

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



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

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

NAAC

VISION

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

MISSION

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

Value Framework

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

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

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

Introduction

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

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

Objective

The primary aim of IQAC is

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

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

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

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;

- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

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

The composition of the IQAC may be as follows:

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

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

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

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

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

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

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

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

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

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

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name or EC number. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

AQAR for the year (for example 2013-14)

2012-13

I. Details of the Institution

1.1 Name of the Institution

D D SHINDE SARKAR COLLEGE

1.2 Address Line 1

NEAR AMBABAI TEMPLE

Address Line 2

BHAVANI MANDAP

City/Town

KOLHAPUR

State

MAHARASHTRA

Pin Code

416012

Institution e-mail address

ddsscollege@gmail.com

Contact Nos.

0231 2542185

Name of the Head of the Institution:

Dr. P. R. SHEWALE

Tel. No. with STD Code:

02312542185

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 18879)

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)

1.5 Website address:

Web-link of the AQAR:

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C+		2003	5
2	2 nd Cycle	B	2.71	2011	5
3	3 rd Cycle				
4	4 th Cycle				

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

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 2011-12 submitted to NAAC on 31.3.2016
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)

SHIVAJI UNIVERSITY, KOLHAPUR

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

Autonomy by State/Central Govt. / University – No such status

	<input type="text"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="4"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="12"/>
2.10 No. of IQAC meetings held	

2.11 No. of meetings with various stakeholders: No. Faculty 2

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

1. Communication skills in competitive examinations
2. Career opportunities in legal profession
3. Positive thinking and personality development
4. Revised syllabus of Economics of Development

2.14 Significant Activities and contributions made by IQAC

1. Holding seminars on personality development and career opportunities.
2. Participation in curriculum development
3. Quiz on newspaper to develop reading habits among students

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
<ol style="list-style-type: none"> 1. Conducting Seminars 2. Arranging Study tours 3. To develop reading habits among students 4. Contribution in curriculum design 	<ol style="list-style-type: none"> 1. Yes - conducted seminars 2. Yes - Study tours arranged 3. Yes – held Quiz contest on newspaper reading 4. Faculties are involved in designing the university syllabus and also held a seminar on revised syllabus

5. Personality development of students	5. Seminars, guest lectures arranged on Personality development of students
6. Creating social awareness among students	6. Various programmes arranged on social awareness
7. Support to students for placement	7. Students are placed local organisations and also in MNCs
8. Encouraging students to participate in sports and extension activities	8. Students participation in various sports events including interenational events and large participation in extension activities
9. Promoting research climate	9. Faculties are encouraged to undertake research

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☐ Syndicate ☐ Any other body ☐

Provide the details of the action taken

AQAR was approved by management.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	2			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	2			

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: Elective option

(ii) Pattern of programmes:

Pattern
Semester 2
Trimester
Annual

1.3 Feedback from stakeholders* (On all aspects) Alumni ☐ Parents ☒ Employers ☐ Students ☒

Mode of feedback : Online ☐ Manual ☒ Co-operating schools (for PEI) ☐

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

YES - To keep pace with changing needs

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
14	9	4		

2.2 No. of permanent faculty with Ph.D.

6

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
	5						1		6

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

2

6

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	7	1
Presented papers	1	7	1
Resource Persons			

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

1. Daily exercises for enhancement of English linguistic skills among students specially those coming from Marthi Medium
2. Weekly Socratic Club of students with the objectives of
 - a. To improve the skill of public speech of students
 - b. To make them think about current and important social and other issues
 - c. To make them aware about the different dimensions of current and important social and other issues

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

205

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Holding of practice examinations by dictating questions in advance

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

3

2.10 Average percentage of attendance of students

85

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA						83
B COM						90

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes : - 1. Study budget 2. Syllabus completion report 3. Result Analysis 4. Feedback from Students

2.13 Initiatives undertaken towards faculty development - Faculty is sent to various faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
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	11	0	0	0
Technical Staff	0	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

1. Encouragement to attend workshops, seminars etc.
2. Support to obtain research grants
3. Platform of Saraswati club for the staff members to present research papers

3.2 Details regarding major projects - NIL

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects - NIL

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals		2	
e-Journals			
Conference proceedings		1	

3.5 Details on Impact factor of publications:

Range Average γ h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				0
Total				

3.7 No. of books published i) With ISBN No.

3

Chapters in Edited Books

5

ii) Without ISBN No.

0

3.8 No. of University Departments receiving funds from - N A

UGC-SAP

CAS

DST-FIST

DPE

DBT Scheme/funds

3.9 For colleges NIL

Autonomy

CPE

DBT Star Scheme

INSPIRE

CE

Any Other (specify)

3.10 Revenue generated through consultancy

0

3.11 No. of conferences
organized by the Institution

Level	International	National	State	University	College
Number				4	
Sponsoring agencies				Lead college scheme	

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

3

3.13 No. of collaborations

International

-

National

-

Any other

-

3.14 No. of linkages created during this year

-

3.15 Total budget for research for current year in lakhs : NIL

From Funding agency

From Management of University/College

Total

3.16 No. of patents received this year

NIL

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

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

Total	International	National	State	University	Dist	College

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

1

4

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

-

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

-

-

JRF

SRF

Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level	<input type="text" value="100"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="60"/>	State level	<input type="text" value="45"/>
National level	<input type="text" value="8"/>	International level	<input type="text" value="0"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="2"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="6"/>	State level	<input type="text" value="1"/>
National level	<input type="text" value="3"/>	International level	<input type="text" value="0"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="9"/>	College forum	<input type="text" value="15"/>	
NCC	<input type="text" value="8"/>	NSS	<input type="text" value="11"/>	Any other <input type="text"/>

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

- Blood Donation camp, Constitution Day, Literacy Day, Tree plantation, Population Day, Rally for AIDS awareness, Gandhi Jayanti, World Peace Day, Teachers' Day, Savitribai Phule Jayanti, No vehicle day
-

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	3000sq.mts	-		3000sq.mts
Class rooms	17			17
Laboratories				
Seminar Halls	1			1
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 Computerization of administration and library

Yes - administration and library work is computerised and updated periodically

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	788		51		839	
Reference Books	487		2		489	
e-Books						
Journals	21				21	
e-Journals						
Digital Database						
CD & Video	76				76	
Others (specify)	Encyl. Dictio. 25		2		27	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office software	Departments	Others
Existing	6		1			1		7
Added								2
Total	6		1			1		9

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

4.6 Amount spent on maintenance in lakhs :

i) ICT

.08

ii) Campus Infrastructure and facilities

iii) Equipments

.19

iv) Others

Total :

0.28

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The student support services such as - placement, counselling, skill development, financial help to students etc. are communicated to the students through student notices, parent meetings, interaction with students, prospectus, college website and magazine.

5.2 Efforts made by the institution for tracking the progression

Result analysis, Attendance, Daily visits to all classes by Principal accompanied by teachers

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
548			

(b) No. of students outside the state

(c) No. of international students

	No	%
Men	248	45

Women

No	%
300	55

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
429	27	1	72	2	531	435	29	1	81	2	548

Demand ratio > 100%

Dropout % - 1

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

Visiting lectures were arranged to guide the students in general

5.5 No. of students qualified in these examinations

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text" value="3"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

5.6 Details of student counselling and career guidance

Student counselling and career guidance is done as a routine matter

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

5.8 Details of gender sensitization programmes

1. Special issue of wall paper with the theme of gender equality
2. Celebration of Savitribai Phule Jayanti
3. The topic ' Social Implications of female foeticide' discussed in Socratic club
4. The topic ' Gender Role Socialisation' discussed in Saraswati club
5. The topic ' Role of Women Doctors in India' discussed in Saraswati club
6. Motivation to participate in gender sensitization programmes organised by Krantijyoti Savitribai Phule Women's Study Center
7. One act play composed and presented by students on female foeticide.

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	15	22445
Financial support from government	31	111003
Financial support from other sources	7	26000
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: - NIL

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

To impart education in English medium,
To offer quality education,
To prepare students for examination and for careers of their choice,
To mould them to play meaningful role in the reconstruction of our nation.

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

Members of staff are encouraged to become BOS members and give suggestions in syllabus revision

6.3.2 Teaching and Learning

Socratic club, Saraswati club, Daily English exercises, seminars, essay and story writing competition, refresher and orientation courses, conferences and workshops, visits to language labs, English drama, study tours, spelling contest.

6.3.3 Examination and Evaluation

Practice examinations, dictation of most likely questions

6.3.4 Research and Development

Management encourages research activities of teachers

6.3.5 Library, ICT and physical infrastructure / instrumentation

Purchase of books

6.3.6 Human Resource Management

1. Transparent recruitment process
2. Training and FDP- Refresher and orientation courses, conferences and workshops, other training programmes,
3. Healthy environment
4. Placement and promotions, annual increments and advance increments
5. Grievance Redressal
6. Availability of various leaves - Maternity leave, Casual leave, Study leave, Medical leave, Duty leave, lien.
7. Performance Based Appraisal System

6.3.7 Faculty and Staff recruitment

Merit based recruitment of teachers having fluency in English, strict adherence to government and university rules

6.3.8 Industry Interaction / Collaboration

-

6.3.9 Admission of Students

Admissions as per rules and regulations of university with priority to foreign students

6.4 Welfare schemes for

6.5 Total generated	Teaching	Advances to staff		corpus fund
	Non teaching	Advances to staff		
	Students	Finan	0	

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	Y	Local Inquiry Committee (LIC) of University	Y	Principal and IQAC
Administrative	Y	LIC committee and Joint Director of Govt. Of Maharashtra		

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?

Change in the syllabus and internal evaluation methods
--

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

University encourages affiliated/constituent colleges to obtain autonomy

6.11 Activities and support from the Alumni Association

-

6.12 Activities and support from the Parent – Teacher Association

Parent – Teacher Association meeting, feed back from parents

6.13 Development programmes for support staff

Nil

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

No vehicle day, tree plantation, ban on tobacco consumption

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.

Holding newspaper quiz on editorials and guest columns of Marathi news papers.

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

1. Plan - Conducting Seminars . ATR – Organised seminars
2. Arranging Study tours - ATR - Study tours arranged
3. To develop reading habits among students - ATR - Quiz on newspaper reading held
4. Contribution in curriculum design - ATR - Faculties were involved in curriculum design
5. Personality development of students ATR – Seminar on positive thinking and Personality development
6. Creating social awareness among students ATR - Various programmes arranged in Socratic club, NSS, NCC, Wallpaper issue, encouraging students to participate in various competitions
7. Support to students for placement - ATR - Role of Facilitator to recruit students in MNCs
8. Encouraging students to participate in sports and extension activities – ATR – Provided guidance, facility, sport kits, grounds and financial support to participate in various sports and extension activities. Successful students are felicitated in the college.
9. Promoting research climate - Encouragement to staff to pursue M. Phil, Ph.D., Providing a platform to faculty to present research papers in Saraswati club.

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

Daily English exercises and Socratic club

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

7.4 Contribution to environmental awareness / protection

No vehicle day, tree plantation, ban on tobacco consumption

7.5 Whether environmental audit was conducted?

Yes

☐

No

☒

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

Blood donation camps, provision of writers to visually challenged, Noticeable number of foreign students, only English medium college in the parent university jurisdiction

8. Plans of institution for next year

Nam

1. Conducting Seminars
2. Arranging Study tours
3. Contribution in curriculum design
4. Personality development of students
5. Creating social awareness among students
6. Support to students for placement
7. Encouraging students to participate in sports and extension activities
8. Promoting research climate
9. Creating financial literacy among students
10. Creating Voting awareness among students
11. Creating Environment awareness among students

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme

SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
