

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)



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)*

1. Details of the Institution

Name of the Institution

Address Line 1

Address Line 2

City/Town

State

Pin Code

Institution e-mail address

Contact Nos.

Name of the Head of the Institution:

Tel. No. with STD Code:

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

NAAC Track ID(For ex. MHC0GN 18879)

OR

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)*

Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR/2013-14.doc>

1.6 Accreditation Details

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	-	2002	2007
2	2nd Cycle	A	3.19	2012	2017
3	3rd Cycle	A	3.06	2018	2023
4	4th Cycle	-	-	-	-

Date of Establishment of IQAC : DD/MM/YYYY

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*)

AQAR_____23/03/2015

AQAR_____23/03/2016

AQAR_____22/10/2016

AQAR_____20/11/2017

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

1.10Type of Faculty/Programme

Arts Science Commerce Law PEI(Phys Edu)

TEI (Edu) Engineering Health Science Management

Others(Specify)

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

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

No. of Teachers

No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2. 6 No. of any other stakeholder and
community representatives

No. of Employers/ Industrialists

No. of other External Experts

Total No. of members 2.10 No.

of IQAC meetings held

No. of meetings with various stakeholders:	No.	Faculty
Non-Teaching Staff Students	Alumni	Others

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

If yes, mention the amount NIL

Seminars and Conferences (only quality related)

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

Total Nos.	International	National	State	Institution Level
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(ii) Themes

Significant Activities and contributions made by IQAC

Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. To encourage Art circle students to win more than last year individual and team awards at various inter collegiate drama dance and one act play competition.	Art circle students of our college have achieved landmarks in various drama debate and cultural fest and competitions organized by renowned colleges and social organizations of the city to mention few of the awards such as P.L.Deshpande Mahakarandak award at state level , Prestigious Purushotam Karandak, Sakal Karandak , Best Actor award , Best actress award etc. by bagging all these awards the students of art circle not only improved their own image and reputation but also credibility image and goodwill of the college on the educational scenario of Maharashtra.
2. To encourage faculty member for developing real life case study by establishing ‘case study development cell’ with adequate provision for seed money.	Case study development cell has been established with a view to develop systematic and logical approach among faculty members so that they always think in a abstract, creative, innovative and pragmatic manner to solve issues and problems related to the stakeholders of the Institutions
3. To plan for strengthening Library with more reference books, magazines and Journals.	Library being core and soul of educational institution. Every effort has been taken to equip Library with latest editions of books, reference books and encyclopedias CD’s, National and International magazines, periodicals and Journals. In addition the concept of e-Library has been introduced with sophisticated computers with latest versions of software packages conducive for educational projects and programs.
4. To effectively introduced Internet Band width wifi facility on the campus.	In order to get cascading effect of information the wi- fi facility has been installed on the campus along with Local Area Network system connecting various computer Labs on the campus. The availability of LAN and wifi system ensures smooth flow of information for policy and decision making in the institute.
5.To consider health services, health check up at free of cost specially for the students from deprived class and economically weaker section of the society	Today considering feverish speed of life and strenuous relation among the members of the nuclear families and ever increasing pollution have created health hazardous problems in young generation and therefore the life expectancy has come down drastically.
6. To encourage all the members of educational fraternity to make comprehensive use of library.	Encouragement, motivation is always given to all the teaching, non teaching members of the staff and students to make consistent use of library so as to upgrade them with current and recent trends in business commerce industry and the world around.

7. To understand Industrial visits on extended basis with regards to bound destinations to various states.	Teachers and students are encouraged, influenced and motivated to undertake industrial tours and visits to bridge the gap between theory and practice and to interact freely and frankly with various industry personnel to do minute observations and wide surveys to collect necessary information and documents for academic purposes and to mould the students as per the requirements of the industry to make them employable in the open market.
8. To encourage students and teachers to conduct subject wise and department wise seminars workshop and conferences.	Seminars, workshops and conferences creates platform for the exchange of recent trends. Creative ideas, innovative paths to discern harmonious, relationships, suggestions recommendations, findings and new measurements to scale new altitudes in the field of commerce and management. So far, the students and teachers of the college have organized various academic events rallies , workshop and seminars on various issues and topics related to commerce and management such as personality development , sex education, spandane yuvakanche, film show on Bhagat Singh, workshop on Narendra Dabolkar and his thoughts, deviation and demonetisation of Rupee, computerized accounting .Building a career for life in Entrepreneurship , Gandhivichar, fresh face competition Purshottam karandak, P.L.Deshpande Mahakarndak, Anti - dowry elocution competition ,Savitrichya Leki women awareness program etc.
9. To have students feedback from various departments	Students are the true judges for the assessment of teachers in the college. Our college has developed a mechanism through students feedback of teachers form the assessment of teachers in which students have to rate the teachers by putting tick mark as poor teaching, good teaching ,better teaching and excellent teaching. On the basis of ratings given by the students the concerned teacher if performing better is continued and those who are not performing satisfactorily are instructed to improve their academic and teaching performance.
10. To give financial support to students from marginal background.	The college chalked out a plan to give financial assistance to the deprived and the economically backward students through concession in fees, paying the fees in equal instalments, waiving of full fees and even the students from remote, rural
	and mofisil areas are adopted by the management of the college these students can pursue their higher education absolutely free of cost. Students are also given free accommodation in the college hostel.

** 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

Part – B

Criterion – I

1. Curricular Aspects

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	1	-	1	-
PG	3	-	3	-
UG	5	-	4	-
PG Diploma	5	-	5	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	3	1	3	-
Others	4	-	4	-
Total	21	1	20	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	07
Trimester	-
Annual	12

Feedback from stakeholders*Alumni
(On all aspects)

Parents

Employers

Students

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

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

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

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

Criterion – II

2. Teaching, Learning and Evaluation

Total No. of
permanent
faculty

No. of permanent faculty with Ph.D.

No. of Faculty Positions
Recruited (R) and Vacant
(V) during the year

No. of Guest and Visiting faculty and Temporary faculty

Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	28	35
Presented papers	24	16	1
Resource Persons	03	03	-

Innovative processes adopted by the institution in Teaching and Learning:

Total No. of actual teaching days
During this academic year

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

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

12	10	8
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Average percentage of attendance of students

Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com	238	15.13	24.37	30.67	20.59	90.76
BCA	72	2.78	18.06	34.72	16.67	72.22
BSc	100	7	25	11	33	76
BBA	105	0	7.62	28.57	55.24	91.43
BBM	62	0	9.68	22.58	59.68	91.94
MJMC	27	11.11	40.7	29.63	11.11	95.59
M.Com	46	76.52	21.74	52.17	15.22	95.65

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

Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	NIL
UGC – Faculty Improvement Programme	NIL
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	07
Summer / Winter schools, Workshops, etc.	-
Others	03

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	18	18	-	02
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

Details regarding major projects

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

Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	04	04	08	04
Outlay in Rs. Lakhs	-	500000/-	-	-

Details on research publications

	International	National	Others
Peer Review Journals	Nil	Nil	01
Non-Peer Review Journals	Nil	Nil	Nil
e-Journals	-	-	-
Conference proceedings	25	Nil	Nil

Details on Impact factor of publications:

Range	Average	h-index	Nos. in SCOPUS
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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	2016-17	Pune University	500000	300000
Interdisciplinary Projects	-	-	-	-
Industry sponsored	NIL	-	-	-
Projects sponsored by the University/ College	NIL	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

No. of books published

i) With ISBN No.

Chapters in Edited Books

ii) Without ISBN No.

No. of University Departments receiving funds from

UGC-SAP

CAS

DST-FIST

DPE

DBT Scheme/funds

For colleges

Autonomy

CPE

DBT Star Scheme

INSPIRE

CE

Any Other (specify)

Revenue generated through consultancy

No. of conferences organized

by the Institution

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

No. of collaborations

International

National

Any other

No. of linkages created during this year

From Funding agency	Management of University/College
Total	

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

Total	International	National	State	University	Dist	College
17	17	Nil	Nil	Nil	Nil	Nil

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

SRF	Project Fellows	Any other
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9
10	10	10
11	11	11
12	12	12
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91	91	91
92	92	92
93	93	93
94	94	94
95	95	95
96	96	96
97	97	97
98	98	98
99	99	99
100	100	100

University level State level

National level International level

No. of Awards won in NSS:

	University level	State level
National level	International level	

No. Of Awards won in NCC:

University level	State level
National level	International level

No. of Extension activities organized

University forum	College forum	
NCC	NSS	Any other

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

- Organized No Vehicle day on
- Blood donation camp was organized on
- About 200 students and ten teachers of the college actively participated in rice plantation program at Vinzar, Velhe, Dist Pune On 19/8/2
- Rally on world AIDS awareness day on 01/12/20

Criterion – IV

4. Infrastructure and Learning Resources

Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	30000 sq. m	-	-	2.63 acres
Class rooms	30	-	-	30
Laboratories	05	1	-	5
Seminar Halls	02	-	-	02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	03	-	03
Value of the equipment purchased during the year (Rs. in Lakhs)	-	2 Lakhs	Self	2 Lakhs
Others	-	-	-	-

Computerization of administration and library

Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	7590	842373	61	9605	7651	851978
Reference Books	9931	3664053	186	79489	10117	3743542
e-Books	97000+	5750	3135000+	5900	3135000+	5900
Journals	39	48474	39	76260	78	124734
e-Journals	6000+	5750	6000+	5900	6000+	5900
Digital Database	3	276000	4	44250	4	320250
CD & Video	420	18396	0	0	420	18396
Others (specify)	-	-	-	-	-	-

Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart- ments	Others
Existing	242	06	25	25	03	07	07	-
Added	-	-	-	-	-	-	-	-
Total	242	06	25	25	03	07	07	-

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

Amount spent on maintenance in lakhs :

i) ICT

ii) Campus Infrastructure and facilities

iii) Equipments

iv) Others

Total :

Criterion – V

5. Student Support and Progression

Contribution of IQAC in enhancing awareness about Student Support Services

Efforts made by the institution for tracking the progression

(a) Total Number of students

UG	PG	Ph.D	Others
1934	199	-	-

(b) No. of students outside the state

Number of Students outside the state
30

(c) No. of international students

Men

Women

		Last Year						This Year					
General	SC	ST	OBC	Others	Physically Challenged	Total	General	SC	ST	OBC	Others	Physically Challenged	Total
1640	192	22	359	199	11	2423	1310	233	30	361	187	12	2133

Demand ratio - Dropout % - 0.67%

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

No. of students beneficiaries

No. of students qualified in these examinations

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

Details of student counselling and career guidance

No. of students benefited

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
25	256	138	131

Details of gender sensitization programmes

Students Activities

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

Sports: State/ University level	National level	International level
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Cultural: State/ University level	National level	International level
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5.10 Scholarships and Financial Support

Student organised / initiatives

Fairs : State/ University level

National level

International level

Exhibition: State/ University level

National level

International level

No. of social initiatives undertaken by the students

Major grievances of students (if any) redressed:

Criterion – VI

6. Governance, Leadership and Management

State the Vision and Mission of the institution

Does the Institution has a management Information System

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

Curriculum Development

Teaching and Learning

Examination and Evaluation

Research and Development

Library, ICT and physical infrastructure / instrumentation
Human Resource Management

Faculty and Staff recruitment

Industry Interaction / Collaboration

Admission of Students

Welfare schemes for

Teaching	<p>a) Financial assistance for faculties up to Rs. 50,000 under welfare fund for emergency.</p> <p>b) Depute staff for seminars, workshops and conferences.</p> <p>c) Felicitation of staff for their academic and other achievements.</p>
Non teaching	Financial assistance for non-teaching staff up to Rs. 50,000 under welfare fund in case of emergency is available.
Students	Earn while you learn, fee concession, waiver of fees, financial assistance to blind students, co-operative stores for students where all academic requirements are fulfilled.

Total corpus fund generated

Whether annual financial audit has been done	Yes	No

Whether Academic and Administrative Audit (AAA)has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Krishna Ravas and associates.	Yes	Munde – Shah and associates.
Administrative	-	-	-	-

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

For UG Programmes	Yes	No
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For PG Programmes	Yes	No
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What efforts are made by the University/ Autonomous College for Examination Reforms?

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

Activities and support from the Alumni Association

Activities and support from the Parent – Teacher Association

Development programmes for support staff

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

Criterion – VII

7. **Innovations and Best Practices**

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

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

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

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

Contribution to environmental awareness / protection

Whether environmental audit was conducted?

Yes

No

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

8. Plans of institution for next year

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____ *** _____

Abbreviations:

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