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)

CONFIDENTIAL

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.

Monitoring Mechanism

For the monitoring and AQAR, a committee for Internal Quality Assurance Cell (IQAC) is established which monitor the college activities and prepare AQAR yearly .

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)* | 2017-18

1. Details of the Institution

1.1 Name of the Institution | Govt. Rewati Raman Mishra PG College

1.2 Address Line 1 | Navapara

Address Line 2 | surajpur

City/Town | Surajpur

State | Chhattisgarh

Pin Code | 497229

Institution e-mail address | pri.gdc.surajpur@gmail.com

Contact Nos. | 07775-266657

Name of the Head of the Institution: | DR. S. S. Agarwal

Tel. No. with STD Code: | 07775-266657

Mobile: | 9425585792

Name of the IQAC Co-ordinator: | DR. H.N. Dubey

Mobile: 8823066695

IQAC e-mail address: pri.gdc.surajpur@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*   CHCOGN 22674

OR

1.4 **NAAC Executive Committee No. & Date:**   EC(SC)18/A&A/32.1   dated 5-11-2016
 (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.govtcollegesurajpur.ac.in

Web-link of the AQAR: NA

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	2.01	2016	2021
2	2nd Cycle	-	-	-	-
3	3rd Cycle	-	-	-	-
4	4th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC: DD/MM/YYYY   26.07.2016

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 *2016-17 submitted to NAAC on 02-02-2018*
   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)   [.   Computer Science]

1.11 Name of the Affiliating University *(for the Colleges)*   [Sant Gahira Guru Vishwavidyalaya, Ambikapur, Chhattisgarh]

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*)	-
UGC-COP Programmes	-		

2. IQAC Composition and Activities

2.1 No. of Teachers | 03

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 | 01

2. 6 No. of any other stakeholder and

Community representatives | 01

2.7 No. of Employers/ Industrialists | 01

2.8 No. of other External Experts | 01

2.9 Total No. of members | 10

2.10 No. of IQAC meetings held | 4

2.11 No. of meetings with various stakeholders: No. | 02   Faculty | 03

Non-Teaching Staff Students | 01   Alumni | 01   Others | 01

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. | Nil | International | Nil | National | Nil | State | Nil | Institution Level | Nil |

(ii) Themes | - |

2.14 Significant Activities and contributions made by IQAC

Carrier guidance programme, personality development programme, legal aid programme, gender sensitization, ecological and environmental issues, subject wise seminars for PG students.

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
Proposal for Seminar/conference and Research Projects	Proposals sent for the National Seminar previously

* *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

NA

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	Nil	Nil	Nil	Nil
PG	07	Nil	Nil	Nil
UG	04	Nil	01	01
PG Diploma	01	Nil	01	01
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	01	Nil	01	01
Certificate	Nil	Nil	Nil	Nil
Others	Nil	Nil	Nil	Nil
Total	13	Nil	03	03

Interdisciplinary	Nil	Nil	Nil	Nil
Innovative	Nil	Nil	Nil	Nil

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

Pattern	Number of programmes
Semester	07
Trimester	-
Annual	06

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.

no

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

02 Departments- Chemistry and Botany Departments

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
07	07	Nil	Nil	Nil

2.2 No. of permanent faculty with Ph.D.

03

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
7	7	0	0	0	7	0	0	7	14

2.4 No. of Guest and Visiting faculty and Temporary faculty   14   0   3

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	4	0
Presented papers	0	4	0
Resource Persons	0	0	0

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

- Guiding students to present papers at Regional/State/National seminars
- Distribution of brief notes among students before Lectures
- Teachers study materials (Soft Copy) Power point/PDF presentation are shared with students
- Remedial classes for slow learners
- Teaching faculty and students are encouraged to use latest technology such as LCD, Internet, google classroom etc. in teaching-learning process.

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

254

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

Quarterly and Half yearly exam conducted

2.9 No. of faculty members involved in curriculum

		02

Restructuring/revision/syllabus development

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

79

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Total passed
B.A.	276	142
B.Sc.	302	137
B.Com.	124	32
BCA	16	06
PGDCA	00	00
DCA	00	00
M.A Economics	05	05
M.A Hindi	09	09
M.A Sociology	05	05
M.A Pol. Sci.	17	17
M.Sc chemistry	16	13
M.Sc Botany	14	14
M.Com	16	16

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

 1. Through students Performance   √   2. Through Students feedback   √

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	--
UGC – Faculty Improvement Programme	--
HRD programmes	--
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	03	01	01	03
Technical Staff	01	02	01	00

Criterion – III

3. Research, Consultancy and Extension

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

- Two proposals sent for national level seminar previously.
- One day guest lecture in chemistry department.

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

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

3.4   Details on research publications

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

3.5 Details on Impact factor of publications:

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

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

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

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

ii) Without ISBN No. [-]

3.8 No. of University Departments receiving funds from

UGC-SAP [_]   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 [nil]

3.11 No. of conferences Organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons [-]

3.13 No. of collaborations   International [-]   National [-]   Any other [-]

3.14 No. of linkages created during this year [-]

3.15 Total budget for research for current year in lakhs:

From funding agency [-]   From Management of University/College [-]

Total [-]

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialized	Applied	-
	Granted	-

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

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

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

1

-

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

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

JRF -   SRF -   Project Fellows -   Any other -

3.21 No. of students Participated in NSS events:

University level -   State level 1

National level -   International level -

3.22 No. of students participated in NCC events:

University level -   State level -

National level -   International level -

3.23 No. of Awards won in NSS:

University level -   State level -

National level -   International level -

3.24 No. of Awards won in NCC:

University level -   State level -

National level -   International level -

3.25 No. of Extension activities organized

University forum [ ]   College forum [ ]

NCC [ ]   NSS 35   Any other [ ]

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

- Social awareness toward sanitation, marriage, self defense in girls etc.

- Rally about Deaddiction and AIDS

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

4.2 Computerization of administration and library

Computer, printer and Xerox machine in office

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	31070	52,28,780	968	2,99,739	32038	55,28,519
Reference Books	4000		27		4027	
e-Books	Provided through N-List (Inflibnet)					
e-Journals						
Journals	05	1400 p.a.	00	00	05	1400 p.a.
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	20	1	Yes	0	0	yes	yes	-
Added	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

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

e-Governance and computer courses

4.6 Amount spent on maintenance in lakhs :

i) ICT   --

ii) Campus Infrastructure and facilities   --

iii) Equipments   --

iv) Others   --

Total :   --

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> 1. Through notice board
> 2. Through college website
> 3. Through news paper
> 4. Through suggestion box
> 5. Through circulars

5.2 Efforts made by the institution for tracking the progression

> Progression are regularly monitored

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
923	125	-	03

(b) No. of students outside the state

> -

(c) No. of international students

> -

Men

No.	%
507	48.23

Women

No.	%
544	51.76

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
157	63	341	513	-	1074	150	48	347	506	-	1051

Demand ratio 00   Dropout 00%

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

> Yes supported in classroom during period

No. of students beneficiaries

> 340

5.5 No. of students qualified in these examinations

NET [-]   SET/SLET [-]   GATE [-]   CAT [-]

IAS/IPS etc [-]   State PSC [-]   UPSC [-]   Others [-]

5.6 Details of student counselling and career guidance

Yes, counseling and career guidance conducted in classroom

No. of students benefitted [250]

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
-	-	-	-

5.8 Details of gender sensitization programmes

Gender sensitization programmes are conducted regularly in the college.

5.9 Students Activities

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

State/ University level [19]   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 [19]   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	-	-
Financial support from government	547	24,87,215
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

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 |

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

The vision of the college is to uplift and enhance the quality of higher education among the youths of socio-economically backward area by imparting right education which empower to equity, efficiency, excellence & employability and to enhance compassion, competence and confidence in them to face the challenges of the global world.

Mission
- To enable the students to be updated in terms of knowledge and societal activities.
- To enable them to work towards their inclusive growth, personality and moral values.
- To stimulate the academic environment for the promotion of the quality education.
- To stimulate the students to qualify various types of competitive examinations.
- To enable the students in terms of skill development to be employable

Objectives
- To provide Quality Education and overall development of the person at low cost.
- To uplift the standard of higher education among the Youths of socio-economically backward classes of the region
- Instil scientific temper, latest technological developments, ethics, discipline, moral, cultural and social values to serve the nation.
- To provide conducive environment to the students for their creativity, skills and hidden talents.
- To motivate and guide the students to take part in extra- curricular activities for their overall development.
- To orient the students towards their social responsibility as a citizen of the country through extra curricular platforms like NSS, Departmental Associations, Sports, Red cross etc.
- To Inculcate in the students the 'sense of belongingness' towards the society and to give back to society what they have got from it
- To enhance the Emotional Intelligence among the stakeholders of the society to develop empathy.
- To instigate the students to respect all the religions, genders and languages.

6.2 Does the Institution has a management Information System

Internet

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

6.3.1 Curriculum Development

1. The college is a government College, affiliated to Sant Gahira Guru Vishwavidyalaya, Ambikapur hence runs all the programmes as per curriculum framed by university.
2. For PG students social outreach and skill development course/ programme conducted

6.3.2 Teaching and Learning

- Virtual classes.
- Smart classroom for the students.
- Distribution of handouts & course plan among students of post graduate classes.
- Organising student's seminar
- Organising Guest Lectures.
- Extra Classes for weaker students.

6.3.3 Examination and Evaluation

- Unit tests
- Terminal examination
- Pre-university exam
- Weekly tests

6.3.4 Research and Development

- Paid leave (OOD) for faculties involved in research and development.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Online and offline study material, journals/magazines, news papers available in the library.

6.3.6 Human Resource Management

- Regular teaching and non-teaching staffs, Guest faculties and Janbhagidari staffs

6.3.7 Faculty and Staff recruitment

- Regular well qualified faculties and staffs are recruited by state government as per requirement

6.3.8 Industry Interaction / Collaboration

- Field visit to PG students at state level

6.3.9 Admission of Students

- Admissions of students are made as per government norms.

6.4 Welfare schemes for

Teaching	GPF, GIS, Reimbursement of medical expenses, GPF loan facilities, Anukampa Niyukti (On the sad demise of any employee during service)
Non teaching	GPF, NPS, GIS, Reimbursement of medical expenses, GPF loan facilities, anukampa niyukti (On the sad demise of any employee during service), festival advance, advance for purchasing grains
Students	• Merit scholar ship, post matric scholarship, minorities scholarship. • Red cross society office

6.5 Total corpus fund generated   Rs. 4604780

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	NA		NA	
Administrative	NA		NA	

6.8 Does the University/ Autonomous College declare 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?

Timely Annual, supplementary and semester exams

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

- Alumni meet are conducted
- Guest lecture conducted by alumini and different college faculties

6.12 Activities and support from the Parent – Teacher Association

- Parent Teacher Meetings conducted.

6.13 Development programmes for support staff

- Computer literacy programme.

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

- Plantation
- Dustbin
- No plastic zone
- Classroom are provided with large sized windows so that natural light are sufficient instead of using light bulbs
- Provided with LED bulbs for low electricity consumption

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.

- Students are motivated to qualify different competitive examinations for jobs.
- Students are motivated to present papers at regional / state/national level seminars
- Accidental insurance for students.
- Merit scholarship to students
- Fee concession for ST/SC/ girls.
- Well defined Session plan, course outline and pre class reading.
- Counselling School Students about the importance of higher education to reduce Drop out Ratio and to increase GER.
- Free usage of library resources for Neighbourhood Schools & Colleges
- To make Harmony and congeniality in the campus.
- To strive in making model students by imparting value based education.
- Thought for the day is being given to instill value among students.
- Awards and medals for Best performers in academic, cultural and sports activity.

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

Point	Action taken
Benefit to staff	- OOD leave to attend seminars and conferences. - Health check up facility.
Inter-collegiate cultural function	- Debates, Essays writing, rangoli, slogan writing and cultural programme organized at district level.
Communities Services	- Health check up camp organized for local community. - Environmental awareness programme created to the local community. - Voter awareness programme created to local community.
Alumni meet	- Organized alumni meet for all UG and PG alumni.
Academic review activity	- Staff council meeting of The college is held on the regular basis to review academic performance.

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

- Dress code is mandatory for all UG and PG students
- Eco-friendly and green campus with full security

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

7.4 Contribution to environmental awareness / protection

- Uses of LED bulbs.
- Environmental awareness programme organized by college regularly.
- To promote gardening.
- Installed Dustbin inside the college campus to waste management.

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:

- The oldest and well known college of the region and the second oldest of the state.
- The only multi faculty co educational government PG institution of the city.
- Convenient location at the state highway.
- Equitable excess to all with lowest fee structure.
- Merit based transparent admission process with strict adherence to the policies and norms of the state government and the university.
- Highly qualified, experienced and dedicated faculty members.
- Student-oriented teaching –learning with personal care.
- A systematic approach to teaching plan according to the academic calendar of the Dept. of higher education and the university.
- Canteen and parking facility.
- A big playground and hall for outdoor and indoor games.
- Highly active NSS and Youth Red Cross units for both the boys and girls and well managed extracurricular activities.
- Facilities for students-purified drinking water, Wi-Fi and library.
- Examination centre for university exams and major competitive exams.
- Team work, dedication and harmony among staff members.
- Healthy, amicable and congenial academic environment in the campus.

Weaknesses:
- Inadequate and irrational set up of teaching and non-teaching staff.
- Due to less number of staff, too much work load on the existing staff.
- Irregular and imprudent transfer policy.
- Poor socio-economic and educational background of the students.
- Lacking of central computer lab and classrooms with ICT facility.
- Lack of auditorium, hostel facility, staff quarters and guest house in the campus.
- Insufficient funds provided by the state government.
- Limitations in utilization of the funds due to complex store purchase rules.

Opportunities:
- Exploiting the image, eligible and talented learners can be attracted.
- Admitting the rising number of admission seekers can help in increasing the GER.
- Scope to enhance research in humanities and social sciences.
- Locally available universities and institutes for linkage collaboration.
- Scope for vocational/job oriented/ certificate/ professional courses.
- Possibility of persuading external agencies to initiate participatory curricular and extra/ co-curricular programmes.
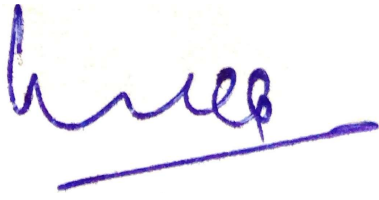
Challenges:
- To increase physical space to accommodate the rising number of learners.
- To enhance the learning standards, in the limited time frame, of the students coming from poor educational base.
- Continuous need to acquire new and update the available resources and technology.
- To extract more funds from all the funding agencies.
- To formulate policies for providing placement opportunities to students of traditional courses
- To cope up with the complex purchase/ procurement procedures laid by the state government

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

- Construction of class rooms on the first floor.
- Efforts to introduce more job oriented and professional courses.
- Central computer lab with internet facility
- Creation of 2 ICT enabled classrooms
- Creation of English language lab and computer assisted language lab.
- Acquisition of modern means of teaching.
- Library Automation and creation of Internal browsing lounge.
- Strengthening of Internal Assessment Process.
- Construction of Indoor stadium for games.
- Construction of Auditorium for Cultural Activities.
- Up gradation of Playground for Hockey & Football.
- Hostel Facility for Boys & Girls Both.
- Construction of Staff Quarters for Teachers and other Staff.

Name **Dr. H. N. Dubey**   *Name* **Dr. S.S. Agarwal**

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

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<u>Annexure I</u>

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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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