

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



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

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

NAAC

VISION

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

MISSION

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

Value Framework

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

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

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

Introduction

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

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

Objective

The primary aim of IQAC is

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

Strategies

IQAC shall evolve mechanisms and procedures for

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

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

Functions

Some of the functions expected of the IQAC are:

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

Benefits

IQAC will facilitate / contribute

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

- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

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

The composition of the IQAC may be as follows:

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

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

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

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

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

society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

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

Operational Features of the IQAC

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

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

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

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

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

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

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

AQAR for the year

2014-15

1. Details of the Institution

Name of the Institution

K.M.Agrawal College of Arts,
Commerce and Science

Address Line 1

Off Padgha Road

Address Line 2

Gandhare

City/Town

Kalyan

State

Maharashtra

Pin Code

421301

Institution e-mail address

kmagrawalcollege@yahoo.co.in

Contact Nos.

0251-2970297

Name of the Head of the Institution:

Dr. (Mrs) Anita Manna

Tel. No. with STD Code:

0251-2970297

Mobile:

9820981698

Name of the IQAC Co-ordinator:

Mrs. Arpita Kulkarni.

Mobile:

9820487647

IQAC e-mail address:

agrawaliqac@gmail.com

NAAC Track ID

MHCOGN12801

OR

NAAC Executive Committee No. & Date:

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

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

EC(SC)/04/RAR/06

Website address:

www.kmagrawalcollege.org

Web-link of the AQAR:

www.kmagrawalcollege.org/pdf/AQAR14-15/pdf

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

Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+		2006	5 year
2	2 nd Cycle	A		2014	5 year
3	3 rd Cycle				
4	4 th Cycle				

Date of Establishment of IQAC :

DD/MM/YYYY

22/09/2006

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 09/4/2015(2013-14)
- ii) AQAR 15/10/13(2012-13)
- iii) AQAR 23/12/12 (2011-12)
- iv) AQAR 03/05/12 (2010-11)
- v) AQAR 10/05/11 (2009-10)

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 ☒ (UGC) 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 ☐

Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

Bachelor of Management Science,
 Bachelor of Banking & Insurance ,
 Bachaelor of Accounts & Finance

Name of the Affiliating University

University of Mumbai

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

Autonomy by State/Central Govt. / University

0

University with Potential for Excellence

0

UGC-CPE

0

DST Star Scheme

0

UGC-CE

0

UGC-Special Assistance Programme

0

DST-FIST

0

UGC-Innovative PG programmes

0

Any other (*Specify*)

0

UGC-COP Programmes

0

2. IQAC Composition and Activities

No. of Teachers

08

No. of Administrative/Technical staff

01

No. of students

01

No. of Management representatives

01

No. of Alumni

0

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

01

No. of Employers/ Industrialists

0

No. of other External Experts

0

Total No. of members

No. of IQAC meetings held 04

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

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

If yes, mention the amount

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

Significant Activities and contributions made by IQAC

Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Preparation for II cycle of NAAC	Reaccreditation by NAAC with 'A' grade.
Green Audit to be conducted	Energy audit conducted.
Academic Audit to be conducted.	
Energy audit to be conducted	

* Academic Calendar of the year 2014 – 2015 as Annexure.- I

☒

☐

2.15 Whether the AQAR was placed in statutory body Yes No

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

The following suggestion by the Management were discussed-

1. Feedback form from student to be taken and analysis should be done continuously.
2. Energy audit to be conducted.
3. Special budget for student fees concessions.
4. Budgetary provisions for server room and up gradation of computer server.

Part – B

Criterion – I

1. Curricular Aspects

Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	01	0	0	0
PG	08	0	08	0
UG	10	0	06	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	02	0	0	0
Others	0	0	0	0
Total	21	0	14	0
Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

(i) Flexibility of the Curriculum: N.A.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	All Programmes.(14)
Trimester	0
Annual	0

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

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

* Sample Analysis of the feedback in the Annexure - II

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

NA

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

0

Criterion – II

2. Teaching, Learning and Evaluation

Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	33	26	06	01(Principal)	0

No. of permanent faculty with Ph.D.

17

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
0	0	0	0	0	0	0	0	0	0

No. of Guest and Visiting faculty and Temporary faculty

12

12

11

Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	12	17	01
Presented papers	10	16	01
Resource Persons	01	03	00

Innovative processes adopted by the institution in Teaching and Learning:

- * Science Projects
- * Assignments
- * Presentation by the students in the class on a given topic

Total No. of actual teaching days during this academic year

180

Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding,

NA

Double Valuation, Photocopy, Online Multiple Choice Questions)

No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop	02	02	0
---	----	----	---

Average percentage of attendance of students	75%
--	-----

Course/Programme wise
Distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
T.Y.BCOM	375		4.8	47.2	29.1	81.6
T.Y.B.A.	102		10.77	33.42		44.19
T.Y.BSC.	134	2.4	5.78	17.9	9.9	35.98
T.Y.BMS	47		6.38	27.65		34.04

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

- IQAC monitors the time table through lecture coordinators, heads of departments.
- It also monitors the attendance of students through regular meetings.
- IQAC encourages the faculty members to make use of ICT in lectures.
- It analyses the examination results of various courses and programmes and accordingly takes steps for required improvements.

Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	03
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	02
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	01
Others	0

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	14	00	01	0
Technical Staff	05	00	01	00

Criterion – III

3. Research, Consultancy and Extension

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

Due to the initiative of IQAC College has formed research Promotion Committee to sensitize and motivate the teachers and students to carry out various research activities.

Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted(Proposal)
Number	0	0	0	01
Outlay in Rs. Lakhs	0	0	0	19.9 lakhs

Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0		

Details on research publications

	International	National	Others
Peer Review Journals	0	0	0
Non-Peer Review Journals	0	0	0
e-Journals	01	0	0
Conference proceedings	0	03	0

Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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	0	0	0	0
Minor Projects	0	0	0	0
Interdisciplinary Projects	0	0	0	0

Industry sponsored	0	0	0	0
Projects sponsored by the University/ College	0	0	0	0
Students research projects (other than compulsory by the University)	0	0	0	0
Any other(Specify)	0	0	0	0
Total	0	0	0	0

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

ii) Without ISBN No.

No. of University Departments receiving funds from

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

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

Revenue generated through consultancy

No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number	0	0	0	0	0
	Sponsoring agencies	0	0	0	0	0

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

No. of collaborations International National Any other

No. of linkages created during this year

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

Revised Guidelines of IQAC and submission of AQAR	Type of Patent	Number
	Applied	00
National	Granted	00
	Applied	00
International	Granted	00
	Applied	00
Commercialised	Applied	00
	Granted	00

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

Total	International	National	State	University	Dist	College
0	0	0	0	0	0	0

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

07

01

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

0

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

JRF 0

SRF 0

Project Fellows 0

Any other 0

No. of students Participated in NSS events:

University level 2500 State level 0

National level 0 International level 0

No. of students participated in NCC events:

University level 10 State level 36

National level 27 International level 0

No. of Awards won in NSS:

University level 0 State level 0

National level 0 International level 0

No. of Awards won in NCC:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text" value="01"/>	International level	<input type="text" value="0"/>

No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>
NCC	<input type="text" value="05"/>	NSS	<input type="text" value="17"/>
		Any other	<input type="text" value="05"/>

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

- Blood Donation Camp
- Tree Plantation
- Skin Donation Awareness
- Assistance to RTO during Ganpati Festival
- Students participate in Pulse Polio Drive

Criterion – IV

4. Infrastructure and Learning Resources

Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	6700 sq.mtr.			6700 sq. mtr.
Class rooms	22	07		29
Laboratories	08	04		12
Seminar Halls	01			01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	05	27		32
Value of the equipment purchased during the year (Rs. in Lakhs)		12,18,861		
Others				

Computerization of administration and library

- Library is fully automated with SOUL software.
- General office is fully computerised.
- All student services are fully computerised.

Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	25794	31,49,447	8148	9,83,071	33942	4132518
Reference Books	4760	1608198	765	12,24,485	5525	2832683
Journals/ Magazin Periodicals	101	120208		11495 (Renew)	101	131703
E-Resources	E-Books /Journals 100000 +	5000 N-List	E-Books /Journals 100000 +	5000 N-List (Renew)	E-Books /Journals 100000 +	5000 N-List (Renew)
CD & Videos	150	12230	-	-	150	12230

Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	163	02	163	04	0	01	09	05
Added	0	0	0	0	0	0	0	0
Total	163	02	163	04	0	01	09	05

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

- Teachers guide the students for online admission process.
- Library staff assists the students for e access in the Library.
- Teachers and technical staff assist the students in e-zone facility.

Amount spent on maintenance in lakhs :

i) ICT	6,26,239
ii) Campus Infrastructure and facilities	35,10,591
iii) Equipments	1,26,516
iv) Others	7,16,849
Total :	49,80,195

Criterion – V

5. Student Support and Progression

Contribution of IQAC in enhancing awareness about Student Support Services

Through initiative of IQAC the following facilities are made available-

1. E zone in Library.
2. More lectures for competitive exams
3. Special coach in gymkhana for badminton.
4. Books for general reading and personality development in the library.
5. Placement cell.

Efforts made by the institution for tracking the progression

The departments maintain the data of students which is being updated every year.

(a) Total Number of students

UG	PG	Ph. D.	Others
2951	229	0	0

(b) No. of students outside the state

0

(c) No. of international students

0

No	%
1823	57.32

Men

No	%
1357	42.67

Last Year(2013-14)						This Year (2014-15)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1053	145	57	564	0	1819	1621	285	85	815	0	2806

Demand ratio

Dropout 1 %

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

Six guidance lectures were organised for the students –

1 Prabhodhan,NGO Nashik

2 Pradnya Academy,Kalyan

3 Sambodhi Academy,Mumbai

4 Easy Solutions Academy,Nashik

5 Reliable Academy,Kalyan

6 Career Launcher,Mumbai

No. of students beneficiaries 249

No. of students qualified in these examinations

NET	<input type="text" value="0"/>	SET/SLET	<input type="text" value="0"/>	GATE	<input type="text" value="0"/>	CAT	<input type="text" value="0"/>
IAS/IPS etc	<input type="text" value="0"/>	State PSC	<input type="text" value="0"/>	UPSC	<input type="text" value="0"/>	Others	<input type="text" value="0"/>

Details of student counselling and career guidance

Ten Guidance lectures and seminars were organized for students on career in various fields like banking, IT sector, Competitive examination, mass media, and interview techniques ,time management, sports business etc

No. of students benefitted

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
04	438	52	00

Details of gender sensitization programmes

- Documetary show-“ Me Sindhutai Sapkal”- Renowned social worker in Maharashtra.
- Lecture by Datta Shrikhande-Co-coordinator, Mukangan, Drug Rehabilitation Centre, Pune –Drug addiction among Women and Girls.
- Lecture by Mukta Dabholkar-Social Activist On Blind Faiths and women
- Lectures by Shubha Kulkarni-for girls and Sachin Patil for boys on gender Sensitization.

Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	14	23280
Financial support from government	609	4459960
Financial support from other sources	0	0
Number of students who received International/ National recognitions	0	0

Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

No. of social initiatives undertaken by the students

Major grievances of students (if any) redressed: No major grievances

Criterion – VI

6. Governance, Leadership and Management

State the Vision and Mission of the institution

Vision:

To become an institution of higher education with modern facilities to provide need-based and updated education for the student community transforming them into excellent and sincere human resource.

Mission :

To enable students to develop their intellect, self – confidence and responsible behaviour towards society and to stand in globally competitive environment for overall empowerment of the nation.

Does the Institution has a management Information System --Yes

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

Curriculum Development

Curriculum is designed by the University of Mumbai

Teaching and Learning

Use of modern teaching Aids in teaching and learning and learner centric practices.

Examination and Evaluation

The College strictly follows the rules and regulations of University of Mumbai regarding the examinations and evaluation and implement credit based semester system of examination with systematic internal assessment.

Research and Development

Research and Development Cell of the College motivates the staff as well as students towards research.

Revised Guidelines of IQAC and submission of AQAR seminars/conferences are published in books with ISBN number.

Library, ICT and physical infrastructure / instrumentation

- Automated library, e-zone INFLIBNET
- E-journals and books
- 09 – ICT classrooms
- Well equipped Gymkhana

Human Resource Management

UGC NRC / Coaching centre for civil services examinations.
Career guidance and placement cell.
DLLE
Faculty participation in workshop and conferences
Orientation Programme, Refresher Course.

Faculty and Staff recruitment

Faculty and Staff is recruited as per the guidelines of State government of Maharashtra and University of Mumbai

Industry Interaction / Collaboration

Students are taken for Industrial visits where they interact with the experts in their respective fields.

Admission of Students

Admission is given as per the availability of seats on the merit basis and as per the reservation policy of Government of Maharashtra

Welfare schemes for

Teaching	Yes
Non teaching	Yes
Students	Yes

Total corpus fund generated

00

Whether annual financial audit has been done

Yes

☒

No

☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	No	Yes	Management & Principal
Administrative	No	No	Yes	Management & Principal

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

For UG Programmes Yes ☐ No ☐

For PG Programmes Yes ☐ No ☐

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

NA

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

NA

Activities and support from the Alumni Association

- Career counselling for students.
- Alumni help in organising placement camps in the college.
- It also contributes in conducting Inter collegiate festival 'FALCON'.
- They provide coaching for sports.

Activities and support from the Parent – Teacher Association

- Through PTA meetings suggestions are obtained from the parents.
- Minor grievances are discussed and resolved.

Development programmes for support staff

- Computer training for the supporting staff.
- Supporting staff in the Laboratories attend workshops.

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

- Use of solar energy and rainwater harvesting are the initiatives taken by the College towards making our campus eco friendly.
- Tree plantation by students in college campus.

Criterion – VII_

7. Innovations and Best Practices

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

- Lectures by eminent personalities
- Student's participation in exhibitions, projects, assignments.
- Language Lab
- Study tours.

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

- Solar Panels have been installed to generate solar energy as alternative source of energy
- Preparation for Green Audit and Academic Audit has been initiated.

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

1. Promotion of research
2. Imbibing moral and ethical values among students and to sensitize them towards the society through social work

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

Contribution to environmental awareness / protection

1. Installation of solar panels to generate solar energy
2. Rain water harvesting is also done by pit method.
3. Distribution of cotton bags by college students in the surrounding area.

Whether environmental audit was conducted?

Yes

☐

No

☒

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

<p><u>Strength:</u></p> <p>Excellent work culture</p> <p>Congenial Atmosphere</p> <p>Effective career guidance and counselling cell</p> <p>Consultancy on Honorary basis</p> <p>Weakness:</p> <p>Lack of advance research facility</p> <p>No Collaboration / No MOU</p> <p>No Add on courses as per the need of locality</p> <p>Opportunities:</p>
<p>More number of job oriented and skill development courses can be introduced.</p> <p>More number of seminars and workshops can be conducted .</p> <p>Improvement in the number and facilities of research centres.</p> <p>Threats:</p> <p>Migration of students from basic courses to job oriented courses.</p>

8. Plans of institution for next year

- Organised more conferences , Seminars.
- Green audit to be conducted.
- To apply for college with potential for excellence.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____ *** _____

Annexure - I : Academic Calendar 2014-15

Annexure - II : Feedback form