

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) by Accredited Institutions
(For Affiliated/Constituent Colleges)

(Revised as per Revised Accreditation Framework in November, 2017)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

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, **Bengaluru - 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 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, institutions need to channelize its efforts and measures towards promoting the holistic academic excellence including the peer committee recommendations.

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 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 by IQAC to remove deficiencies and enhance quality like the "Quality Circles" in industries.

IQAC – Vision

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

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) Relevant and quality academic/ 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 assessment and evaluation process;
- 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
- b) Parameters for various academic and administrative activities of the institution;
- c) 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;
- d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters to all stakeholders;
- 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) Periodical conduct of Academic and Administrative Audit and its follow-up
- j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

Benefits

IQAC will facilitate / contribute to

- a) Ensure 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. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each 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, accordingly the representation of teachers may vary. 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 is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.

- ♦ 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 the 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/competent person with experience and exposure 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 essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as 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 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 by end of September every year positively. 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 as quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Report (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Governing Council/

Executive Council/Board of Management) for the follow up action for necessary quality enhancement measures.

The IQACs may create its exclusive window tab on its institutional website for keeping the records/files of NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation Outcomes and regularly upload/ report on its activities, as well as for hosting the AQAR.

Revised Accreditation Framework

NAAC has launched Revised Accreditation Framework since July, 2017 and hence AQAR format also modified, in cognizance with the new methodology. The tools and parameters are designed in the new AQAR format are in such a way that the preparation of AQAR would facilitate the HEI's for upcoming cycles of Accreditation. Data collected/prepared infuses quality enhancement measures undertaken during the years. Further, it also adds quality enhancement and quality sustenance measures undertaken in teaching, learning, research, extension and support activities of the Institution. It is hoped that new AQAR would facilitate Educational Institutions for creating a good database at Institutional level for enhancing the quality culture.

As per the Revised Accreditation Framework (RAF), the NAAC Accredited institutions need to submit the AQAR online. NAAC is in the process of ICT integration in Assessment and Accreditation. The login id for the online submission for AQAR submission will be the e-mail id used for the IIQA. The AQAR submission is part of the post accreditation module, in due course of time. NAAC portal will have the facility to submit the AQAR online and Institutions will receive automated response. AQAR of the preceding year be submitted to the NAAC within six months i.e. the institutions should submit the AQAR before 31st December of every year.

The Higher Education Institutions need not submit the printed/hard copy of AQAR to NAAC.
Mandatory Submission of AQAR by IQAC

The Executive Committee of NAAC has decided that **regular submission of AQARs is mandatory for 2nd and subsequent cycles of accreditation with effect from 16th September 2016:**

The following are the pre-requisites for submission of IIQA for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A:

- 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.

Note: The terms and abbreviation used in AQAR are in accordance with respective manuals for assessment of NAAC. Please refer institutional manual for glossary and abbreviations terms used in AQAR.

The Annual Quality Assurance Report (AQAR) of the IQAC

(For Affiliated/Constituent Colleges)

2016-17

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

Part – A

Data of the Institution

(data may be captured from IIQA)

1. Name of the Institution: Govt. Science & Commerce College Benazeer Bhopal

- Name of the Head of the institution : **Dr. Vibha Shukla**
- Designation: **Principal**
- Does the institution function from own campus: **No**
- Phone no./Alternate phone no.: **0755-2551837**
- Mobile no.: **9826773240**
- Registered e-mail: **hegbsccbho@mp.gov.in**
- Alternate e-mail : **sudhanshu_dhar@yahoo.co.in**
- Address : **Gokhale Hostel Jehangirabad, in front of Khatlapura Temple**
- City/Town : **Bhopal**
- State/UT : **Madhya Pradesh**
- Pin Code : **462008**

2. Institutional status:

- Affiliated / Constituent: **Affiliated**
- Type of Institution: Co-education/Men/Women: **Co-ed**
- Location : Rural/Semi-urban/Urban: **Urban**
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing
(please specify): **UGC 2f and 12 (B)**

- Name of the Affiliating University: **Barkatullah University Bhopal**
- Name of the IQAC Co-ordinator : **Dr. Sudhanshudhar Dwivedi**
- Mobile: : **9425007434**
- IQAC e-mail address: **sudhanshu_dhar@yahoo.co.in**

3. Website address:

Web-link of the AQAR: (Previous Academic Year): <http://www.naac.gov.in/aqrc.asp>
For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

4. Whether Academic Calendar prepared during the year?

No....., if yes, whether it is uploaded in the Institutional website:

Weblink:

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st	B	7.04	2006	from:2006 to: 2011
2nd	B	2.79	2016	from:2016 to: 2021

6. Date of Establishment of IQAC: DD/MM/YYYY: **July 2007**

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
1st meeting	02/07/2016	04
2nd meeting	03/10/2016	04

Note: Some Quality Assurance initiatives of the institution are:
(Indicative list)

- To reopen PG courses in Botany & Zoology.

8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes

*upload latest notification of formation of IQAC

10. No. of IQAC meetings held during the year: **02**

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.....

Yes/No :- **NO**

(Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

If yes, mention the amount: Year:

12. Significant contributions made by IQAC during the current year (maximum five bullets)

- * **Meetings were held.**
- * **Teachers were motivated to write research papers and get them published in national and international journals.**
- * **The meetings were focussed on academic excellence.**
- * **Various committee members were motivated to work for their assignments.**

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
<ul style="list-style-type: none">• Ensuring Quality Culture.• Creating learner centric environment.• Various parameters for academic and administrative activities of the institution were enmarked.• Internal documentation emphasised.	Achieved successfully

14. Whether the AQAR was placed before statutory body? Yes /No: **No**

Name of the Statutory body: Date of meeting(s):

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No: No Date:

16. Whether institutional data submitted to AISHE: Yes/No: Yes

Year: **2016-17**

Date of Submission:

17. Does the Institution have Management Information System?

Yes

If yes, give a brief description and a list of modules currently operational.

(Maximum 500 words)

It is a computer based system that provides the tools to organize evaluate and efficiently manage departments within an institute. Its main purpose is to improve efficiency of office activities and to store student and personal data.

List of modules currently operational in our institute are:-

- **Guest faculty details**
- **Details of meritorious students**
- **Student strength**
- **Scholarship details**
- **Teaching vacancies**
- **Janbhagidari details**
- **Time table schedule**
- **E-service book details**
- **Transfer/relieving detail**
- **Joining details**

Part-B

CRITERION I – CURRICULAR ASPECTS					
1.1 Curriculum Planning and Implementation					
1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words					
NO					
1.1.2 Certificate/ Diploma Courses introduced during the Academic year					
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development	
1.2 Academic Flexibility: We can only open courses through janbhagidari. (Self Financing Courses)					
1.2.1 New programmes/courses introduced during the Academic year					
Programme with Code	Date of Introduction		Course with Code	Date of Introduction	
1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.					
Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
	NIL	NIL		NIL	NIL
Already adopted (mention the year)					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
	Certificate		Diploma Courses		
No of Students					
1.3 Curriculum Enrichment					
1.3.1 Value-added courses imparting transferable and life skills offered during the year					
Value added courses		Date of introduction		Number of students enrolled	
NIL		NIL		NIL	
1.3.2 Field Projects / Internships under taken during the year					
Project/Programme Title			No. of students enrolled for Field Projects / Internships		
UG 6th Sem					
Biotech			26		
Physics			23		
Maths			47		
Botany			71		
Commerce			187		
PG 4th Sem					
Maths			11		
Chemistry			18		
1.4 Feedback System					
1.4.1 Whether structured feedback received from all the stakeholders.					
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents	
No	No	No	No	No	

1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)					
CRITERION II -TEACHING-LEARNING AND EVALUATION					
2.1 Student Enrolment and Profile					
2.1. 1 Demand Ratio during the year					
Name of the Programme	Number of seats available	Number of applications received		Students Enrolled	
B.Com	160			160	
B.Com. Computer Application	30			30	
B.Sc. Biotech	30			22	
B.Sc. Bio	160			140	
B.Sc. Maths	160			127	
B.Sc. Computer Science	30			30	
M.Com.	20			20	
M.Sc. Chemistry	20			20	
M.Sc. Maths	20			20	
2.2 Catering to Student Diversity					
2.2.1. Student - Full time teacher ratio (current year data)					
Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016-17	1355	109	14	12	26
2.3 Teaching - Learning Process					
2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)					
Number of teachers on roll	Number of teachers using ICT (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
	12	LCD Visualizer Projector	01	01	No
2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)					
NO					
Number of students enrolled in the institution		Number of fulltime teachers		Mentor: Mentee Ratio	
1464		26		1:56	

2.4 Teacher Profile and Quality				
2.4.1 Number of full time teachers appointed during the year : No				
No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
2.4.2 Honours and recognitions received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)				
Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies	
2016-17	Dr. Sudhanshudhar Dwivedi	Professor	Was designated as advisor by Indira Gandhi National Centre for Arts & Culture(IGNCA)New Delhi.	
2.5 Evaluation Process and Reforms				
2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year : as per academic calendar provided by higher education.				
Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)				
2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)				
2.6 Student Performance and Learning Outcomes				
2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)				
2.6.2 Pass percentage of students :- UG VI SEM & PG IV SEM				
Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
	B.Com.	160	153	95.62
	B.Com. Computer Application	26	25	90.81
	B.Sc. Science	245	223	91.02
	M.Com.	19	18	94.73
	M.Sc. Chemistry	23	22	95.65
	M.Sc. Maths	18	16	88.88

2.7 Student Satisfaction Survey				
2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)				
CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION				
3.1 Resource Mobilization for Research				
3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations				
Nature of the Project	Duration/ Years	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	NIL			
Minor Projects	01	MPCST	4,78,000	
	02	UGC	2,40,000	
	02	UGC	2,25,000	
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University/ College				
Students Research Projects (<i>other than compulsory by the College</i>)				
International Projects				
Any other(Specify)				
Total				
3.2 Innovation Ecosystem				
3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year				
Title of Workshop/Seminar	Name of the Dept.		Date(s)	
3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year				
Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year				
Incubation Centre	Name		Sponsored by	
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year				
Name of the Start-up	Nature of Start-up		Date of commencement	
3.3 Research Publications and Awards				
3.3.1 Incentive to the teachers who receive recognition/awards				
State	National		International	
NO	NO		NO	

3.3.2 Ph. Ds awarded during the year (<i>applicable for PG College, Research Center</i>)						
Name of the Department			No. of Ph. Ds Awarded			
Maths			06			
Chemistry			02			
Zoology			03			
Sociology			02			
Botany			02			
3.3.3 Research Publications in the Journals notified on UGC website during the year						
	Department	No. of Publication	Average Impact Factor, if any			
National	Maths	02				
	Zoology	02				
	Botany	06				
International	Maths	06	2.66			
	Chemistry	05				
	Zoology	08				
	Botany	02				
	Physics	01				
	Commerce	02				
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year						
Department			No. of publication			
Zoology			03			
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :						
No. of Faculty		International level	National level	State level	Local level	
Attended Seminars/ Workshops		10				
Presented papers				05		
Resource Persons				03		
3.4 Extension Activities						
3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year						
Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities			Number of students participated in such activities	

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year				
Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited	
Voter Awareness Programme	Campus Ambassador	Higher Education	02	
3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year				
Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
NSS		Women Empowerment	03	100
		HIV Aids awareness	03	35
		Cleanliness Drive	03	150
3.5 Collaborations				
3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year				
Nature of Activity	Participant	Source of financial support	Duration	
3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year				
Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	participant
3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year				
Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs	
NIIT	01-01-16	1- For knowledge based seminars/workshops. 2- For Internship / Job Oriented trainings.	02 teachers	
CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES				
4.1 Physical Facilities				
4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year				
Budget allocated for infrastructure augmentation		Budget utilized for infrastructure development		
853820		853820		
4.1.2 Details of augmentation in infrastructure facilities during the year				
Facilities	Existing	Newly added		
Campus area	100x100sq.			
Class rooms	12			
Laboratories	6			
Seminar Halls	2			
Classrooms with LCD facilities	01			
Classrooms with Wi-Fi/ LAN	0			
Seminar halls with ICT facilities	01			
Video Centre				

No. of important equipments purchased (\geq 1-0 lakh) during the current year.		
Value of the equipment purchased during the year (Rs. in Lakhs)		
Others		

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS):- NO

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	8605	1508201			8605	1508201
Reference Books	2570	280800			2570	280800
e-Books	15	35850			15	35850
Journals	15	22900	15	22500	30	45800
e-Journals						
Digital Database						
CD & Video						
Library automation						
Weeding (Hard & Soft)						
Others (specify)						

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	52	01	03			02	50		
Added									
Total	52	01	03			02	50		

4.3.2 Bandwidth available of internet connection in the Institution (Leased line)

59 MBPS

4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility

4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content

4.4 Maintenance of Campus Infrastructure					
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year					
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities		
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (<i>maximum 500 words</i>) (information to be available in institutional Website, provide link)					
CRITERION V - STUDENT SUPPORT AND PROGRESSION					
5.1 Student Support					
5.1.1 Scholarships and Financial Support					
	Name /Title of the scheme	Number of students	Amount in Rupees		
Financial support from institution					
Financial support from other sources					
a) National (State Government)	SC	228	1996721/-		
	ST	91	947183/-		
	OBC	397	1831852/-		
	Gao ki beti	04	20000/-		
	Pratibha Kiran	08	40000/-		
b) International					
5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,					
Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved		
5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year					
Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year					
Total grievances received	No. of grievances redressed	Average number of days for grievance redressal			
NIL	NIL	NIL			
5.2 Student Progression					
5.2.1 Details of campus placement during the year					

On campus			Off Campus			
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed	
					16	
5.2.2 Student progression to higher education in percentage during the year						
Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to	
5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)						
Items		No. of Students selected/qualifying		Registration number/roll number for the exam		
NET						
SET						
SLET						
GATE						
GMAT						
CAT						
GRE						
TOFEL						
Civil Services						
State Government Services						
Any Other						
5.2.4 Sports and cultural activities / competitions organised at the institution level during the year						
Activity		Level		Participants		
Badminton		District		8		
Table tennis		District		4		
Swimming		Inter college		4		
Cricket		District		16		
Volleyball		District		7		
Football		District		14		
Handball		Inter college		2		
Kabaddi		District		12		
Athletics		Inter college		9		
Kho-Kho		District		12		
Kho-Kho Tournament		District		Organized by college		
Inter college boxing tournament		Inter college		Organized by college		
5.3 Student Participation and Activities						
5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)						
Year	Name of the award/medal	National/International	Sports	Cultural	Student ID number	Name of the student
5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)						

5.3 Alumni Engagement
5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):
5.3.2 No. of registered enrolled Alumni:
5.3.3 Alumni contribution during the year (in Rupees) :
5.3.4 Meetings/activities organized by Alumni Association :
CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT
6.1 Institutional Vision and Leadership
6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)
<p>Practice-01</p> <ul style="list-style-type: none"> • The principal as head of the institution constitutes various committees at the beginning of the session to promote a culture of participative management. The convenors and the members of this committee are accountable for various tasks. The principal monitors all academic and administrative activities. Likewise non teaching staff is also given charge of specific assignments indicating thereby administrative decentralization. <p>Practice-02</p> <ul style="list-style-type: none"> • Head of the institution is involved in all decision making activities and implements the decisions in accordance with the rules and regulations. Academic decisions are taken with the approval of all heads and faculty members. Administrative decisions on the other hand are taken with the approval of janbhagidari and staff council.
6.1.2 Does the institution have a Management Information System (MIS)? Yes/No/Partial: Yes
6.2 Strategy Development and Deployment
6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each)
<ul style="list-style-type: none"> ❖ Curriculum Development: Curriculum is being decided by higher education. However we contribute only during board of studies meetings. Regarding planning and implementation the prescribed syllabus as introduced by higher education is followed. Curriculum is enriched by regular trainings.
<ul style="list-style-type: none"> ❖ Teaching and Learning: Teaching and learning go hand in hand. While teaching profile of student is taken care of since they are from different backgrounds having different I.Q. levels. Various innovative methods of teaching are employed and regular tests are conducted.
<ul style="list-style-type: none"> ❖ Examination and Evaluation: Examination is planned by University. Evaluation is done by teachers both at university as well as at college level. Students are evaluated in college on the basis of CCE and Projects. Student performance and learning out come by way of

result is duly appreciated.

- ❖ **Research and Development: For promotion of research various scientific projects are being handled by teachers. Resources are mobilized for research. Teachers are encouraged for various training programmes. Research work is published in reputed journals. Our future aim is to promote consultancy and collaborations.**

- ❖ **Library, ICT and Physical Infrastructure / Instrumentation:**

Library- not computerised.

Area =40x14sq.feet

Reading room=01

Steel Almirah= 50

Photocopy machine=01

Computer= 01

Book case=02

ICT- Computers= 52

Portable Visual Presenter= 02

Portable interactive Board= 02

Portable interactive Pad=04

LCD Projector= 04

Multifunctional Photocopier=04

Laptop= 01

Physical Infrastructure-

Chairs= 206

Table=27

Students Table= 255

Stool= 272

Fans= 23

Cooler= 24

Photocopy Machine= 03

Fax machine= 01

Printer = 02

Fiber Chairs= 84

Biometric machine= 03

Water cooler= 03

AC= 06

Almirah= 102

Instuments-

Department of Botany

- Autoclave
- Low Temp. Ultracentrifuge
- Incubator
- Temperature Regulated Incubator Shaker
- Hot air oven
- Vortex
- Spectrophotometer Vis-UV
- Ph Meter
- Laminar Air Flow/ Biosafety Cabinet Level 1

- Refrigerator
- Defreeze
- Balance
- Viscometer
- Fraction Distillation Unit
- Shaker
- Camera Lucida
- Chromatography Chamber with slides and stand
- Compound Microscope
- Double Demonstrator with microscope
- Pointer Eyepiece
- Jyoti Slope (4 parts+ one Box)
- Lux meter, Heamatometer, Ph Meter
- Eyepieces Box (17No. 15x, 10no. 20X Dissection Microscope, 12no.20x)
- Microscope
- Dissection Microscope
- Slide Projector
- Hot Plate Round
- Round Slide Stand
- Water Filter
- Automatischer Diaprojector
- Brass Stove
- Surgical Tray

Department of Chemistry

- Colorimeter
- PH meter
- Spectrophotometer
- Conductivity meter
- Melting point apparatus
- Water bath
- Universal hot air oven
- Magnetic stirrer
- Chemical balance
- Microprocessor soil & water analysis kit
- Single Pan electrical balance cap 200gm, sensitivity 0.1mg
- Distilled water assembly
- Heating Mantle
- Micro centrifugal machine
- Kipp's apparatus
- Extraction Unit
- Hot Plate

Department Of Zoology/Biotechnology

- Centrifuge
- Single pan balance (Modern M/20)
- Spectrophotometer 106 (Systronics)
- D O meter 141 (Model 811E)
- Conductivity meter 311 (Systronics)
- Photoelectric colorimeter

- PH meter 324 (Systronics)
- Turbidity meter 131 (Systronics)
- Handy PH meter 324 (Systronics)
- BOD incubator
- Balance (Te-214-S)
- Double beam Spectrophotometer UV-VIS
- Electrophoresis Unit
- Autoclave
- Centrifuge
- Hot Air Oven
- Incubator
- Laminar Air Flow
- Spectrophotometer
- UV Trans illuminator

Department Of Physics

- Spectrophotometer
- Hall Effect Apparatus
- Telescope
- Biquartz polarimeter
- Half Shade Polarimeter
- Newtons Ring
- R.C. Coupled Amplifier
- Field Effect Transistor
- MOSFET Transistor
- Zenor Diode
- Tunnel Diode
- Joules Calorimeter
- Carry Foster bridge
- Maxwells Bridge
- Shearing Bridge
- Anderson Bridge

❖ **Human Resource Management: Its main role is to maximize employee performance with the help of strategic objectives of employer. It concerns with management of people, focussing on policies and system. Various policies were enmarked. Emphasis on refresher and orientation programmes was laid. Sound financial management was also emphasised. Different committees were formed so as to enhance quality of the institution.**

❖ **Industry Interaction / Collaboration: Students of 6th semester and PG students interacted with various organizations in relation to their projects.**

❖ **Admission of Students: There was centralized online admission at both UG and PG level.**

6.2.2 Implementation of e-governance in areas of operations: Yes it is being implemented. E-governance/ Electronic governance is being used for information and communication technology (ICT). There is exchange of information. Use of internet improves the delivery of services. It increases access to services and enhances knowledge management. There is increasing transparency, access to official information and saves time. It is cost effective and there is more accountability.

❖ **Planning and Development: Planning and development go hand in hand. Parameters for**

<p>various academic and administrative activities are of utmost importance. Planning leads to development of quality culture in the institute. Planning and monitoring of the institutional activity leads to quality assurance.</p>					
<p>❖ Administration: It is a assistance providing support for any organization. Several day to day activities within the office environment lead to success of an institution. At administrative level various activities performed are: -</p> <ul style="list-style-type: none"> • Answering phone calls • Maintaining filing systems • Data entry • Drafting of documents • Schedule and project management • Managing the queries of higher authorities • Preparing regular reports (expenses and office budgets) 					
<p>❖ Finance and Accounts: Financing and accounting go hand in hand. Accounting is considered to be foundation of finance. While accounting focuses on day to day money in and out of the institution, finance is management of assets and liabilities and planning of future growth. Further, in accounting, revenue, expenses, assets, liabilities, income statement, balance sheet and statement of cash flows is taken care of.</p>					
<p>❖ Student Admission and Support: Student admission is centralized. In student support we provide many direct services to help students, especially those who are experiencing problems that create barriers to access and success. Direct services provided to the students are:</p> <ul style="list-style-type: none"> • Better education • Counselling • Advisement • Acceleration in learning process • Meeting their learning standards 					
<p>❖ Examination: Examinations in our institution is under the perview of the university to which our college is affiliated. However class tests are organized as and when required.</p>					
<p>6.3 Faculty Empowerment Strategies</p>					
<p>6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year</p>					
Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support	
<p>6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year</p>					
Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year			
Title of the professional development programme		Number of teachers who attended	
Date and Duration (from – to)			
Refresher		01	
Refresher		01	
Orientation		01	
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):			
Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
6.3.5 Welfare schemes for			
Teaching			
Non teaching			
Students		Scholarship	
6.4 Financial Management and Resource Mobilization			
6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each): The institute conducts external financial audit regularly. This time it was done by Shri Sanjay Shrivastav & Company (C.A.) M.P. Nagar Bhopal. The external agency doing audit tallies expenditure and receipts, inspects balance sheet and books of accounts. Audit report is prepared and discrepancy (if any) is pointed out. Another audit is also done by A.G. after every 04 years. The members of this audit committee go for random checking of documents, service books etc.			
6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)			
Name of the non government funding agencies/ individuals		Funds/ Grants received in Rs.	
Purpose			
6.4.2 Total corpus fund generated			
6.5 Internal Quality Assurance System			
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?			
Audit Type	External		Internal
	Yes/No	Agency	Yes/No Authority
Academic	NO		NO
Administrative	NO		NO
6.5.2 Activities and support from the Parent – Teacher Association (at least three)			
6.5.3 Development programmes for support staff (at least three)			
6.5.4 Post Accreditation initiative(s) (mention at least three)			
6.5.5			
a. Submission of Data for AISHE portal : (Yes) 2016-17			
b. Participation in NIRF : (No)			
c. ISO Certification : (No)			

d. NBA or any other quality audit : (No)				
6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to-- ----)	Number of participants

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period (from-to)	Participants	
		Female	Male

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources

Various practices were followed to maintain the green and healthy campus.

- Frequent cleanliness drives were organized in the institute both voluntarily as well as per the instructions of Higher Education.
- Establishment of botanical garden in the campus.
- Ban on plastic.
- Plantation drives.
- Compost formation.
- Presenting guest with saplings.
- Practicing best out of waste.
- Propagating concept of environmental awareness by way of lectures organized by NSS wing of the college.

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities		
Provision for lift		
Ramp/ Rails	Yes	
Braille Software/facilities		
Rest Rooms		
Scribes for examination		
Special skill development for differently abled students		
Any other similar facility		

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders		
Title	Date of Publication	Follow up (maximum 100 words each)
7.1.6 Activities conducted for promotion of universal Values and Ethics		
Activity	Duration (from-----to-----)	Number of participants
7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)		
<ul style="list-style-type: none"> • Ban on plastics. • Control on over production of waste. • Organic manure formation. • Frequent plantation drives. • Water conservation. 		
7.2 Best Practices		
Describe at least two institutional best practices:		
<u>Best Practice 2016-17 (1)</u>		
<u>Title of the Practice-</u> “Mil Bancho Abhiyan”		
<u>Context-</u>		
“Mil Bancho Abhiyan” comes under the perview of “School Chale Hum Abhiyan”. The activity was selected as a practice as it helps to increase the basic language skills of children who have enrolled themselves in various Government schools at pre and primary level.		
<u>Objectives-</u>		
The main objective of the activity was to enhance “Matra Gyan” of students in schools. It was to inculcate habit of reading amongst beginners in schools so as to increase their language skills leaving aside their main syllabus.		
<u>The Practice-</u>		
The “Mil Bancho Abhiyan” was initiated by M.P. Government under the joint venture of “Adivasi Vikas” And School Education Departments. The then C.M. made it mandatory for all primary schools of MP. It was initially launched on 18 th Feb 2017 and since then it has received overwhelming response. MP is first of its kind to take such an initiative. Basically it is an interactive program and till date more than 1.26 lakhs of volunteers have registered themselves for the said activity. NSS workers of our institute under the able guidance/ leadership of NSS Officers went to a primary school at Gram Barkhedhi Abdullah. The workers and Officers interacted actively with the students of 6 th , 7 th & 8 th and taught them Hindi language. The main purpose was to inculcate in students the habit of reading (primarily language) so as to increase self confidence in them and to boost their freedom of expression.		
<u>Best Practice 2016-17 (2)</u>		
<u>Title of the Practice-</u> “Corporate Social Responsibility” (CSR)		
<u>Context-</u>		
The activity was selected taking into consideration the theme of the topic. It is about an organization taking responsibility for the impact of its decisions and activities on all aspects of society,		

community and environment.

Objectives-

There are four levels of social responsibility:

- Economics
- Responsibility to meet the legal obligation
- To comply with law and regulations
- To act ethically and normally

The Practice-

It is a broad term used to improve society, donating among the non profiteers and implementing environmentally friendly policies at work place.

For this activity an awareness program was organized in the college from 20-09-16 to 22-09-16 by JNICSR (Jawahar Lal Nehru Institute for CSR, New Delhi). Miss Monisha Malhotra and Mr. Nikhil Kumar were the experts.

The Practice was chosen keeping in mind its following benefits:

- The ability to have positive impact on the community.
- To enable others to contribute to the community.
- Teaching new skills.
- Creating sense of responsibility towards community and environment both ecological and social.

Impact of Practice-

Students were motivated to know and learn about the new concept.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust
Provide the weblink of the institution in not more than 500 words

8. Future Plans of action for next academic year (500 words)

- Maintenance of quality parameters and emphasis on value based education.
- Establishment of linkages & Collaboration
- Attracting meritorious students
- Tracking of students
- Enhancement in Research facilities

Name:- Dr. Sudhanshudhar Dwivedi

Name:- Dr. Vibha Shukla

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____*_*_*_____

Abbreviations:

CAS	-	Career Advancement 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

For Communication with NAAC

The Director

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