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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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), Bangaloreproposes 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 promotingits 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;

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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 coordinationamong 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.

Monitoring Mechanism

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 (naac.aqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-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

1.Details of the Institution

1.1 Name of the Institution

> **Arts, Commerce and Science College**

1.2 Address Line 1

> NarasammaParisar, Kiran Nagar,

Address Line 2

> Amravati M.S.

City/Town

> Amravati

State

> Maharashtra

Pin Code

> 444606

Institution e-mail address

> principal@narsammaacsc.org

Contact Nos.

> 0721-2540793

Name of the Head of the Institution:

> **Dr. Prashant N. Pawade**

Tel. No. with STD Code:

> 0721-2540793

Mobile:

> 09423124371

Name of the IQAC Co-ordinator:

Dr. M.J. Pawar

Mobile:

09764603074

IQAC e-mail address:

iqacnarsammacollege@gmail.com

1.3 **NAAC Track ID** (For ex. MHCOGN 18879)   **MHCOGN 16970**

1.4 Website address:

www.narsammaacsc.org

Web-link of the AQAR:

https://narsammaacsc.org/pdf/aqar15-16.pdf

For ex. **http://www.ladykeanecollege.edu.in/AQAR201213.doc**

1.5 Accreditation Details

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.17	2014-2015	**2014-2019**
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.6 Date of Establishment of IQAC: DD/MM/YYYY   **21/04/2015**

1.7 AQAR for the year (*for example 2015-16*)   **2015-2016**

1.8 Details of the previous year's AQAR submitted to NAACafterthe latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

i. AQAR_____

1.9 Institutional Status

University [√]   State [ ]   CentralDeemed [ ]   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 [√]   [√]

    Grant-in-aid +Self FinancingTo [√] 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)*   **Sant Gadge Baba Amravati University Amravati, Maharashtra.**

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

Autonomy by State/Central Govt. / University   [--]

Revised Guidelines of IQAC and submission of AQAR   [--]

University with Potential for Excellence | -- | UGC-CPE

DST Star Scheme | -- | | -- |

UGC-Special Assistance Programme   DST-FIST | -- | | -- |

UGC-Innovative PG programmes | -- | *specify)* | -- |

UGC-COP Programmes | -- |

2.IQAC Composition and Activities

2.1No. of Teachers | **06**

2.2No. of Administrative/Technical staff | **01**

2.3No. of students | -

2.4No. of Management representatives | -

2.5No. of Alumni | -

2. 6No. of any other stakeholder and

community representatives | -

2.7 No. of Employers/ Industrialists | -

2.8 No. of other External Experts | **02**

2.9 Total No. of members | **09**

2.10 No. of IQAC meetings held | **04**

2.11 No. of meetings with various stakeholders: No. | 02 | Faculty | 01 |

Non-Teaching Staff Students | 01 | 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. | 04 | International ☐ National ☐ State ☐ Institution Level | 04 |

(ii) Themes

- One day workshop on "PantpradhanSwayamrojgarNirmiti"
- One day workshop on "Languages and Opportunity in Career"
- Workshop on "Fire Safety management and on site risk assessment"
- Workshop on "Tools and Techniques of Research papers and Projects writing"

2.14 Significant Activities and contributions made by IQAC

1. The scheduled meetings of the Staff Councils are held in an academic year to review academics and support activities conducted.
2. An evaluation method employed in the form of Unit Tests, Assignments, Tutorials and Common Test to evaluate the learner's performance.
3. Monitoring and evaluating the performance of the teaching-learning activities
4. Assisting and motivating teachers for perusing Ph.D.
5. Guiding teachers for self-appraisal, API and their placements.
6. Promoting teachers for orientation/ refresher and short term courses.

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 *

Sr. No.	Plan of Action	Achievements
1	To Reconstitute IQAC committee as per requirement	The IQAC is reconstituted which includes Teachers, Administrative Staff, Management Representatives, External Experts etc.
2	To encourage all departments to conduct Conference / Seminars / Workshops/Guest Lecture of Eminent Personalities	04 Seminars/ Workshops organized at Institutional Level
3	To organize guest lectures, seminars, co-curricular & extra-curricular activities	• Guest lecturers were organized by various Departments. • 35 students participated at the university level 'Youth Festival'
4	To encourage faculty members and students to participate various conferences and seminars	Faculty members and students participated in various international ,national and state-level conferences/ seminars/ workshops.
5	To encourage students to participate in college, university and national level sports	Students actively participated in college, university
5	To celebrate memorial days	Birth Anniversary of eminent and national leaders Savitribai Phule, Ranganathan , MahatmaGandhi, Dr. Babasaheb Ambedkar, Teachers day etc are celebrated in the institution.
7	To promote research activities	• 03 staff members were awarded the doctoral degrees • One day seminar organized on Research Project
8	To promote research publications by the faculty	• 59 research papers were published in acclaimed journals at national and international level. • 24research papers were published in conference proceedings. • 02 chapters published in edited books by the faculty.
9	To encourage faculty for professional development	• Faculty members attended 62 seminars/ conferences held at various institutions
10	To promote student centric activities	• Visits were made to the houses of the wards under 'Tutor-Ward System • Organized guest lectures • Participation in 'Avishkar' and 'Youth Festival' • Study tours and visits to the industry laboratories were arranged
11	To construct new class rooms for student	Two new Class rooms constructed.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether theAQAR was placed instatutory body   Yes   No

Management Syndicate   Any other | √ | | √ | | |

Provide the details of the action taken

> The management went through the AQAR and expressed their satisfaction to see that the institution has been enhancing quality in all respect. The management also instructed the principal to pay special attention to areas of weaknesses.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	05			
PG	03		03	
UG	02			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	02	02		
Others				
Total	12	02	03	

Interdisciplinary				
Innovative				

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

> The college offers academic flexibility through maximum options and combinations of courses. In the M.Sc. (Computer Science) are CBCS pattern

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	04
Trimester	--
Annual	01

1.3 Feedback from stakeholders*Alumni [ ] Parents [ ] Employers Stud[ ] [ ]
   (On all aspects)

Mode of feedback: Online [ ] Manual Co[ ]rating scho[ ] or 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.

> **NO**. The College follows the syllabi prescribed by Sant Gadge Baba Amravati University Amravati from time to time.

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

> **NO**

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
27	26	01	01	-

2.2 No. of permanent faculty with Ph.D.

17

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
	02								

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	34	22	06
Presented papers	34	21	2
Resource Persons			1

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

The College authority tries its best to maintain the transparency in the admission process at the beginning of the academic session. The IQAC and all heads of the departments and other staff whole heartedly assist to make the process a success. The system of Internal Assessment (periodical class tests) has been adopted by the college during this session; continuous assessment of the students through class tests has been conducted by each & every department. Some department's holds special classes after the periodical tests for the disadvantaged and interested students for better academic performances in upcoming examinations. The teachers get regular feedback from the students and make necessary changes in the time –table and method of instructions by the teachers. College has also provided LCD, overhead projectors, models, computers etc. to encourage the faculty to adopt new and innovative approaches for making teaching effective. Teachers also arrange special lectures for weaker students.

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

180

2.8 Examination/ Evaluation Reforms initiated by

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

NIL

01	01	

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

2.10Average percentage of attendance of students

75

2.11 Course /Programme- wise distribution of pass percentage:

Title of the Program	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	60	--	10.00	23.33	8.33	41.33
B.Sc.	82	15.7	59.6	24.5	--	69.51
M.Sc. (Computer Science)	17	-	100	--	--	100
M.Sc. (Industrial Chemistry)	13	--	69.23	--	--	69.23
M.Sc. (Environment al Science)	15	33.33	53.33	13.33	--	100

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

- ✦ IQAC through, Research Committee promotes research, publications, paper presentations and participation in international/national/regional workshops, conferences and symposia.
- ✦ Teachers are motivated through informal talks about effective learning outcomes.
- ✦ Heads of the Department meet to review the progress of teachers' lesson plan on a monthly basis
- ✦ Teaching learning system and syllabus transaction are done efficiently as per the guidelines of Credit Based Semester and Grading System adopted by the Sant Gadge Baba Amravati University, Amravati

2.13Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	
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.	02
Others Short Term	**01**

2.14 Details of Administrative and Technical staff

Table 0.1

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	08	--	--	--
Technical Staff	06	--	--	--

Criterion – III

3.Research, Consultancy and Extension

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

> 1. The college has a research committee to monitor and address the issues of research. Faculty members are encouraged to avail of opportunities for research grants, projects and fellowships offered by UGC minor and major research proposals, FIST, DST, and ICSSR also participate in international collaborative research events.
> 2. IQAC provides the necessary support to Research Committee for organizing seminars and workshops to create awareness on the various funding avenues.
> 3. One day workshop on **"Tools and Techniques of Research papers and Projects writing."** was organized by research committee.
> 4. The College students had participated in "**Avishkar**", The Research Convention, organized by Sant Gadge Baba Amravati University Amravati

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	**02**	-	-
Outlay in Rs. Lakhs	-	**16,46,200/-**	**24,85,500/-**	-

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	**03**	**04**		-
Outlay in Rs. Lakhs		**6,70,000/-**	**9.30,000/-**	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	**56**	**01**	**02**
Non-Peer Review Journals	**02**	**--**	**02**
e-Journals	**38**	**--**	**00**
Conference proceedings	**06**	**08**	**06**

3.5 Details on Impact factor of publications:

Range [　]   Average [　]   h-index [10]   Nos. in SCOPUS [　]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	**3 years**	**UGC**	**24,85,500/-**	**16,46,200/-**

Minor Projects	**2 Years**	**UGC**	**9,30,000/-**	**6,70,000/-**
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books publishedi) With ISBN No.Chapt 01 ed Books   02

 ii) Without ISBN No.   01

3.8 No. of University Departments receiving funds from

UGC-SAP -   CAS -)ST-FIST   -

DPE -   DBT Scheme/funds   -

3.9 For colleges   Autonomy -   CPE DBT - cheme   -

INSPIRE   CE - ther (specify) -   -

3.10 Revenue generated through consultancy   -

3.11No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number					02
Sponsoring agencies					Self Finance

3.12No. of faculty served as experts, chairpersons or resource persons   01

3.13No. of collaborations International   Nation   An   **01**

3.14No. of linkages created during this year   --

3.15Total budget for research for current year in lakhs :

From Funding agency   2377751/-   From Management of University/   00

   Total   2377751/-

3.16 No. of patents received this year

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

Total	International	National	State	University	Dist	College
01		01				

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

06

19

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

00

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 04 State level 03

National level - International level -

3.22 No.of students participated in NCC events:

University level 36 State level --

National level --- International level --

3.23 No. of Awards won in NSS:

University level -- State level --

National level -- International level --

3.24 No. of Awards won in NCC:

University level | -- | State level | --

National level | International lev | -- | --

3.25 No. of Extension activities organized

University forumCollege for | -- | 01

NCCNSSAny other | -- | 02 | --

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

1. In association with Rotary Club, Amravati chapter, NSS department has constructed a Lavotary   at adopted villegeDhanora (Jog) in support of "Swaccha Bharat Abhiyan".
2. A medical check-up camp was organised by Department of chemistry at Sant Gadge Baba VridhhashramWalgaonDist Amravati.
3. Department of industrial chemistry organised Workshop on fire and safety management and on site risk assessment
4. Arranged Wild life and Nature Photography exhibition
5. Eco friendly Ganesh festival campaign
6. Survey on Social problem of government and private sector working women in Amravati city
7. campaigns for Awareness of Indian Constitution

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	10.5 Acres	--	--	10.5 Acres
Class rooms	14	--	--	14
Laboratories	10	--	--	10
Seminar Halls	---	--	--	--
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

* The office and library administrative system is computerized with software
* Development and upgrading of institutional website done regularly.
* The office has been fully automated and the office staff is trained on a continuous basis by organizing computer proficiency programs.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	5774	1435361	319	105690	6093	1541051
Reference Books	212	229324	--	--	212	229324
e-Books (under N-list)	--	--	--	--	--	--
Journals	03	3000	--	--	--	3000
e-Journals (N-list)	--	--	--	--	--	--
Digital Database		--		--	--	
CD & Video	12	--	17	--	29	--
Others (specify)	--	--	22	23301	12	23301
Total	--	--	--	--	--	**1793676**

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	66	58	--	--	--	04	02	02
Added (2015-2016)	25	23	--	--	--	--	--	02
Total	91	81	--	--	--	04	02	04

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

> - Wi-Fi facility is available in all of the departments and Campus.
> - 10 MBPS VPN BB under NMEICT Internet in all department and Computer Laboratory

4.6 Amount spent on maintenance in lakhs:

i) ICT | 30033

ii) Campus Infrastructure and facilities | 46395

iii) Equipments | 55804

iv) Others |

Total : | 1,32,232

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> - Orientation programme for students.
> - Support for slow learners.
> - Awareness programmes on different topics.
> - Motivate students to understand the Skill Development Programme for betterment of carrier.
> - Workshop on "**Pantpradhan Swayamrojgar Nirmiti**" and **Languages and Opportunities in career.**
> - Placement drive.
> - Students are encouraged to take part in competitions organized in the other Colleges/University.

5.2 Efforts made by the institution for tracking the progression

> - The college has a structured mechanism to identify slow and advanced learners with objective of monitoring their progress through 'Tutor Ward'.
> - Alumni meetings
> - Unit tests
> - Classroom guidance to PG students about NET/SET etc.
> - Providing awareness for progression of higher studies and training for carrier opportunities.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
639	111	18	

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men

No	%
267	35.6

No	%
483	64.4

Women

Last Year (2014-2015)						This Year(2015-16)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
121	218	22	329	01	691	143	225	22	360	--	750

Demand ratio   1:1   Dropout %   5.06%

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

- Expert talks have been arranged to create the conducive atmosphere for competitive examination
- Arranged workshops for preparing the competitive examination and to face the interview

No. of students beneficiaries

371

5.5 No. of students qualified in these examinations

NET | - | SLET GATE | - | AT | - | | - |

IAS/IPS etc | - | State PSC | - | C   Others | - | | - |

5.6 Details of student counseling and career guidance

- ▪ Pre admission and post admission counseling to students on a one on one basis is provided with respect to various course combinations
- ▪ Teachers as mentors, guide students on effective time management techniques, provide study plan and continuously monitor their progress. They play a critical role as students always confide in their teachers about their personal problems. Teachers provide a support system to the students many of whom come from low socioeconomic segments of society.
- ▪ For underperforming students, personal counseling is provided by the faculty.
- ▪ College has an in house Career and Counseling Cell working to provide career and personal counseling free of cost to the students.
- ▪ Career and Counseling Cell of the college provides career guidance by arranging workshops and guest lectures.

No. of students benefitted

| 419 |

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01	140	--	--

5.8 Details of gender sensitization programmes: Nil

5.9 **Students Activities**

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

State/ University levelNational levelInternational level | 02 | | -- |

No. of students participated in cultural events

| State/ University level | National level | International level |
| 63 | -- | -- |

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

Sports : State/ University level   National level   International level

| | | |

Cultural: State/ University level   National level   International level

☐   ☐   ☐

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government		
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 **Student organised / initiatives**

Fairs   : State/ University level | -- | National level | --- | International level | -- |

Exhibition: State/ University level | -- | National level | -- | International level | -- |

5.12 No. of social initiatives undertaken by the students | 01 |

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

> **Vision**:
> "To create human resources through quality, Societal, progressive and affordable education"
> *Mission*
>   - To provide students with an environment for all round development of their intellectual, physical, aesthetic and social potentials.
>   - To discover and develop the academic and intellectual skills of the students.
>   - To encourage attitudes of integrity, hard work, honesty, fairness and tolerance in students so that they give their best to the society based on human values.
>   - To inculcate passion for excellence through information and communication technology, industrial
>   - Exposures and scientific projects leading to elevated career profiles and national development.

6.2 Does the Institution has a Management Information System

> Yes.
> The Management Information System is used in the functioning of the college for administrative process including Finances, Salary structure for employees, I-card generation, Income tax report, Arrears details, Loan details, Student Admission, Student registration, Fee details, Students details, Admission Slip generation, Students List, Library Management System.

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

6.3.1 Curriculum Development

- The curriculum of the University is mandatory to all affiliating colleges.
- The institution encourages the faculty to organize the workshops in the college and attend the workshops organized by other colleges in various subjects on the syllabus framed by the university.
- The institution inspires the faculty to organize and attend national/international seminars/conferences.

6.3.2 Teaching and Learning

- Faculties are provided with all essential facilities for effective teaching.
- Teachers are encouraged to use audio-visual instruments like LCD projector, OHP, PPT, molecular models and charts.
- To improve the quality of teaching, management encourages the faculty to attend orientation courses, refresher courses, workshops , seminars summer school and winter school .
- The teaching performance of faculty is evaluated through PBAS proforma.
- The faculties are suggested to use interactive method for better learning.

6.3.3 Examination and Evaluation

> The institution takes the following measures for internal and external evaluation processes:
> **Internal Assessment**
> The information about the tentative dates of timetable of examinations such as unit tests, terminal/test examination, and internal assessment is given in the prospectus, hand book, notices, and academic calendar.
> - The principal discusses the norms of evaluation in the meeting of college council.
> - A detailed timetable for terminal/test examination and submission of assignment is put up on then notice board well in advance to help the students to plan and prepare effectively.
> - The report of evaluation is made display in the notice board
>
> **The Evaluation Reforms Initiated By College:**
> - The concerned department maintains the record of internal assignments.
> - At the beginning of each semester, every teacher informs students about the scheme of marking for internal assessment.
> - The college conducts unit tests, terminal examination, viva-voce etc. for assessment and evaluation of the students.

6.3.4 Research and Development

- Research Committee is established in the college to promote & monitor research culture, regularly provides information about forthcoming workshops, seminars and conferences.
- SGBAU recognizes 06 faculty members as a Supervisor.
- 03 Departments are recognized as a place of Higher Learning and Research.
- 10 research scholars are registered for Ph.D. in various subjects.
- Ph.D. is awarded to 03 faculty member in the academic session 2015-16.
- 56 Research papers are published in Various International and national Journals.
- Major and Minor Research Projects are encouraged
- 02 faculty member contributed Chapters in edited books.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Staff and students have access to INFLIBNET (e- journal)
- Collection of reference and text books of various subjects, periodicals, magazines, digital resources, and audio visual collections. Most of the Departments have their own library to cater to immediate requirements.
- All the resources are catalogued and the functioning of the library is fully automated.
- The Departments are also equipped with computers, printers, internet connectivity, LCD projector, Wi-Fi and so on.
- The other facilities provided are digital camera, Xerox Machine, Scanner etc.
- The College has consistently upgraded both the physical and learning infrastructure to meet the growing academic needs.
- 03 research Centre of Department is established. Internet facility is made available to all the researcher students and faculty.
- Management Information System exists in the College library.

6.3.6 Human Resource Management

The management is committed to the academic development of the college. The administration is fully decentralized and total functional freedom is given to the head of respective department. Various other committees are constituted to monitor the Co-curricular and other activities. The faculties are the members of various committees and they perform their responsibilities with the cooperation of nonteaching staff. Regular feedback is taken from the stakeholders and if needed the suggestions if any, is implemented. Institution has a tradition to celebrate National and social events collectively.

6.3.7 Faculty and Staff recruitment

- The Management is the authority to recruit staff as per the norms stipulated by the UGC, Government of Maharashtra and University.
- The vacancies that arise in the, general merit quota, as well as community merit quota are advertised separately in leading daily local and regional newspaper, sufficiently in advance. The interview panel comprises subject experts from university, a government, nominee, the principal and a representative of the management.
- Roaster System is strictly followed during Staff recruitment.

6.3.8 Industry Interaction / Collaboration

- Visits and research interactions with various industries and institutions are carried out on a regular basis.
- Various Departments have both formal and informal linkages and collaborations with other institutes of higher learning and these are utilized for the fruitful completion of curriculum and research work.
- The authorities are open-minded in interacting with other institutes for collaboration. Linkages were established with reputed organizations for placement and Career counseling.

6.3.9 Admission of Students

Admission Process
- Information about admission is advertised in News paper and as per norms fixed by state Govt. and Sant Gadge Baba Amravati University Amravati, transparency is maintained.
- Admission related matter hosted on the website
- All reservation policies are followed
- All given admissions are as per first cum first serve basis

Program for Admissions
- Sale of prospectus begins after the declaration the result of HSSC Examination
- Admission process starts immediately after the declaration of the result of HSSC Examination.

6.4 Welfare schemes for

Teaching	NIL
Non teaching	NIL
Students	1. Student Book bank 2. Student Welfare Scheme of Rs. 1500 by Parent University 3. For OBC Students Rs. 120/month 4. For SC Students Rs. 190/month 5.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done   Yes √ No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NO	-	-	NO
Administrative	NO	-	-	NO

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

For UG Programmes   Yes   No √

For PG Programmes   Yes   No √

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

The University decides the schedule of examination. The college has no power to interfere with the system.

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

The Parent University has a provision of according the status of autonomy to affiliated Colleges.

6.11 Activities and support from the Alumni Association

Re   The college has an Alumni association which takes initiative in different kind of academic and social activities for all-round development of the college especially for the students. The members of the Alumni association come to the college to share their experience in respective fields as and when requested by the authority

6.12 Activities and support from the Parent – Teacher Association

NIL

6.13 Development programmes for support staff

NIL

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

- Emphasis on more plantations to make environment clean and green.
- The initiative to make the campus eco-friendly.
- Various competitions were organized to create awareness on, use of Sanitary, waste disposal system, rain harvesting system.
- Greenery is maintained in the campus. The College makes all attempts to maintain a green campus by planting trees, maintenance of gardens and so forth and keep the place as free of plastic as possible.
- Students are also required to switch off electric gadgets, and minimize the use of paper.
- Waste bins are provided extensively to prevent littering.
- A regular campus and classrooms cleaning.
- A campus cleaning day is organized by NSS and NCC during Gandhi Jayanti.
- The Department of Botany and Environmental science has enhanced botanical garden in the campus.

Criterion – VII

7. <u>Innovations and Best Practices</u>

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

> The innovations introduced during the last years which have created a positive impact on the functioning of the college are given below.
> - The feedback is sought from students
> - The library is computerized and special collection of books / literature in respect of competitive examination, INFLIBNET, N-list is made available.
> - The office administration is computerized.
> - Uniform to students, and apron to Laboratory students.
> - Exhibition on "Wild life and Nature Photography " conducted.
> - Campaign for Eco friendly Ganesh Festival.
> - Workshops on "Fire and Safety Management and on site risk assessment" are conducted for people from society and students.
> - One day Workshop on "PrantpradhanSwamrojgarNirmiti"
> - One day Workshop on "Languages and opportunity in careers" is conducted for students.
> - First time Placement Drive arranged in the college.
> - The Best teacher, Best student reader award from Library
> - Felicitation of Merit student, University Topper students, Sports and Games NCC, NSS achievements and   Ph.D awardees etc.
> - 02 Minor research projects are completed 02 Major and 04 Minor research projects are ongoing.
> - 03 Recognized centers for higher learning and research (Ph. D.)
> - Incentives to students for attending workshops and conferences.
> - Some of the departments have ICT facility
> - Health awareness programs and workshops are arranged.
> - Teacher Mentor scheme and Student-teacher-parent meet
> - Books bank scheme is available to needy and poor students.
> - Seminars/workshops/ sensitization programs are organized to empower women at workplace.
> - The campus is under electronic surveillance.

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

- Excursion tour held
- Mentoring provided throughout the year.
- Issuance of identity Card to the students provided.
- Meeting of Staff Council held minimum three times in a year
- Departmental Society Meetings As per the departmental plans.
- Meetings of Academic Coordinators Once in 2 months.
- Team formed to implement the plan students admission.
- Remedial Classes conducted for weaker sections/slow learners.

7.3 Give two Best Practices of the institution *(please see the format in theNAAC Self-studyManuals)*

1. Use of discarded one sided blank pages for printing and other office purposes
2. Annual Blood Donation camp for Students and neighbour community

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

7.4 Contribution to environmental awareness / protection

Efforts for Carbon neutrality:
- Regular plantation of saplings in the campus and maintenance of the same by NCC / NSS and College staff.
- Efforts have been taken to make plastic free campus.
- Vermi compost is prepared out of the dry leaves and bio-degradable waste instead of burning it.

Plantation:
- Variety of trees are planted to keep campus green and to maintain bio-diversity

Hazardous waste management:
- The department of Chemistry has fume hood, exhaust fans and proper ventilation to expel hazardous gases.

e-Waste Management:
- E-waste is given to recycling agency to reuse or dispose.

Eco-friendly activities:
- Department of Environmental Science celebrates Eco-friendly Ganesh utsav
- **Awareness programmes:**
- Guest lectures are organized in the college on Wild life conservation, global warming etc.

7.5 Whether environmental audit was conducted?   Yes [ ]   No [√]

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

STRENGTHS:
- 10.5 Acre of college land
- A good infrastructure.
- Education at a low cost.
- Well Qualified, Competent and Experienced Staff.
- Self financing PG Courses.
- Committed non- teaching staff.
- Interested and hard working students.
- Safe environment for co-education.

WEAKNESS:
- There is a lot of scope for infrastructure development

OPPORTUNITIES:
- Located in the midst of socially and economically disadvantaged community

THREATS:
- Lack of skill sets in the existing syllabi of the current programs

8.**Plans of institution for next year**

- To organize a workshop on Research Methodology
- Installing a CCTV system for complete surveillance in campus
- Developing ICT enabled classrooms
- Workshop for SET/NET/ Competitive Exams
- Workshop to train the faculty in developing ICT Proficiency
- To construct new class rooms
- To cultivate the playfield on the campus for outdoor games
- To undertake renovation of the Life Sciences laboratories in phased manner
- To organize national/international level seminars/ conferences
- To promote research by submitting proposals for Major Research Projects/ Minor Research Projects to various funding agencies.
- To promote publications of research papers in journals of repute.
- To promote linkages with various organizations such as industries, academic institutions, publishing houses, research organizations etc.

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

List of Annexure

1. **Annexure I: Academic Calendar of the year**

Annexure I: Academic Calendar of the year

Month	Week	Activity
June-2015	1st Week	1) F.Y. Admissions
	2nd, 3rd Week	1) Term Meeting
		2) S.Y. T.Y. Admission
	4th Week	3) UG Teaching Begins
July-2015	1st Week	1) Admissions of P.G. Classes
	2nd Week	1) Filling up scholarship &Freeship forms.
		2) Filling up EBC, PTC & STC Concession forms.
		3) Beginning of PG Classes.
	3rd & 4th Week	1) Declaration of Mertis list of UG/PG Courses
		2) Selection of NSS/NCC Students/ volunteers.
		3) Principal's address to FY Students.
Aug-2015	2nd Week	1) Independence Day Flag Hosting
		2) Blood donation camp (NSS Unit)
	3rd Week	1) Filling of Examination form (B.Sc., M.Sc.)
	4th Week	1) Subject Study Circle (B.A.)

Sept-2015	1st Week	1) Student's Council Election
	2nd & 3rd Week	1) Short tour/Industrial Visit (B.Sc.)
	4th Week	1) B.A., B.Sc. Internal Examinations.

Oct-2015	1st Week	1) University Theory Examination
	2nd Week	1) Parent's Meet
	3rd Week	1) Term End Meeting
	4th Week	1) Alumini Meet

| Nov-2015 | 3rd & 4th Week | 1) B.Sc., M.Sc., Univeristy Examinations |

| Dec-2015 | 1st & 2nd Week | 1) Filling of Examination Form (B.A.) |
| | 3rd & 4th Week | 1) B.Sc. & M.Sc. Practical Examination |

Jan-2016	1st, 2nd Week	1) PG Practical Examination
		2) Filling of Examination Form (B.Sc., M.Sc.)
		3) Annual Social Gathering
	3rd Week	1) NSS Special Camp
	4th Week	1) Republic Day Flag Hosting (26th Jan.)

| Feb-2016 | 1st & 2nd Week | 1) College Examination (B.A., B.Sc.) |

Mar-2016	1st Week	1) Study Tour
	2nd Week	1) B.Sc. Internal Examination.
		2) University Examination (B.A.)
	3rd, 4th Week	1) B.Sc. Practical Examination

| Apr-2016 | 1st Week | 1) B.Sc. Practical Examination |
| | 4th Week | 1) Session Closing Meet |

| May-2016 | 4th Week | 1) M.Sc. Practical Examination. |