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)

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.

Monitoring Mechanism

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 (naac.aqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. 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

Academic Year – July 1, 2010 – June 30, 2011

1. Details of the Institution

1.1 Name of the Institution

Surendranath College for Women

1.2 Address Line 1

24/2

Address Line 2

Mahatma Gandhi Road

City/Town

Kolkata

State

West Bengal

Pin Code

700009

Institution e-mail address

Sncw.cal@gmail.com

Contact Nos.

+9133 – 3200 - 5645

Name of the Head of the Institution:

Dr. PURNIMA BISWAS (MOOKHERJEE)

Tel. No. with STD Code:

+91 33 – 2350 -2389

Mobile:

9831745752

Name of the IQAC Co-ordinator:

Dr. Kaustubh Lahiri

Mobile:

9903389092

IQAC e-mail address:

kaustubhkol@gmail.com

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

1.4 **NAAC Executive Committee No. & Date:**
    (For Example EC/32/A&A/143 dated 3-5-2004.
    This EC no. is available in the right corner- bottom
    of your institution's Accreditation Certificate)

1.5 Website address:

www.sncwcal.ac.in

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	1st Cycle	B	72.20	2007	2012
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

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

01.04.2007

1.8 AQAR for the year *(for example 2010-11)*

2010 - 2011

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (NAAC/JP/SCW-AQAR: 2007-2008/ACK/dated 25 August, 2008)

    i. AQAR   2007 -2008   (DD/MM/YYYY)4
    ii. AQAR_____ _____ (DD/MM/YYYY)
    iii. AQAR_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

   University   State ☐ Central ☐ Deemed ☐ Private ☐

   Affiliated College   Yes [√] No ☐

   Constituent College   Yes ☐ No ☐

   Autonomous college of UGC Yes ☐ No ☐

   Regulatory Agency approved Institution   Yes ☐ 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 ☐

1.11 Type of Faculty/Programme

   Arts [√] Science [√] Commerce [√] Law ☐ PEI (Phys Edu) ☐

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

   Others   (Specify) ☐

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

| University of Calcutta |

1.13 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   5

2.2 No. of Administrative/Technical staff   3

2.3 No. of students   1

2.4 No. of Management representatives   2

2.5 No. of Alumni   1

2. 6 No. of any other stakeholder and

   Community representatives   1

2.7 No. of Employers/ Industrialists   2

2.8 No. of other External Experts   2

2.9 Total No. of members   17

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. | 4 | Faculty | 7 |

Non-Teaching Staff Students | 3 | Alumni | 2 | Others | 1 |

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. | 2 | International [   ] National | 2 | State [   ] Institution Level [   ]

(ii) Themes | Up gradation of Institutional Management, Workshop on Value based Education |

2.14 Significant Activities and contributions made by IQAC

> 1. Opening of new subjects, 2. Expansion of educational infrastructure with emphasis on ICT

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
Digitalization of Library Catalogue by LIBSYS Software	Work -in- progress

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

> Plan of action has been accredidated.

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				
UG	15			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	15			

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	
Trimester	
Annual	Part-I/Part-II/Part-III

1.3 Feedback from stakeholders*   Alumni [√]   Parents [√]   Employers [√] Students [√]
    (On all aspects)

       Mode of feedback   :   Online [ ] Manual [√] Co-operating schools (for PEI) [ ]

*Please provide an analysis of the feedback in the Annexure

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

NA

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

NA

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
47	10	13	-	PTT=19 CWTT=05

2.2 No. of permanent faculty with Ph.D.

3

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
	1								01

2.4 No. of Guest and Visiting faculty and Temporary faculty

14		

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	11	31	08
Presented papers	09	13	
Resource Persons	02		02

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

1. Audio Visual Aid, 2. Field Work, 3. Excursion

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

185

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

N .A

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

5	3	2

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage: Based on Part III (Honours) Result.

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B. A (Hons)	184		01	159	14	94.5
B. Sc (Hons)	57			55	01	96.5
B.Com (Hons)	52		01	24	12	71

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

1) By regular functional interface with different disciplines, faculties and students,

2) Providing suggestions for improvement

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	2
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	1
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	34	10	None	1
Technical Staff	1			

Criterion – III

3. Research, Consultancy and Extension

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

> IQAC introduced interdisciplinary faculty interface and exchange programme, where applicable in order to promote a broad research platform

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1		
Outlay in Rs. Lakhs		749000.00		

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1, 2009-2010	4, 2009-2010	124800.00	1
Outlay in Rs. Lakhs			356625	

3.4   Details on research publications

	International	National	Others
Peer Review Journals	5	4	
Non-Peer Review Journals		2	
e-Journals	2	2	
Conference proceedings	5		

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 (1)	2008-2011	ICSSR	749000.00	Full Amount
Minor Projects (4)	2009-2010	UGC	410425.00	Full Amount
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. | 2 | Chapters in Edited Books | 3 |

ii) Without ISBN No. | NIL |

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 | NA |

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number		1(Com)			1(Career)
Sponsoring agencies		UGC			UGC

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

3.13 No. of collaborations   International | X | National | X | Any other | X |

3.14 No. of linkages created during this year | X |

3.15 Total budget for research for current year in lakhs:

From funding agency | X | From Management of University/College | X |

Total | X |

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	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   NA
      and students registered under them   NA

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

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 [ ]

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 [ ]   Any other [ ]

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

Blood Donation Camp organised by the Students' Union in collaboration with the Central Blood Bank at Maniktala, Kolkata

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	Sq ft 5160x4 stories			20640 Sq ft
Class rooms	20			20
Laboratories	4			4
Seminar Halls	1	1	MP LAD	2
No. of important equipments purchased (≥ 1-0 lakh) during the current year.			UGC	
Value of the equipment purchased during the year (Rs. in Lakhs)			UGC	
Others			College Fund	

4.2 Computerization of administration and library

> 7 Office – Staff undergone Training from **Webel Technology**,

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	11448	13,99,432/-	223	41,571/-	11771	14,41,003/-
Reference Books	7807	84,052/-	309	66,082/-	8116	15,0134/-
e-Books						
Journals	10	500/-				
e-Journals						
Digital Database						
CD & Video	16	3300/-				
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	7	1	NIL	NIL	NIL	2	5	NIL
Added	3							
Total	10							

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

Skill Enhancement Programme conducted by Webel and funded by U.G.C. Rs. 169803.00 paid to the Webel on October, 2010

4.6 Amount spent on maintenance in lakhs:

i)   ICT

ii) Campus Infrastructure and facilities   Rs. 305000/- U.G.C fund – Seminar hall completed on 28.02.2011

iii) Equipments

iv) Others

Total: Rs. 305000.00

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Career Guidance Cell conducted seminar funded by U.G.C

5.2 Efforts made by the institution for tracking the progression

Regular Monitoring

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2610	x	x	x

(b) No. of students outside the state

400 +

(c) No. of international students

X

Men	No	%
	x	x

Women	No	%
	2610	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1860	311	19	32	x	2427	2368	200	12	30	x	2610

Demand ratio   Dropout % - Exact Figure Not Known

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

NA

No. of students beneficiaries

NA

5.5 No. of students qualified in these examinations: None

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

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

5.6 Details of student counselling and career guidance

Seminar organised for Career Guidance funded by U.G.C

No. of students benefitted   [1000]

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
x	x	x	x

5.8 Details of gender sensitization programmes

x

5.9 Students Activities

    5.9.1   No. of students participated in Sports, Games and other events: **No data recorded**

        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: **No Data Recorded**

[X]   [X]   [X]

Sports: State/ University level   National level   International level

Cultural: State/ University level | X | National level | X | International level | X |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution (UGC)	25	Rs. 75 x 6 months = 450x25 =11250/-
Financial support from government (W.B .Govt)	SC/ST/OBC/Minority $1^{st}(85) +2^{nd}(72)+3^{rd}(85) =$ 242students & 196Minor	242x1,500 = Rs 363000/- 196x3000 = Rs 588000/-
Financial support from other sources	Approx 25 (Ashram & Muslim Institute)	Rs. 40000/-
Number of students who received International/ National recognitions	x	x

5.11   Student organised / initiatives

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

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

5.12   No. of social initiatives undertaken by the students | 1 (Blood Donation Camp at Local level) |

5.13 Major grievances of students (if any) redressed: **Not Recorded**

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

6.2 Does the Institution has a management Information System

NIL

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

    6.3.1 Curriculum Development

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    6.3.2 Teaching and Learning

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    6.3.3 Examination and Evaluation

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│  Tutorial taken regularly               │
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    6.3.4 Research and Development

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│   1.  Student seminar Organised         │
│   2.  Educational Tours to Museum etc.  │
│   3.  Field Work by Lab – based subjects.│
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    6.3.5 Library, ICT and physical infrastructure / instrumentation

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┌─────────────────────────────────────────┐
│                   Yes                   │
│                                         │
└─────────────────────────────────────────┘
```

    6.3.6 Human Resource Management

```
┌─────────────────────────────────────────┐
│                   NIL                   │
│                                         │
└─────────────────────────────────────────┘
```

    6.3.7 Faculty and Staff recruitment

```
┌─────────────────────────────────────────┐
│              NOT APPLICABLE             │
│                                         │
└─────────────────────────────────────────┘
```

    6.3.8 Industry Interaction / Collaboration

```
┌─────────────────────────────────────────┐
│              NOT APPLICABLE             │
│                                         │
└─────────────────────────────────────────┘
```

6.3.9 Admission of Students

- Off – line Admission system.

- Forms Distributed Manually.

6.4 Welfare schemes for

Teaching	x
Non teaching	x
Students	U.G.C Aid Came

6.5 Total corpus fund generated

Total Fees Collection Rs. 3962798/- + Bank Interest Rs. 850314/- = Total Rs. 4813112/-

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	No			
Administrative	No			

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

For UG Programmes   Yes ☐   No ☐

For PG Programmes   Yes ☐   No ☐

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

NA

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

NA

6.11 Activities and support from the Alumni Association

> Organising various cultural and academic programmes

6.12 Activities and support from the Parent – Teacher Association

> Department specific activity for improvement of key academic facilities of respective department

6.13 Development programmes for support staff

> Computer Training conducted by Webel and funded by UGC

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

> 1. Gardening – Planting of trees in the Campus
>
> 2. Regular cleaning done to make the area garbage - free

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.

> 1. Clean – room Debates, Quiz Contests organized,
>
> 2. Students taken to Museum and other places in short-trips Education Tour

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

> 1) By regular functional interface with different disciplines, faculties and students,
>
> 2) Providing suggestions for improvement

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

> i. Conducting regular tutorial and providing of their assessments
>
> ii. Providing suggestions for maintaining health, & hygiene for post – adolescent girls

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

7.4 Contribution to environmental awareness / protection

> Conducted Seminars for students on various environmental issues in EVS classes by teachers classes

7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

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

> NOT APPLICABLE

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

> 1. Betterment of the results of the students
> 2. Training of the Back-office
> 3. Computerization of the College Library

Name _____   *Name _____*

_____   _____BH & AM_____

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

_____***_____

Annexure I

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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