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

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Introduction

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

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

Objective
The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies
IQAC shall evolve mechanisms and procedures for
  a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) The relevance and quality of academic and research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

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

Composition of the IQAC

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

The composition of the IQAC may be as follows:
1. Chairperson: Head of the Institution

2. A few senior administrative officers

3. Three to eight teachers

4. One member from the Management

5. One/two nominees from local society, Students and Alumni

6. One/two nominees from Employers /Industrialists/stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

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

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

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

- It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local

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

The role of coordinator

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

Operational Features of the IQAC

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

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

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

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

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

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

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

AQAR for the year *(for example 2013-14)* | 2013-14 |

1. Details of the Institution

1.1 Name of the Institution | K.M.Agrawal College of Arts, Commerce and Science |

1.2 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@gamil.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)* MHCOGN12801

OR

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)

1.5 Website address:

www.kmagrawalcollege.org

Web-link of the AQAR: www.kmagrawalcollege.org/pdf/AQAR13-14/pdf

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	1st Cycle	B+		2006	5 year
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   22-09-2006

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

    i. AQAR _____15-10-13___(____2012-13)_____ _____ (DD/MM/YYYY)4

    ii.   AQAR_____23-12-12_(2011-12)_____ _____
    (DD/MM/YYYY)

    iii.   AQAR_____03-05-12_(2010-11)_____ _____
    (DD/MM/YYYY)

    iv.   AQAR_____10-05-11___(2009-10)_____ _____
    (DD/MM/YYYY)

1.9 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 ☐

1.10 Type of Faculty/Programme

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

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

    Others   (Specify)

1.11 Name of the Affiliating University *(for the Colleges)* | University of Mumbai |

1.12 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 | | DST-FIST | 0 |

UGC-Innovative PG programmes | 0 | Any other (*Specify*) | |

UGC-COP Programmes | 0 |

2. IQAC Composition and Activities

2.1 No. of Teachers | 08 |

2.2 No. of Administrative/Technical staff | 01 |

2.3 No. of students | 01 |

2.4 No. of Management representatives | 01 |

2.5 No. of Alumni | |

2. 6 No. of any other stakeholder and | 01 |

    community representatives

2.7 No. of Employers/ Industrialists | |

2.8 No. of other External Experts | |

2.9 Total No. of members

12

2.10 No. of IQAC meetings held   04

2.11 No. of meetings with various stakeholders: No.   0   Faculty   01

Non-Teaching Staff Students   01   Alumni   02   Others   0

2.12 Has IQAC received any funding from UGC during the year?   Yes   [ ]   No   0

If yes, mention the amount   0

2.13 Seminars and Conferences (only quality related)

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

Total Nos.   0   International   0   National   0   State   0   Institution Level   0

(ii) Themes   0

2.14 Significant Activities and contributions made by IQAC

0

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
Green Audit to be conducted	Solar Panel has installed.
Academic Audit to be conducted.	Rain harvesting.
Installation of solar panels.	
Rain Water harvesting	

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   [ ]

The following suggestion by the Management were discussed-
Provide the details of the action taken

1. Feedback form from student to be taken and analysis should be done continuously.

2. Green Audit and Academic Audit should be conducted.

3. WDC should be work actively.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	01			
PG	06		06	
UG	03		05	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total				

Interdisciplinary				
Innovative				

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

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

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.

NA

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

0

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
33	27		01	

2.2 No. of permanent faculty with Ph.D.

17

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
01	01							01	01

2.4 No. of Guest and Visiting faculty and Temporary faculty

0   0   11

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	14	16	05
Seminars/ Presented papers	12	14	
Resource Persons	00	00	00

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

Teaching few subjects with the help of newspapers.

Seminars and discussions in the class

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)

NA

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

02	0	0

2.10 Average percentage of attendance of students

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 %

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

   IQAC monitors the time table through lecture coordinators, heads of departments.

  IQAC also monitors the attendance of students through regular meetings.

  IQAC encourages the faculty members to make use of ICT in lectures.

   Through IQAC the feedback are taken through various stakeholders.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	01
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	00
Faculty exchange programme	00
Staff training conducted by the university	0
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	0
Others	0

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	13	05	0	0
Technical Staff	05	00	00	00

Criterion – III

3. Research, Consultancy and Extension

3.1 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 to carry out various research activities.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	00	00	00
Outlay in Rs. Lakhs	00	00	00	00

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	0	0	0
Outlay in Rs. Lakhs	1,10,000	0		

3.4   Details on research publications

	International	National	Others
Peer Review Journals	03		
Non-Peer Review Journals		13	04
e-Journals			
Conference proceedings		03	

3.5 Details on Impact factor of publications:

Range 0   Average 0   h-index 0   Nos. in SCOPUS 0

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

Nature of the Project	Duration	Name of the	Total grant	Received

	Year	funding Agency	sanctioned	
Major projects	0	0		
Minor Projects	0	0		
Interdisciplinary Projects	00	0		
Industry sponsored	00			
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*	00			
Any other(Specify)	00			
Total				

3.7 No. of books published   i) With ISBN No.   02   Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP 01   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   0

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	01	01			
Sponsoring agencies	UGC	UGC			

3.12 No. of faculty served as experts, chairpersons or resource persons   1

3.13 No. of collaborations   International 0   National 0   Any other 0

3.14 No. of linkages created during this year   0

3.15 Total budget for research for current year in lakhs:

0

From funding agency   From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	00
	Granted	00
International	Applied	00
	Granted	00
Commercialised	Applied	00
	Granted	00

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
00						

3.18 No. of faculty from the Institution   07
      who are Ph. D. Guides
      and students registered under them   01

3.19 No. of Ph.D. awarded by faculty from the Institution   0

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

JRF   0   SRF   0   Project Fellows 0   Any other   0

3.21 No. of students Participated in NSS events:

University level 0   State level

National level 0   International level 0

3.22 No. of students participated in NCC events:

University level 70   State level   03

National level 0   International level 0

3.23 No. of Awards won in NSS:

University level $\boxed{0}$ State level $\boxed{0}$

National level $\boxed{0}$ International level $\boxed{0}$

3.24 No. of Awards won in NCC:

University level $\boxed{09}$ State level $\boxed{04}$

National level $\boxed{0}$ International level $\boxed{0}$

3.25 No. of Extension activities organized

University forum $\boxed{}$ College forum $\boxed{}$

NCC $\boxed{12}$ NSS $\boxed{}$ Any other $\boxed{}$

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

-
-

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	6700			6700
Class rooms	22	07	UGC and Internal resources	29
Laboratories	08	04	UGC and Internal resources	12
Seminar Halls		01	UGC and Internal resources	01
No. of important equipments purchased		05		05

(≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)		922640		
Others		06		

4.2 Computerization of administration and library

Library is fully automated with SOUL software.

General office is fully computerised. All student services are fully computerised.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	23353	2178722	2441	970725	25794	3149447
Reference Books	4445	1496047	315	112151	4760	1608198
e-Books			80409	5000	80409	80409
Journals	96	104918	101	120208	101	225126
e-Journals			3828		3828	
Digital Database						
CD & Video	222	10914	05	1316	227	12230
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	93	31	46	06		20	09	27
Added	70	61	117			05		04
Total	163	92	163	06		25	09	31

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

Two workshops were conducted by Library for training of teachers and students on use of INFLBINET/SOUL software. E. Zone has been set up in the library.

4.6 Amount spent on maintenance in lakhs :

   i) ICT   2120466

ii) Campus Infrastructure and facilities	6286100
iii) Equipments	922640
iv) Others	342930
Total :	9672136

Criterion – V
5. Student Support and Progression

5.1 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

5. Language Lab

5.2 Efforts made by the institution for tracking the progression

The departments maintain the data of students which is updated annually.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2582	275	0	0

(b) No. of students outside the state   0

(c) No. of international students   0

Men	No	%

Women	No	%

	Last Year(2012-13)						This Year					
	General	SC	ST	OBC	Physically Challenged	Total	Genera l	SC	ST	OBC	Physically Challenged	Total
	1271	211	65	643	0	2190	1907	249 73			00	2329

Demand ratio   Dropout %

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

> Two lectures were organised for the students
>
> 1. Mr.Sanjay Singh Central Excise Inspector.

No. of students beneficiaries   70

5.5 No. of students qualified in these examinations

NET   0   SET/SLET   0   GATE   0   CAT   0

IAS/IPS etc   0   State PSC   0   UPSC   0   Others   0

5.6 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   542

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
04	38	52	00

5.8 Details of gender sensitization programmes

> Documentary show—Sindhutai Sakpal-Social activist
>
> Lecture by Datta Shrikhande-Co ordinator Mutangan, Pune Drug Rehailitation centre.
>
> Lecture by Mukta Dabolkar –Social Activists-Blind Faith and Women.
>
> Lecture by Shubha Kulkarni –Gender Sensatization

5.9 Students Activities

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

State/ University level | 55 | National level | | International level | |

No. of students participated in cultural events

State/ University level | 25 | National level | | International level | |

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

Sports : State/ University level | 03 | National level | | International level | 0 |

Cultural: State/ University level | 14 | National level | 0 | International level | 0 |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution (Aided Section only)	14	23280
Financial support from government	609	354848
Financial support from other sources	0	0
Number of students who received International/ National recognitions	0	0

5.11   Student organised / initiatives | 0 |

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 | 02 |

5.13 Major grievances of students (if any) redressed: _____0_____

Criterion – VI

6. Governance, Leadership and Management

6.1 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.

a. Considering the needs of society and students of surrounding areas, the college has started Undergraduate and Postgraduate programs from Arts,commerce and Science streams which includes traditional as well as joboriented and professional courses.

b. The institution serves the students which come from semi-urban and rural areas by imparting quality education to them.

c. College also conducts various co-curricular, extracurricular and extension activities & programs to make students socially responsible individuals and transform them into able citizens of the nation

. d. Our vision is to build competitive and efficient human resource base to empower the nation by inculcating work culture in students.

e. Besides regular and professional courses, our institution undertakes special efforts by organizing extension activities to develop self confidence and to sensitize students towards the society.

f. To develop confidence and to make them able to compete at national level, College runs coaching classes for civil services examinations.

We also undertake courses based on state of art & latest technology knowledge which aims to make students globally competitive.

6.2 Does the Institution has a management Information System

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

6.3.1 Curriculum Development.

Curriculum is designed by the University of Mumbai.

6.3.2 Teaching and Learning

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

6.3.3 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.

6.3.4 Research and Development

Research and Development Cell of the College motivates the staff as well as students towards research. Proceedings of the inter national and national seminars/conferences are published in books with ISBN number.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Well equipped laboratories with required instruments and modern library with the assess to e-learning.

6.3.6 Human Resource Management

> Staff members are deputed to attend workshops, seminars, conferences for enhancing their quality.

6.3.7 Faculty and Staff recruitment

> As per the guidelines of State government of Maharashtra and University of Mumbai

6.3.8 Industry Interaction / Collaboration

> Students are taken for Industrial visits where they interact with the experts of specific fields.

6.3.9 Admission of Students

> Admission is given as per the availability of seats on the merit basis.

6.4 Welfare schemes for

Teaching	Yes
Non teaching	Yes
Students	Yes

6.5 Total corpus fund generated

> 00

6.6 Whether annual financial audit has been done   Yes ☐   No ☐

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

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

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

☐   NA

For UG Programmes   Yes   No

For PG Programmes   Yes   [   ]   No [NA]

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

> NA

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

> NA

6.11 Activities and support from the Alumni Association

> Career counselling for College students.
>
> Students help in organising NCC Day.
>
> Participation in Independence Day and Republic Day Celebrattions.

6.12 Activities and support from the Parent – Teacher Association

> Through structured meetings of PTA,it could resolve the issue of transport, free coaching in Gymkhana, organising industrial visits.

6.13 Development programmes for support staff

6.14 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.

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.

> Teaching Political Science through newspapers.
>
> Organising more seminars and conferences

7.2 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.
>
> Green Audit and Academic audit to be conducted.

7.3 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)

7.4 Contribution to environmental awareness / protection

> 1. Installation of solar panels to generate solar energy.
>
> 2. All the water from terrace is carried down through pipes. Rain water harvesting is also done by pit method.

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

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

Strength:

Excellent work culture

Congenial Atmosphere

Effective career counselling cell

Weakness:

No special budget for research from College.

No Consultancy

No Collaboration

Opportunities:

More number of job oriented and skill development courses can be introduced.

Number of seminars and workshops conducted can be increased.

Research lab rotaries can be developed in the Chemistry and Botany.

Threats:

Drift of good students from basic courses to job oriented courses.

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

- To apply for ISO certification.

- To national conference in Science

- Academic Audit

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

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