfare of the teachers, GIS was introduced. In addition to this staff club took care of the welfare of the teachers. Both teachers and non-teaching staff have an added advantage of getting loan at low interest rates. Students got facility by way of different scholarships and book bank. Poor students were entitled to get poor fund. In addition to this red cross organization gave an additional advantage by way of medical/accidental insurances to the students.

6.5 Total corpus fund generated

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	Add. Director	Yes	Principal
Administrative	Yes	AG, MP	Yes	Comprehensive audit by CA

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

Alumni association of the college acts as pillar of the college and is the main guiding force behind the college. Overall development of the college is being taken care of by this association. They have active role in Janbhagidari Samiti . The association plays a significant role by giving valuable suggestions from time to time. They also have been helping the institute monetarily.

6.12 Activities and support from the Parent – Teacher Association

Regular meetings were held between parents and teachers throughout the year. Such an interaction has brought fruitful results as far as welfare of their wards is concerned. Valuable suggestions put forth by parents were readily welcomed and accepted and the small grievances if any were solved on priority basis.

6.13 Development programmes for support staff

Support staff got an opportunity for various training programmes as and when required and such trainings were usually organized by Department Of Higher Education M.P.

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

As regards eco friendly practices students of the college conducted the following activities:

- Plantation drive.
- Cleanliness drive.
- Polythene free campus.
- Holding rallies related to environmental consciousness.
- Conducting competitions highlighting environmental awareness.
- Motivation lectures by teachers / invited speakers regarding energy saving practices and organic farming.
- Segregation of biodegradable and non-biodegradable waste.

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.

All the national days were celebrated with enthusiasm. Workshop was organized on gender discrimination. Another workshop was held related to art of living. Guest lectures were organized. Faculty members were encouraged for presenting their work in seminars, workshops and conferences. For the welfare of girl students directorate of Mahila Bal Vikas enlightened the girl students with various problems related to woman health. Emphasis was also laid on the importance of breast feeding.

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

As no plan of action was decided earlier hence the action taken report is not placed here.

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

Practice no. 1

Title of practice

Rehabilitation of addicts.

Goal

The main goal of the said practice was to rehabilitate the addicts, if any since it is a burning problem these days. Being challenging issue, we dared to choose the activity, with the following objectives in mind.

- **Creation of unidirectional mind of such students.**
- **Building self confidence in them.**
- **Developing positivity in them.**
- **Increasing their concentration.**
- **Enlightment.**
- **Moral boosting.**
- **Bringing them to main streamline.**

The context

The most challenging issue during this practice was to rehabilitate addicts, since it is a burning issue these days. In the beginning of exercise few students were identified on the basis of their peculiar behaviour such as habit of living in isolation, doing such activities not acceptable to the community, their distracted bent of mind and so on. Such students even though, very few, started involving other innocent students as well. Hence, this activity.

The practice

As already conveyed this particular practice was undertaken keeping in mind that Indian higher education has been emphasising time and again on the issue. Since students are the pillars of the nation, therefore, such issues are to be tackled on priority basis.

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

The programme was chalked out in a planned way. It was decided to work on this sensitive issue in a phased manner keeping into mind the graveness of the situation. All the staff members were actively involved so as to overcome the difficulties in combating such a grave situation. Emphasis was always laid on the bad impact of addiction such as nervousness, bad behaviour, misconduct and effect on vital organs. Besides, conducting lectures, the gravity of the problem was displayed by way of banners and display boards.

Since we had accepted the challenge on war footing, therefore, we did not have much constraints. However, we had to face some constraints like in identifying such distracted students in convincing their parents about the habit of their ward's addiction. Above all we had a very tough time in bringing them to the main stream so what that they could attend their regular classes like their other classmates.

Evidence of success

Initially when some students were seen involved in such unlawful activities they were tackled in a very sensitive way. We handled the situation on priority basis and guided the students without provoking and hurting them. This was the mantra of our success. The result indicated that what ever the graveness of the situation, if handled properly one can overcome it. This exercise was fruitful as their was a drastic positive change in their behaviour and regularity. Above all these, they started participating in various college activities. One more significant transformation was that the same ones distracted students started counselling other such effected students.

Problems encountered

Problems encountered in such a challenge were:

- Difficulty in Interacting with such students tactfully, without hurting their sentimenty.
- Speaking openly on such issues.
- Convincing such distracted students.
- Difficulty in understanding psyche of such students.

Practice no. 2:-

1. Title of the practice

Health Awareness amongst girls.

2. Goal

The aim of this practice was to bring enlightenment/awareness amongst girl students. Since lot of problems are associated with girls hence this practice. Due to inhibitions the girl students do not express their problem openly. As a challenge, we took the initiative and went ahead.

3. The context

Being a challenging issue, the practice was implemented in such a way so as to give maximum benefit to the girl students. The problem with the girls is that, neither they are open to parents, nor to their teachers in these matters. Since girls are future mothers, therefore, it is very important to look to their welfare.

4. The Practice

For this practice regular lectures were conducted. The girls were made aware about adolescent changes particularly due to hormones. It was emphasized again and again that hormones play a major role in regulating various activities of the body. Mood swings, irritation, frustration and other allied problems, which are due to hormones in young girls were dealt in detail while interacting with girl students. Girls were advised to interact openly without any inhibitions. Emphasis was also laid on changes during menstrual cycle of girls. It was made clear to be particular about their sanitation during this period. Being a natural process it was stressed strongly that girls need to take extra care regarding their nutritional intake.

Girls were also made aware of the bad consequences of using low grade cosmetics and wearing tight apparels.

Higher education has so many programmes which are basically meant to benefit girl students. This is because, in recent times, girls have suffered a lot on one or the other front. Looking into the sensitivity of the issue, this practice was implemented, care was taken to handle the problem cautiously.

5. Evidence of Success

They stopped using cheap cosmetics and there was a remarkable change in their dressing sense. Students were convinced regarding the issue. They promised to act on what was conveyed to them. Their was a positive change in their behaviour.

6. Problems encountered

Being a very sensitive issue we encountered lot of problems while undertaking this type of practice. The girls in the initial phase were reluctant to interact on such a issue. It took time to convince them and discuss such issues.

7.4 Contribution to environmental awareness / protection

Awareness for environmental issues is of utmost importance. It is a part of curricular also. Students were made aware of the grave situation prevailing regarding environmental degradation, from time to time.

7.5 Whether environmental audit was conducted?

Yes

No

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

Regular inspection by the officials of the Dept. Of Higher Education.

8. Plans of institution for next year

Institute is going to take strong action to improve student attendance and try to inculcate the good habits amongst students.

Name:- Dr. Kirti Jain

Name :- Dr. Vibha Shukla

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Abbreviations:

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