

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



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

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

MISSION

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

Value Framework

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

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

Contents

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

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

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

Introduction

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

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

Objective

The primary aim of IQAC is

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

Strategies

IQAC shall evolve mechanisms and procedures for

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

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

Functions

Some of the functions expected of the IQAC are:

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

Benefits

IQAC will facilitate / contribute

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

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

Composition of the IQAC

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

The composition of the IQAC may be as follows:

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

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

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

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

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

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

The role of coordinator

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

Operational Features of the IQAC

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

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

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 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, 2014 to June 30, 2015)

Part – A

I. Details of the Institution

| | |
|--------------------------------------|-----------------------------|
| 1.1 Name of the Institution | Govt. Girls College, Sehore |
| 1.2 Address Line 1 | Bhopal Naka |
| Address Line 2 | Sehore |
| City/Town | Sehore |
| State | Madhya Pradesh |
| Pin Code | 466001 |
| Institution e-mail address | heggcseh@mp.gov.in |
| Contact Nos. | (07562) 224706 |
| Name of the Head of the Institution: | Dr. Sarla kasotiya |
| Tel. No. with STD Code: | (07562) 224706 |
| Mobile: | 9424454787 |

Name of the IQAC Co-ordinator:

Dr. Suman Taneja

Mobile:

9993646669

IQAC e-mail address:

heggcseh@mp.gov.in

1.3 NAAC Track ID (For ex. MHCIGN 18879)

RAR-1414

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC/62/RAR/134-date: January 05 2013

1.5 Website address:

<http://www.mpcolleges.nic.in/ggdcsehore/index.html>

Web-link of the AQAR:

N.A.

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

1.6 Accreditation Details

| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-----------------------|-------|-------|-----------------------|-----------------|
| 1 | 1 st Cycle | B+ | 76.50 | 2007 | 5 Year |
| 2 | 2 nd Cycle | B | 2.84 | 2012 | 5 Year |
| 3 | 3 rd Cycle | | | | |
| 4 | 4 th Cycle | | | | |

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

05/09/2009

1.8 AQAR for the year (for example 2010-11)

2014-15

1.9 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 _____ 15-01-2015 _____ (DD/MM/YYYY)4
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.10 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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

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

| | | | |
|--|-----|------------------------------|-----|
| Autonomy by State/Central Govt. / University | Nil | | |
| University with Potential for Excellence | Nil | UGC-CPE | Nil |
| Nil | | | |
| DST Star Scheme | Nil | UGC-CE | Nil |
| UGC-Special Assistance Programme | Nil | DST-FIST | Nil |
| UGC-Innovative PG programmes | Nil | Any other (<i>Specify</i>) | Nil |
| UGC-COP Programmes | Nil | | |

2. IQAC Composition and Activities

| | |
|---|----|
| 2.1 No. of Teachers | 03 |
| 2.2 No. of Administrative/Technical staff | 02 |
| 2.3 No. of students | 01 |
| 2.4 No. of Management representatives | 01 |
| 2.5 No. of Alumni | 02 |
| 2.6 No. of any other stakeholder and community representatives | 01 |
| 2.7 No. of Employers/ Industrialists | 01 |
| 2.8 No. of other External Experts | 00 |
| 2.9 Total No. of members | 11 |
| 2.10 No. of IQAC meetings held | 01 |

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

2.14 Significant Activities and contributions made by IQAC

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 |
|---|--|
| Completion of multipurpose sports building | Enhancement of infrastructure |
| To increase the number of journals ,Periodicals and Books | Library enriched |
| To organize community awareness program/blood donation | Two students participated in state level and one student participated in National level NSS camp, six students participated in Maa Tujhe Pranam two students donated blood |

| | |
|--|--|
| TO organize work shop and seminars | College level workshop performed |
| To Organized Judo, Wrestling and Weight lifting camps and to promote students for state and national level sports and other activities . | Students won third prize in yuva utsav at university level |
| To adopt various techniques for better teaching | Teaching through smart classes |

** 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

Approved

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 | 6 | - | 4 | - |
| PG Diploma | - | - | - | - |
| Advanced Diploma | - | - | - | - |
| Diploma | - | - | - | - |
| Certificate | - | - | - | - |
| Others | - | - | - | - |
| Total | 6 | - | 4 | - |

| | | | | |
|-------------------|---|---|---|---|
| Interdisciplinary | - | - | - | - |
| Innovative | - | - | - | - |

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

(ii) Pattern of programmes:

| Pattern | Number of programmes |
|-----------|----------------------|
| Semester | 6 |
| Trimester | Nil |
| Annual | Nil |

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

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.

Nil

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others |
|-------|------------------|----------------------|------------|--------|
| 11 | 08 | - | 3 | |

2.2 No. of permanent faculty with Ph.D.

| |
|---|
| 8 |
|---|

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 |
| 7 | 2 | NIL | NIL | 3 | 0 | 2 | Nil | 11 | 02 |

2.4 No. of Guest and Visiting faculty and Temporary faculty

| | | |
|----|------|----|
| 13 | 2(V) | 13 |
|----|------|----|

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | 2 | 23 | Nil |
| Presented papers | 2 | | Nil |
| Resource Persons | Nil | Nil | Nil |

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

| |
|---|
| <ol style="list-style-type: none"> 1. Zero Class in the beginning of the session 2. Teaching through Smart Classes 3. Teaching through Virtual Classes |
|---|

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)

| |
|-------------------|
| As per University |
|-------------------|

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

| | | |
|-----|-----|-----|
| Nil | Nil | Nil |
|-----|-----|-----|

2.10 Average percentage of attendance of students

| |
|----------|
| 65 to 75 |
|----------|

2.11 Course/Programme wise
distribution of pass percentage :

| Title of the Programme | Total no. of students appeared | Division | | | | |
|------------------------|--------------------------------|---------------|-----|------|-------|--------|
| | | Distinction % | I % | II % | III % | Pass % |
| B.A | 329 | - | 30% | 20% | 5% | 95% |
| B.Com | 342 | 40% | 80% | 90% | 70% | 94% |
| B.Sc. | 72 | NIL | 10% | 20% | 40% | 70% |
| B.B.A. | 28 | NIL | 50% | 40% | 10% | 100% |
| B.C.A | 47 | NIL | 50% | 40% | 10% | 100% |

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

2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programmes</i> | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses | 01 |
| UGC – Faculty Improvement Programme | - |
| HRD programmes | - |
| Orientation programmes | - |
| Faculty exchange programme | - |
| Staff training conducted by the university | -01 |
| Staff training conducted by other institutions | 01 |
| 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 | 01 | nil | - | - |
| Technical Staff | 01 | 04 | - | - |

Criterion – III

3. Research, Consultancy and Extension

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

| |
|------------------------------|
| organize awareness programme |
|------------------------------|

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | 01 | - | - | 01 |
| Outlay in Rs. Lakhs | - | - | - | - |

3.4 Details on research publications

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | - | 20 | - |
| Non-Peer Review Journals | - | - | - |
| e-Journals | - | - | - |
| Conference proceedings | - | - | - |

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

| Nature of the Project | Duration Year | Name of the funding Agency | Total grant sanctioned | Received |
|--|---------------|----------------------------|------------------------|----------|
| Major projects | - | - | - | - |
| 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) | - | - | -- | - |
| Total | - | - | - | - |

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

| Level | International | National | State | University | College |
|---------------------|---------------|----------|-------|------------|---------|
| Number | - | - | - | - | - |
| Sponsoring agencies | - | - | - | - | - |

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

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 :

From Funding agency From Management of University/College

Total

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 |
|-------|---------------|----------|-------|------------|------|---------|
| - | - | - | - | - | - | - |

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

01

03

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

Nil

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

JRF Nil SRF Nil Project Fellows Nil Any other Nil

3.21 No. of students Participated in NSS events:

University level Nil State level 02
National level 01 International level Nil

3.22 No. of students participated in NCC events:

University level Nil State level Nil
National level Nil International level Nil

3.23 No. of Awards won in NSS:

University level Nil State level Nil
National level Nil International level Nil

3.24 No. of Awards won in NCC:

University level Nil State level Nil
National level Nil International level Nil

3.25 No. of Extension activities organized

| | | | | | |
|------------------|--------------------------------|---------------|---|-----------|--------------------------------|
| University forum | <input type="text" value="-"/> | College forum | <input type="text" value="-"/> | | |
| NCC | <input type="text" value="-"/> | NSS | <input type="text" value="All activities acc. to university calendar"/> | Any other | <input type="text" value="-"/> |

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

- Visit to sanchi Dugdha sangh.
- College Chalo Abhiyan mela

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 | 6.10 AC | - | - | |
| Class rooms | | | | |
| Laboratories | | | | |
| Seminar Halls | | | | |
| No. of important equipments purchased (≥ 1 -0 lakh) during the current year. | | | | |
| Value of the equipment purchased during the year (Rs. in Lakhs) | | | | |
| Others | | | | |

4.2 Computerization of administration and library

| |
|---------------------------------------|
| Computerization of administration |
| Computerization of Library in process |

4.3 Library services:

| | Existing | | Newly added | | Total | |
|------------------|----------|-------|-------------|--------|-------|-------|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 15290 | - | 1150 | 200000 | 16440 | - |
| Reference Books | 8325 | - | 95 | 25000 | 8420 | - |
| e-Books | - | - | - | - | - | - |
| Journals | 04 | - | 04 | 5000 | 08 | - |
| e-Journals | - | - | - | - | - | - |
| Digital Database | - | - | - | - | - | - |
| CD & Video | 20 | 20 | - | 40 | - | - |
| Others (specify) | - | - | - | - | - | - |

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|-----------------|---------------|----------|------------------|------------------|--------|-------------|--------|
| Existing | 31 | 24 | LAN | - | - | 07 | 07 | 01 |
| Added | - | - | - | - | - | - | - | - |
| Total | 31 | 24 | LAN | - | - | 07 | 07 | 01 |

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

| |
|--|
| Smart class teaching and virtual classes |
|--|

4.6 Amount spent on maintenance in lakhs :

| | |
|--|------------------|
| i) ICT | 30,000 |
| ii) Campus Infrastructure and facilities | 6.37 |
| iii) Equipments | 500000 |
| iv) Others | 100000 |
| Total : | 12.67,000 |

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Poverty scholarship scheme, stationary, books provided

5.2 Efforts made by the institution for tracking the progression

Teaching through smart classes
provide updated knowledge

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|-----|----|--------|--------|
| 818 | - | - | - |

(b) No. of students outside the state

Nil

(c) No. of international students

nil

| | | | | | |
|-----|----|---|-------|-----|-----|
| Men | No | % | Women | No | % |
| | - | - | | 818 | 100 |

| Last Year 2013-14 | | | | | | This Year 2014-15 | | | | | |
|-------------------|-----|----|-----|-----------------------|-------|-------------------|-----|----|-----|-----------------------|-------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 150 | 122 | 16 | 444 | 05 | 711 | 158 | 180 | 19 | 486 | 03 | 818 |

Demand ratio

Dropout %

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

NIL

No. of students beneficiaries

Nil

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

Lectures organized as per calendar
 Short term training program (plan 6915)

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 |
| Nil | Nil | Nil | Nil |

5.8 Details of gender sensitization programmes

Kanya bhroon hatya – awareness program

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 | 06 | 4090 |
| Financial support from government | 700 | 3797856 |
| Financial support from other sources | Nil | Nil |
| Number of students who received International/ National recognitions | Nil | Nil |

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

1. समाज में सकारात्मक भूमिका निभाने हेतु युवा पीढ़ी को गुणात्मक शिक्षा एवं शोध के अवसर प्रदान करना।
2. 2व्यवसायिक एवं उदमी समाज के परिदृश्य के अनुरूप आवश्यक सभी क्षेत्रों में युवा पीढ़ी के कौशल को तराशना, दक्षताये प्रदान करना।
3. युवा पीढ़ी में आत्म – विश्वास का संचार, व्यक्तित्व विकास , अनुसंधानात्मक प्रवृत्तियों समानता की भावना तथा राष्ट्रप्रेम की भावना प्रस्फुटित करने हेतु वातावरण प्रदान करना।
4. ज्ञानपूर्ण और कल्याणकारी समाज के सतत् उन्नयन के लिये शिक्षा के सदुपयोग से मुख्य भूमिका निर्वहन करना।
5. महाविद्यालय के सभी शैक्षणिक एवं गैर – शैक्षणिक कार्यक्रमों की दिशा, विद्यार्थियों को समाज के नव निर्माण , समानता के अधिकारी गरिमामय व्यक्तित्व की सीख देने की ओर केन्द्रित होगी ताकि समुचित शिक्षा के आलोक से विद्यार्थी एक सुसंस्कृत, उत्तरदायी, सवेदनशील व्यक्ति तथा देश का श्रेष्ठ नागरिक बन सके।

6.2 Does the Institution has a management Information System

Nil

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

6.3.1 Curriculum Development

Personality development,
Pratibha bank

6.3.2 Teaching and Learning

Smart Class & Virtual Class

6.3.3 Examination and Evaluation

As per university rules

6.3.4 Research and Development

Minor research Project
Research papers participates in seminars

6.3.5 Library, ICT and physical infrastructure / instrumentation

Virtual class

6.3.6 Human Resource Management

Nil

6.3.7 Faculty and Staff recruitment

According to Govt. Rules and I.B.S rules

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

818

6.4 Welfare schemes for

| | |
|--------------|---------------------|
| Teaching | Nil |
| Non teaching | Nil |
| Students | Scholarship schemes |

6.5 Total corpus fund generated

Nil

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 | √ | Higher Education | √ | Departmental |
| Administrative | √ | PG College | √ | Departmental |

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?

Examination conducted within the time
Arrange meetings

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

N.A.

6.11 Activities and support from the Alumni Association

Alumni inspire students in the field of academic, cultural and sports activities support in university examination as invigorators

6.12 Activities and support from the Parent – Teacher Association

Encourage students in meeting

6.13 Development programmes for support staff

Nil

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

Environmental awareness programs, water saving cleanliness awareness programs are organised, plantation of trees

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.

Bhasha sudhar activities

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

- 1.Enriched the library
- 2.To Organized Judo, Wrestling and Weight lifting camps and to promote students for state and national level sports and other activities .
- 3.Organize community awareness programme/blood donation
- 4.Adopt various techniques for better teaching

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

Assembly
Library

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

7.4 Contribution to environmental awareness / protection

Awareness programs and Lectures are organized
Cleanliness campaign

7.5 Whether environmental audit was conducted? Yes No

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

Swot analysis

8. Plans of institution for next year

Extension o infrastructure
Establishment of lang. Lab
To organize workshop & seminar
Demand for P.G. classes
Establishment of labs for science subject

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 |

कार्यालय, आयुक्त उच्च शिक्षा मध्य प्रदेश
सहाय्य भवन, भोपाल 462004

दूरभाष एवं फ़ैक्स-0755-2551574 E-mail-commhedu@gov.in/higher/education

आदेश

भोपाल, दिनांक 02/4/2013

क्रमांक 283/38/आउशि/अका.प्रको/2013, राज्य शासन एतद् द्वारा महामहिम कुलाधिपति जी के अनुमोदन पश्चात मध्य प्रदेश के शासकीय/अशासकीय महाविद्यालयों के लिये सत्र 2013-14 हेतु अकादमिक कैलेंडर जारी करता है।

(डॉ० व्ही.एस.निरंजन)
सचिव/आयुक्त
उच्च शिक्षा मध्य प्रदेश

क्रमांक 284/38/आउशि/अका.प्रको./2013 भोपाल, दिनांक 02/4/2013
प्रतिलिपि:-

1. प्रमुख सचिव, मध्य प्रदेश शासन, उच्च शिक्षा विभाग, मन्त्रालय, भोपाल।
2. विशेष सहायक, भागीय मंत्री जी, उच्च शिक्षा, मध्य प्रदेश शासन, भोपाल।
3. कुल सचिव, भोपाल, इंदौर, जबलपुर, ग्वालियर, सीवा, सागर एवं उज्जैन, विश्वविद्यालय, मध्य प्रदेश।
4. समस्त क्षेत्रीय अतिरिक्त संचालक, उच्च शिक्षा मध्य प्रदेश।
5. प्राचार्य, समस्त शासकीय/अशासकीय महाविद्यालय मध्य प्रदेश।

(डॉ० व्ही.एस.निरंजन)
सचिव/आयुक्त
उच्च शिक्षा मध्य प्रदेश

प्रस्तावित अकादमिक कैलेंडर सत्र 2013-14

(समस्त कक्षाओं के लिए प्रभावशील)

| अकादमिक कार्य | प्रथम/तृतीय/पंचम सेमेस्टर | द्वितीय/चतुर्थ/षष्ठ सेमेस्टर |
|--|---|--|
| आवधिक कक्षाएं/शून्य कक्षाएं/स्वीट विश्लेषण | 01 जुलाई से 13 जुलाई 2013 (12 कार्य दिवस) | 01 जनवरी से 04 जनवरी 2014 (04 कार्य दिवस) |
| शैक्षणिक एवं सतत समग्र मूल्यांकन कार्य | 15 जुलाई से 09 नवम्बर, 2013 (91 कार्य दिवस) | 06 जनवरी से 19 अप्रैल 2014 (90 कार्य दिवस) |
| बी सी ई कार्य | सितम्बर-द्वितीय सप्ताह | माघ-द्वितीय सप्ताह |
| परीक्षा पूर्व तैयारी अवकाश | 10 नवम्बर से 14 नवम्बर 2013 (05 कार्य दिवस) | 20 अप्रैल से 23 अप्रैल 2014 (04 कार्य दिवस) |
| प्रायोगिक परीक्षाएं (स्नातक एवं स्नातकोत्तर कक्षाएं) | 15 से 31 अक्टूबर 2013 तक (कोई 03 कार्य दिवस) | 25 मार्च से 10 अप्रैल 2014 तक (कोई 03 कार्य दिवस) |
| सेमेस्टर एवं एपीकेटी परीक्षा | 15 नवम्बर से 21 दिसम्बर 2013 | 24 अप्रैल से 25 मई 2014 |
| परीक्षा परिणामों की घोषणा | 15 जनवरी 2014 तक | 15 जून 2014 तक |
| सेमेस्टर अंतराल (ब्रेक) विद्यार्थियों के लिए | 22 दिसम्बर से 31 दिसम्बर 2013 (10 दिवस) | 26 मई से 30 जून 2014 (05 दिवस) |
| सेमेस्टर अंतराल (ब्रेक) विद्यार्थियों के लिए * | 22 दिसम्बर से 31 दिसम्बर 2013 (10 दिवस) * | 26 मई से 15 जून 2014 (21 दिवस) * |

- छात्रसभा गठन : माह सितम्बर/अक्टूबर, 2013
- खेलकूद/युवा उत्सव/अन्य गतिविधियाँ (एक सप्ताह) : माह अक्टूबर, 2013
- शीघ्रपढी प्रवकाश : 01 नवम्बर से 05 नवम्बर, 2013 तक
- प्रतिभा उत्सव/पुरस्कार वितरण एवं वार्षिक पत्रिका का प्रकाशन एवं विमोचन : माह फरवरी-द्वितीय सप्ताह/माघ प्रथम सप्ताह, 2014 (प्रतिवर्तमान 4 दिवस)

टीप :

- (1) महाविद्यालय कारणवश शैक्षणिक कार्य निर्धारित मानक दिवसों से कम होने की दशा में महाविद्यालय/विधि सार पर शैक्षणिक अवलम्बनों की अवधि में आवश्यकतानुसार वृद्धि कर शैक्षणिक दिवसों की पूर्ति की जावे ताकि अकादमिक कैलेंडर का चलन समयानुसार सुनिश्चित किया जा सके।
 - (2) स्नातक एवं स्नातकोत्तर प्रथम सेमेस्टर के अतिरिक्त अन्य सभी कक्षाओं में प्रवेश हेतु मार्गदर्शी सिद्धांत (2013-14) में उल्लेखित प्रवेश नवीनीकरण प्रक्रिया को अपनाते हुए शैक्षणिक कार्य प्रारम्भ करना सुनिश्चित किया जावे।
 - (3) सेमेस्टर अंतराल (ब्रेक) के दिवसों में एनएसएस/एनसीसी के शिविरों के आयोजन को प्राथमिकता प्रदान की जावे ताकि कार्य दिवसों का मानक लक्ष्य यथावत् बना रहे। सक्षम अनुमति प्राप्त कर अकादमिक फर्नटन/एर-सप्लायर/कनवेंयन्स/संगोष्ठी/प्रशिक्षण कार्यक्रम भी इसी दौरान आयोजित किये जावे।
 - (4) माह सम्मेलन कार्यक्रमोत्सव, पुरस्कार वितरण एवं वार्षिक-पत्रिका का प्रकाशन तथा विमोचन 09 मार्च 2014 के पूर्व कर लिया जावे।
- * सेमेस्टर अंतराल में आवश्यकतानुसार महाविद्यालय के प्राचार्य द्वारा शिक्षकों को रोक जा सकेगा।

प्रस्तावित अकादमिक कैलेंडर सत्र 2013-14

(समस्त कक्षाओं के लिए प्रभावशील)

प्रथम सेमेस्टर – कार्य दिवसों की गणना

| क्रमांक | माह | दिवस | अवकाश | दिवस |
|---------|--------------|------|--------------------|------|
| 1 | जुलाई 2013 | 31 | 4 रविवार + 0 अवकाश | 27 |
| 2 | अगस्त 2013 | 31 | 4 रविवार + 4 अवकाश | 23 |
| 3 | सितम्बर 2013 | 30 | 5 रविवार + 0 अवकाश | 25 |
| 4 | अक्टूबर 2013 | 31 | 4 रविवार + 3 अवकाश | 24 |
| 5 | नवम्बर 2013 | 30 | 4 रविवार + 1 अवकाश | 25 |
| 6 | दिसम्बर 2013 | 31 | 5 रविवार + 1 अवकाश | 25 |
| | कुल दिवस | 184 | 184-35 | 149 |

द्वितीय सेमेस्टर – कार्य दिवसों की गणना

| क्रमांक | माह | दिवस | अवकाश | दिवस |
|---------|-------------|------|--------------------|------|
| 1 | जनवरी 2014 | 31 | 4 रविवार + 2 अवकाश | 25 |
| 2 | फरवरी 2014 | 28 | 4 रविवार + 1 अवकाश | 23 |
| 3 | मार्च 2014 | 31 | 5 रविवार + 2 अवकाश | 24 |
| 4 | अप्रैल 2014 | 30 | 4 रविवार + 4 अवकाश | 22 |
| 5 | मई 2014 | 31 | 4 रविवार + 1 अवकाश | 26 |
| 6 | जून 2014 | 30 | 5 रविवार + 0 अवकाश | 25 |
| | कुल दिवस | 181 | 181-36 | 145 |

(डॉ० वी.एस. चिन्मय)
सचिव/आयुक्त
उच्च शिक्षा, मध्य प्रदेश