

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



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

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

NAAC

VISION

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

MISSION

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

Value Framework

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

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

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

Introduction

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

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

Objective

The primary aim of IQAC is

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

Strategies

IQAC shall evolve mechanisms and procedures for

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

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

Functions

Some of the functions expected of the IQAC are:

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

Benefits

IQAC will facilitate / contribute

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

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

Composition of the IQAC

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

The composition of the IQAC may be as follows:

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

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

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

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

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

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

The role of coordinator

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

Operational Features of the IQAC

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

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

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. MHCOGN 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)

B.C.A., B.B.A.

1.12 Name of the Affiliating University (for the Colleges)

Barkatullah University

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

1. Bhasha Sudhar , 2. Human Rights and duties

2.14 Significant Activities and contributions made by IQAC

2. Bhasha Sudhar , 2. Library Question

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 (other than compulsory by the University)	-	-	-	-
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	<input type="text" value="-"/>	CAS	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
DPE	<input type="text" value="-"/>			DBT Scheme/funds	<input type="text" value="-"/>

3.9 For colleges

Autonomy	<input type="text" value="-"/>	CPE	<input type="text" value="-"/>	DBT Star Scheme	<input type="text" value="-"/>
INSPIRE	<input type="text" value="-"/>	CE	<input type="text" value="-"/>	Any Other (specify)	<input type="text" value="12 B, 2 F"/>

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

State level

02

National level

01

International level

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	<div style="border: 1px solid black; padding: 2px;">All activities acc. to university calendar</div>
			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

No	%
-	-

Men

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	Constable

5.6 Details of student counselling and career guidance

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

No. of students benefitted	600
----------------------------	-----

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
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5.9 Students Activities

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

State/ University level	9	National level	9	International level	9
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No. of students participated in cultural events

State/ University level	03	National level	Nil	International level	Nil
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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	√	Departemental
Administrative	√	PG College	√	Departemental

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
राजपुड़ा 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 पश्चात् 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

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

1. प्रमुख सचिव, मध्य प्रदेश शासन, उच्च शिक्षा विभाग, मन्त्रालय, भोपाल।
2. विशेष सहायक, मानवीय संज्ञी 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 सातवें 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	मार्च-द्वितीय सप्ताह
परीक्षा पूर्व तैयारी अवकाश	10 नवम्बर से 14 नवम्बर 2013 (05 कार्य दिवस)	20 अप्रैल से 23 अप्रैल 2014 (04 कार्य दिवस)
आवधिक 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 एटीकेटी 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) गतिविधियों के लिए	22 दिसम्बर से 31 दिसम्बर 2013 (10 दिवस)	26 मई से 30 जून 2014 (05 दिवस)
सेमेस्टर अंतराल (ब्रेक) गतिविधियों के लिए	22 दिसम्बर से 31 दिसम्बर 2013 (10 दिवस)	26 मई से 15 जून 2014 (21 दिवस)

- छात्रसभा मना - माह सितम्बर/अक्टूबर, 2013
- खेलकूद/युवा उत्सव/अन्य गतिविधियाँ (एक सप्ताह) - माह अक्टूबर, 2013
- दीपावली प्रवकाश - 01 नवम्बर से 05 नवम्बर, 2013 तक
- जातिगत/पुस्तक वितरण एवं वार्षिक पत्रिका का प्रकाशन एवं विमोचन - माह फरवरी/मार्च सप्ताह/मार्च प्रथम सप्ताह, 2014 (अधिकतम 4 दिवस)

टीप :

- (1) अधिष्ठित कारणवश शैक्षणिक कार्य निर्धारित मानक दिवसों से कम होने की दशा में महाविद्यालय/विधि रुत पर शैक्षणिक कर्मचारी की अग्रिम से आवश्यकतानुसार वृद्धि कर शैक्षणिक दिवसों की पूर्ति की जावे ताकि अकादमिक कैलेंडर का चलन समकालानुसार सुनिश्चित किया जा सके।
 - (2) स्नातक एवं स्नातकोत्तर प्रथम सेमेस्टर के अतिरिक्त अन्य सभी कक्षाओं में प्रवेश हेतु मार्गदर्शी रिपोर्ट (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 यथावत बना रहे। सक्षम अनुमति प्राप्त कर अकादमिक फर्नटन/एर/सर्जन/कवचाभार/संगोष्ठी/प्रशिक्षण कार्यक्रम भी इसी दौरान आयोजित किये जावे।
 - (4) माह सम्मिलित वार्षिकोत्सव, 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. निरुपम)
सचिव/आयुक्त
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