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)

(2015-16)

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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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 2014-15)*

Session 2015-16

1. Details of the Institution

1.1 Name of the Institution

Govt. National College, Sirsa

1.2 Address Line 1

Opposite Bus Stand

Address Line 2

Hisar Road

City/Town

Sirsa

State

Haryana

Pin Code

125055

Institution e-mail address

gncsrs@yahoo.com

Contact Nos.

01666220902

Name of the Head of the Institution:

Dr. Suman Gulab

Tel. No. with STD Code:

01666220902

Mobile: 09416379611

Name of the IQAC Co-ordinator: Dr. Bhushan Monga

Mobile: 9416302858

IQAC e-mail address: gncsrs@yahoo.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)* HRCOGN10338

OR

1.4 **NAAC Executive Committee No. & Date:** Nil
(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.highereduhry.com

Web-link of the AQAR: www.highereduhry.com

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	C+	----	2003	5 years (2008)
2	2nd Cycle	B	2.52	2015	5 years (2020)
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY 2003

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) **NA**

   i. AQAR _____ _____ (DD/MM/YYYY)5
  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)

1.11 Name of the Affiliating University *(for the Colleges)*   Chaudhary Devi Lal University, Sirsa

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence   UGC-CPE

DST Star Scheme   UGC-CE

UGC-Special Assistance Programme   DST-FIST

UGC-Innovative PG programmes   Any other (*Specify*)   Centre for excellence by state Govt

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers   10

2.2 No. of Administrative/Technical staff   02

2.3 No. of students   -NIL-

2.4 No. of Management representatives   0

2.5 No. of Alumni   3

2. 6 No. of any other stakeholder and
       community representatives   02

2.7 No. of Employers/ Industrialists   0

2.8 No. of other External Experts   0

2.9 Total No. of members   14

2.10 No. of IQAC meetings held   5

2.11 No. of meetings with various stakeholders: No. | 5 | Faculty | 5 |

Non-Teaching Staff Students | 2 | Alumni | 2 | Others | Nil |

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

If yes, mention the amount | N.A. |

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 1 | International | 0 | National | 1 | State | 0 | Institution Level | 0 |

(ii) Themes | N.A. |

2.14 Significant Activities and contributions made by IQAC

IQAC has contributed in improving the quality of teaching. It has successfully advised the ways of improving teaching learning and administration.

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
Advice and well defined plan is chalked out at the beginning of each session.	Most of the targets have been achieved.

   * 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

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	___	____	____	____
PG	06	NIL	____	____
UG	03	NIL	____	____
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	09			

Interdisciplinary	03	____	____	____
Innovative	____	____	____	____

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	09
Trimester	0
Annual	0

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.

Yes , as per university guidelines

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
70	29	41	____	____

2.2 No. of permanent faculty with Ph.D.

37

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
29	95	41	---	0	0	0	0	70	95

2.4 No. of Guest and Visiting faculty and Temporary faculty

0	55	0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended			
Presented papers	10	69	---
Resource Persons	---	02	06

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

Smart Class room, EduSAT, Lauguage Lab, Group Discussion , classroom Seminars

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

192

2.8 Examination/ Evaluation Reforms initiated by
the Institution (for example: Open Book Examination, Bar Coding,
Double Valuation, Photocopy, Online Multiple Choice Questions)

Barcode in Library Management

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

20	04	-------

2.10 Average percentage of attendance of students

91%

2.11 Course/Programme wise

distribution of pass percentage :

All Semesters:-

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG	1365	------	648	468	----	81.4%
PG	138	------	81	49	----	94.2%

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

It chalks out plan at the beginning of the session and implements it.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	05
UGC – Faculty Improvement Programme	-----
HRD programmes	08
Orientation programmes	-----
Faculty exchange programme	-----
Staff training conducted by the university	-----
Staff training conducted by other institutions	-----
Summer / Winter schools, Workshops, etc.	----
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	12	20	NIL	NIL
Technical Staff	NIL	NIL	NIL	NIL

Criterion – III

3. Research, Consultancy and Extension

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

Faculty members have been advised and motivated, necessity and
compulsory already through API system for CAS.,

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	NIL	NIL
Outlay in Rs. Lakhs	NA			

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL			
Outlay in Rs. Lakhs				

3.4   Details on research publications

	International	National	Others
Peer Review Journals	------	-------	------
Non-Peer Review Journals	18	19	------
e-Journals	11	8	------
Conference proceedings			

3.5 Details on Impact factor of publications:

Range [ ]   Average [✓]   h-index [ ]   Nos. in SCOPUS [ ]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	Nil			
Minor Projects	Nil			
Interdisciplinary Projects	Nil			
Industry sponsored	Nil			
Projects sponsored by the University/ College	Nil			
Students research projects *(other than compulsory by the University)*	Nil			

Any other(Specify)	Nil			
Total	Nil			

NIL

3.7 No. of books published   i) With ISBN No.   12   Chapters in Edited Books

ii) Without ISBN No.   1

3.8 No. of University Departments receiving funds from   N A.

UGC-SAP [ ]   CAS [ ]   DST-FIST [ ]

DPE [ ]   DBT Scheme/funds [ ]

3.9 For colleges   Autonomy [0]   CPE [ ]   DBT Star Scheme [✓]

INSPIRE [0]   CE [✓]   Any Other (specify) [ ]

3.10 Revenue generated through consultancy   NIL

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	0	1	0	0	0
Sponsoring agencies	0	0	0	0	0

3.12 No. of faculty served as experts, chairpersons or resource persons   04

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 :

From Funding agency [0]   From Management of University/College [0]

Total [0]

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	

3.16 No. of patents received this year
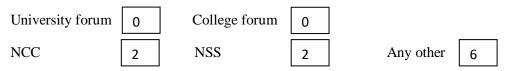
Commercialised	Applied	nil
	Granted	nil

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
0	0	0	0	0	0	0

3.18 No. of faculty from the Institution
      who are Ph. D. Guides

> 0

      and students registered under them

> 0

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 | 300 | State level | 0 |

National level | --- | International level | --- |

3.22 No. of students participated in NCC events:

University level | 10 | State level | 42 |

National level | 14 | International level | 0 |

3.23 No. of Awards won in NSS:

University level | 0 | State level | 0 |

National level | 0 | International level | 0 |

3.24 No. of Awards won in NCC:

University level | 0 | State level | 0 |

National level | 0 | International level | 0 |

3.25 No. of Extension activities organized

University forum | 0 | College forum | 0 |

NCC | 2 | NSS | 2 | Any other | 6 |

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

- Cleanliness programme organised

- Beti Bachao Beti Padao organised

- AIDS awareness programme organised

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	18 Acres	NIL	-------	18 Acres
Class rooms	54	------	-------	54
Laboratories	31	------	------	31
Seminar Halls	NIL	------	-------	-------
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	NIL			0
Value of the equipment purchased during the year (Rs. in Lakhs)	NIL			0
Others				

4.2 Computerization of administration and library

Automation of books in library is complete

Computerization of library, office done

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	23932	------	662	181586	39594	------
Reference Books	15000	------	-----	-----	-----	......
e-Books	------	-------	-------	-----	-----	-----
Journals	5	10,200	--------	-------	5	------
e-Journals	------	-------	-------	-----	-----	-----
Digital Database	------	-------	-------	-----	-----	-----
CD & Video	------	-------	-------	-----	-----	-----
Others (specify)	23850	--------	4500	57600	28350	--------

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	94	06	10	04	01	1	1	-----
Added	20	---	---	1	----	-----	------	-----
Total	114	6	10	5	01	1	1	------

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

Compulsory Computer Education Level I for all Arts, commerce , and science students

4.6 Amount spent on maintenance in lakhs :

i) ICT
NIL

ii) Campus Infrastructure and facilities
NIL

iii) Equipments
NIL

iv) Others
NIL

Total :
NIL

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> Laid down plans in the beginning of the session
>
> Monitoring from time to time.

5.2 Efforts made by the institution for tracking the progression

> Counselling, regular attendance, Assignments, class tests.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
4776	372	-----	------

(b) No. of students outside the state

124

(c) No. of international students

NIL

Men

No	%
4263	82.8

Women

No	%
885	17.2

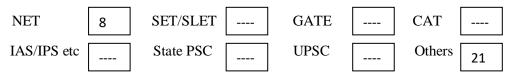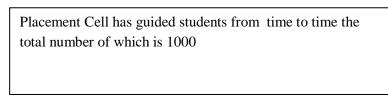|	Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
						2553	992	0	1598	5	5148

Demand ratio   Dropout %

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

> NIL

No. of students beneficiaries

0

5.5 No. of students qualified in these examinations

NET | 8 | SET/SLET | ---- | GATE | ---- | CAT | ----

IAS/IPS etc | ---- | State PSC | ---- | UPSC | ---- | Others | 21

5.6 Details of student counselling and career guidance

> Placement Cell has guided students from time to time the total number of which is 1000

No. of students benefitted | 175

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
3	------	-----	12

5.8 Details of gender sensitization programmes

> Through Women Cell, Legal Literacy cell.

5.9 Students Activities

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

State/ University level | 170 | National level | 37 | International level | 0

No. of students participated in cultural events

State/ University level | 121 | National level | 0 | International level | 0

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

Sports : State/ University level | 112 | National level | 0 | International level | 0 |

Cultural: State/ University level | 19 | National level | 0 | International level | 0 |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	NIL	NIL
Financial support from government	905	12670000
Financial support from other sources	NIL	NIL
Number of students who received International/ National recognitions	NIL	NIL

5.11   Student organised / initiatives

Fairs   : State/ University level | 0 | National level | 0 | International level | 0 |

Exhibition: State/ University level | 0 | National level | 0 | International level | 0 |

5.12   No. of social initiatives undertaken by the students | O4 by NCC and NSS volunteers |

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

    i) To develop administrative, professional and business skills among the students as per their taste and ability.
ii) To impart maximum knowledge to the students with the teaching of the courses designed
by the higher education authorities of the state and the affiliating university in consultation
with the academicians of international repute/ UGC to suit the ever changing requirement of
the society/ Industry/ organizations.
iii) To make the students suitable for the demands of industry/ organizations by imparting
related necessary skills
iv) To make the students aware about global, national and local concerns through their
participation in NSS, NCC, cultural, Red Cross Club (Red Ribbon Club), Women Cell, Legal
Literacy Cell, etc.
v) To inspire students from the underprivileged and unaware sections of the society to get
higher education.

6.2 Does the Institution has a management Information System

> No. This is a Govt. Institution

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

6.3.1 Curriculum Development

> Curriculum is framed by the affiliating university i.e. CDLU Sirsa. However, many of the senior faculty members of this college are on the Boards of Studies of various university teaching departments (UG and PG both) who contribute a lot in the development of the curriculum.

6.3.2 Teaching and Learning

> More and more use of ICT, smart classroom, language lab. , computer labs is being ensured by the institute for improving the quality of teaching and learning. Besides these, classroom quiz contests, seminars, periodical tests, assignments are regularly conducted for the said purpose.

6.3.3 Examination and Evaluation

> Exams are conducted by the affiliating university and answer books are evaluated by the external examiners appointed by the university. But 20% marks have been fixed for internal assessment of the students which are awarded on the basis of assignments, class tests and attendance.

6.3.4 Research and Development

> This institution being a degree college and mainly meant for the UG students does not undertake research activities but some PG and science students undertake secondary research based projects. Faculty members take part in seminars, conferences and workshops etc. and present their research papers

6.3.5 Library, ICT and physical infrastructure / instrumentation

> More books, journals, magazines have been added in the session 2014-15. College building, library, and laboratories have been repaired and augmented.

6.3.6 Human Resource Management

> Though there is shortage of staff at all levels, that is, teaching, clerical, and support staff but still the institution has efficiently managed all the affairs during the session without any inconvenience to the stakeholders.

6.3.7 Faculty and Staff recruitment

> Being a Govt. Institution we depend on the state government for recruitment of faculty and staff. However, visiting faculty is arranged to meet out the need of shortage of teaching faculty,

6.3.8 Industry Interaction / Collaboration

> Nil

6.3.9 Admission of Students

> The admission process was centrally controlled by the Director General of Higher Education, Haryana, Panchkula. The students applied for UG/ PG Course online and the merit lists were prepared at Directorate level through computer softwares and were mailed to the college. However, those students who failed to apply online were also given the facility to apply on the prescribed admission form and then information was uploaded by the college. In this way complete transparency was observed at state level.

6.4 Welfare schemes for

Teaching	Health centre, various loans , maternity leave, cce etc.
Non teaching	---do----
Students	-----do-----

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done   Yes [ ]   No [√]

6.7 Whether Academic and Administrative Audit (AAA) has been done? **Not 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?

> N.A.

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

N.A.

6.11 Activities and support from the Alumni Association

We have an alumni association which is not registered. The association organises meetings of old students of the college to encourage a feeling of community among them. This institute being a fully Govt. funded college cannot accept any type of donation in cash but the well settled members of the alumni association keep in touch with the college and the students directly approach to them for financial and other type of help from them. Moreover, it is associated with effective feedback about college affairs and gives its experienced consultation on students' issues. On college functions, its members are the respected guests and they contribute by delivering lectures on different social issues.

6.12 Activities and support from the Parent – Teacher Association

Suggestions are invited from the parents by the teacher-in – charges and the suggestions are analyzed & action is taken accordingly.

6.13 Development programmes for support staff

The Head clerk/ Office In charge trains all the members of the support staff as per latest guidelines/ technology.

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

Tree plantation, Water harvesting, cleanliness drives, Polythene free Campus.

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.

> Teachers local body has made extensive advisement for improvement in teaching learning process

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

> All the plans made in the beginning of the session and were implemented to the satisfaction of all stake holders.

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

> **Title of practice: Cleanliness of Campus and Use of Technology**
> **Goals:**
> • To promote cleanliness in campus
> • To create ideal ambience for education.
> • To promote use of computer technology.
>
> This college campus is a large in size. We have promoted cleanliness in college campus. The students have been attached with the cleanliness drive and a visible change can be seen in the campus.
> **The Practice:**
> This college campus is a large in size. We have promoted cleanliness in college campus. The students have been attached with the cleanliness drive and a visible change can be seen in the campus. All the green parks have reshaped and the building has been got repainted.
> Use of computer in office and among the students has been supported. It has been decided that the campus will be made wi-fi before the next session and library has been automated. Students and teachers have adopted online and honest ways of working.

Title of the practice: Making Students Socially Conscientious

Goals:

• To sensitize the students towards the difficulties faced by the have-notes and the down–trodden members of the society.

• Sensitizing of the youth towards protection of environment, eradication of illiteracy and diseases.

• To make the students able to set examples before the masses in the field of social service and nation building.

• To make students and society aware of the sense of nationalism.

• To inculcate the culture of sharing social responsibilities among the students.

Context:

Our institution has belief in the truth that the social evils, illiteracy and diseases cannot be ended only by making laws and providing funds by the government. This can be made possible only through making the innocent poor people aware of the evils. We believe that educated youth can bring about this awareness among the masses very fast and without spending a huge amount of money. To achieve this goal, and to make the students able to work in the rural areas after completion of their education, The principal and staff motivated the students to take interest in the field of social work. One NSS unit was started immediately after the inception of the college and the tradition still continues and is increasing with the passage of time. The thrust areas change as per the need of the time.

The Practice:

At present, there are seven units of NSS students – five for boys and two for girls. Each unit has more than 100 volunteers. In the beginning of each session, students are enrolled for the social work and national service. Then they are oriented to execute the plans for that particular year and the thrust area. Each unit adopts one slum area/ village for the year and, in consultation with the local authorities, tries to convert it into a model one. The college provides the volunteers with tools and appliances for physical work which is generally done from morning to afternoon. Then after lunch, some prominent scholar/social worker is invited to deliver an informative lecture to the volunteers on some social issue. Then the volunteers communicate with the community members to know about the actual difficulties they face, the root cause behind them and then try to find solution to the problem. During seven-day camp students live together and cook, serve and eat without any consideration of gender, caste, community, class, and creed giving rise to communal harmony. It inculcates a sense of social responsibility and mutual adjustment so that they can adapt themselves to any surrounding/circumstances. Blood donation, adult education, plantation of trees, and awareness drive against AIDS are the regular features with these volunteers.

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

7.4 Contribution to environmental awareness / protection

LED BULBS , N.S.S., Water harvesting, strictly banned smoking

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

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

SWOC Analysis of the Institution

Strengths:

• This college has a well known name in the field of higher education in the region with a potential for "Centre of Excellence."

• Admission purely on merit with complete transparency.

• A clear Vision and Mission with established policies and procedures.

• Conducive institutional environment for higher education with smooth relationships among stakeholders.

• Ideal geographical location with superb connectivity through rail and road.

• Twenty four hour power back up Diesel Generator Sets for the entire campus.

• Diversity of students with perfect communal harmony.

• Highly qualified and dedicated faculty.

• Pollution free campus.

Weaknesses:
• Paucity of teaching and non-teaching staff
• Low student involvement in institutional governance and co-curricular planning.
• Insufficient transport facility for the students coming from remote villages
• Frequent and impromptu transfers of the Principal, faculty and the supporting staff
• Poor educational background of the students at entry level
• Lack of research facility
• Lack of Add on, job oriented courses or short term diplomas with job potential.
• Lack of Industry – Institutional interface and collaboration.

Opportunities:
• The only Govt. PG College in district Sirsa offering a very wide spectrum of subjects.
• Very low and easily affordable fee structure.
• Ample financial help to SC, BC, Girls and other needy students
• Wide spread campus with abundant opportunity for further expansion.

Challenges:
• Maintaining high standard of higher education with the help of extension lectures by inexperienced teachers.
• Lack of incentives for hard working and intellectually outstanding faculty.
• Tough competition from private/deemed universities which lure students with tall promises of high percentage that cell marks like anything.
• Generally the prescribed curriculum does not guarantee jobs.

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

1 Updation of labs 2. Recruitment of more teachers
3 Improvement in the efficiency of the supporting staff ensuring more
participation of students in Cocurricular Activities

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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