

*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](mailto: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)

2014-2015

#### I. Details of the Institution

1.1 Name of the Institution

VIVEKANANDA COLLEGE OF EDUCATION

1.2 Address Line 1

GONDA ROAD MATHURA BYE PASS

Address Line 2

City/Town

ALIGARH

State

UTTAR PRADESH

Pin Code

202002

Institution e-mail address

vcealigarh@gmail.com

Contact Nos.

09259395007

Name of the Head of the Institution:

Dr.ABHA SHARMA

Tel. No. with STD Code:

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 18879)

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:

Web-link of the AQAR:

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 <sup>st</sup> Cycle	B	2.20	2011	05Yrs (2016)
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

1.8 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 \_\_\_\_\_ (DD/MM/YYYY)4
- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (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)

X

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

Dr. B .R. A. UNIVERSITY, AGRA

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

Autonomy by State/Central Govt. / University	<input type="text" value="0"/>		
University with Potential for Excellence	<input type="text" value="0"/>	UGC-CPE	<input type="text" value="0"/>
DST Star Scheme	<input type="text" value="0"/>	UGC-CE	<input type="text" value="0"/>
UGC-Special Assistance Programme	<input type="text" value="0"/>	DST-FIST	<input type="text" value="0"/>
UGC-Innovative PG programmes	<input type="text" value="0"/>	Any other ( <i>Specify</i> )	<input type="text" value="0"/>
UGC-COP Programmes	<input type="text" value="0"/>		

**2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="04"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="10"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="02"/>
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="02"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="02"/>
2.9 Total No. of members	<input type="text" value="24"/>
2.10 No. of IQAC meetings held	06

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

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
English Grammar Classes	Improvement

\* 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

- Class Room seminars power point presentation by students work experience items
- Power Point Presentation given by students on the selected topic
- Innovative utilization of waste materials

## 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	X	X	X	X
PG	01	X	01	X
UG	X	X	X	X
PG Diploma	X	X	X	X
Advanced Diploma	X	X	X	X
Diploma	X	X	X	X
Certificate	01	X	01	X
Others	X	X	X	X
<b>Total</b>	02	X	02	X

Interdisciplinary				
Innovative				

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	01
Trimester	X
Annual	01

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.

As Per Dr. B. R.A. University , Agra

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

NO

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	14+1	10	04		01

2.2 No. of permanent faculty with Ph.D. 04

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
	10		04				01			

2.4 No. of Guest and Visiting faculty and Temporary faculty 00 00 01

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		03	
Presented papers		03	
Resource Persons			

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

Power Point Presentation

2.7 Total No. of actual teaching days during this academic year 215

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 DBRAU, Agra

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

2.10 Average percentage of attendance of students 92%

2.11 Course/Programme wise

distribution of pass percentage : Examination Not Yet Conducted By DBRAU, Agra For The Session 2013-14 **Result Awaited**

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 :

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	NO
UGC – Faculty Improvement Programme	NO
HRD programmes	NO
Orientation programmes	All Faculty Member
Faculty exchange programme	NO
Staff training conducted by the university	NO
Staff training conducted by other institutions	NO
Summer / Winter schools, Workshops, etc.	NO
Others	X

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		NO	NONE	01
Technical Staff	04	NO	NONE	NONE



## Criterion – III

### 3. Research, Consultancy and Extension

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

NA
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#### 3.2 Details regarding major projects

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

#### 3.3 Details regarding minor projects

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

#### 3.4 Details on research publications NA

	International	National	Others
Peer Review Journals	X	X	X
Non-Peer Review Journals	X	X	X
e-Journals	X	X	X
Conference proceedings	X	X	X

#### 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	X	X	X	X
Minor Projects	X	X	X	X
Interdisciplinary Projects	X	X	X	X
Industry sponsored	X	X	X	X
Projects sponsored by the University/ College	X	X	X	X
Students research projects <i>(other than compulsory by the University)</i>	X	X	X	X
Any other(Specify)	X	X	X	X
Total	X	X	X	X

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	X	01	X	X	02
Sponsoring agencies	X	X	X	X	X

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	X
	Granted	X
International	Applied	X
	Granted	X
Commercialised	Applied	X
	Granted	X

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

01

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

x

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

JRF x SRF x Project Fellows x Any other x

3.21 No. of students Participated in NSS events:

University level x State level x  
National level x International level x

3.22 No. of students participated in NCC events:

University level x State level x  
National level x International level x

3.23 No. of Awards won in NSS:

University level x State level x  
National level x International level x

3.24 No. of Awards won in NCC:

University level x State level x  
National level x International level x

### 3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other  Scout & Guide Camp

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

- Plantation Aim –Pollution Free Environment
- Removal & Disuse of Polythene
- Cleaning of Historical Pond of Aligarh Achal Sarover

## 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	4548			
Class rooms	16			
Laboratories	04			
Seminar Halls	01			
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

#### 4.2 Computerization of administration and library

COMPUTERIZED

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	11377		2248		13625	
Reference Books	1936				1936	
e-Books						
Journals	06				06	
e-Journals						
Digital Database						
CD & Video	26				26	
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	29	01	YES					
Added	X	X						
Total	X	X						

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

Internet access to all the staff training to teachers & students in groups
--

4.6 Amount spent on maintenance in lakhs :

i) ICT	2.56
ii) Campus Infrastructure and facilities	300.65
iii) Equipments	11.50
iv) Others	10.64
<b>Total :</b>	<b>325.35</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Creating Healthy environment for teaching learning process  
Library & Reading Room Facilities  
Organizing Guest Lectures

#### 5.2 Efforts made by the institution for tracking the progression

NCERT & NCTE reading materials available  
English & Hindi Papers, other relevant magazines to develop reading habit & advancement of knowledge

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
	200		

#### (b) No. of students outside the state

NO

#### (c) No. of international students

NO

Men	No	%	Women	No	%
	42	31		138	69

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
51	111	0	38	03	200	65	105	0	30	01	200

Demand ratio

Dropout % NO

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

Books & questionnaires related to TET CTET & other competitive examination available in the library

No. of students beneficiaries

40

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

Majority of students go for teaching as their career
--

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
X	X	X	X

5.8 Details of gender sensitization programmes

Equal opportunities are available to the students of both the genders
---

5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

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

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: None

## Criterion – VI

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

SAME AS GIVEN

6.2 Does the Institution has a management Information System

YES



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

6.3.1 Curriculum Development

AS PER DR . B.R AMBEDKAR UNIVERSITY AGRA

6.3.2 Teaching and Learning

Regular & supervised classes, Use of LCD & OHP

6.3.3 Examination and Evaluation

03 Sessional test

03 Assignment

6.3.4 Research and Development

NO

6.3.5 Library, ICT and physical infrastructure / instrumentation

Sufficient infrastructure as needed IT ET & work  
experience labs exist language lab

6.3.6 Human Resource Management

Qualified Teaching & Non Teaching Staff as per  
requirement of the college

6.3.7 Faculty and Staff recruitment

As required according to NCTE & Dr. B.R A. University  
Agra

6.3.8 Industry Interaction / Collaboration

NO

6.3.9 Admission of Students

Through Joint Entrance Examination Organized by State Govt

6.4 Welfare schemes for

Teaching	First Aid Facility
Non teaching	First Aid Facility
Students	First Aid Facility

6.5 Total corpus fund generated

62.00 lac

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				
Administrative				

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?

NO CONCERN WITH IT

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

NOT INVOLVED

#### 6.11 Activities and support from the Alumni Association

Career Guidance Competitive Examination

#### 6.12 Activities and support from the Parent – Teacher Association

- Helps in maintaining discipline within the campus.
- Suggestions for maintaining & improving the quality of learning & teaching.
- Mutual effort for uplifting cultural deterioration

#### 6.13 Development programmes for support staff

- Monetary help in case of any emergency
- Special leave for the improvement of educational qualification

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

Lot of greenery I & around college , no pollution

### **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.

Creative activities e.g. food preservation, pot making, Model, Map, medicinal plants planted, housekeeping etc

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

Dr.Abha Sharma  
(academic calendar )

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

Training the students to use ms office use of LCD & OHP in Class Room Teaching Guiding the students for the preparation of TET, CTET, Help in given to economically weak students

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

7.4 Contribution to environmental awareness / protection

Plantation programme & control the use of polythene

7.5 Whether environmental audit was conducted? Yes  No

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

Teaching & learning process is more focused, enough time is allotted to practice teaching

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

Plan to start M.Ed. classes, Plan to start research activities

Name \_\_\_\_\_ M.Ed. Course \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

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**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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