

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) in Accredited Institutions
(Revised in August 2015)



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

2014-2015

Part – A

I. Details of the Institution

1.1 Name of the Institution

Mahila Shikshanshastra Mahavidyalaya, Tasgaon, Dist-Sangli.

1.2 Address Line 1

Joshi Galli, Near Ganpati Temple, Tasgaon.

Address Line 2

Dist - Sangli

City/Town

Tasgaon.

State

Maharashtra

Pin Code

416312

Institution e-mail address

san_msmt@rediffmail.com

Contact Nos.

02346-240402

Name of the Head of the Institution:

Dr.Kambale Prakash Ambadas

Tel. No. with STD Code:

02346-240402

Mobile:

9421444018

Name of the IQAC Co-ordinator: Dr.Chikhalikar Archana Shantinath

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOCGN 18879)

1.4 Website address:

Web-link of the AQAR:

1.5 Accreditation Details

| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-----------------------|-------|-------|-----------------------|-----------------|
| 1 | 1 st Cycle | C++ | 66.75 | 28.2.2005 | -- |
| 2 | 2 nd Cycle | B | 2.44 | 5.1.2013 | 4.1.2018 |
| 3 | 3 rd Cycle | | | | |
| 4 | 4 th Cycle | | | | |

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

1.7 AQAR – 2014-15

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

- i. AQAR _____ (10/03/2015)
- ii. AQAR _____ (10/03/2015)
- iii. AQAR _____ (10/03/2015)
- iv. AQAR _____ (10/03/2015)

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)

B.Ed (Education)

1.11 Name of the Affiliating University

Shivaji University, Kolhapur.

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 (<i>Specify</i>) | -- |
| UGC-COP Programmes | -- | | |

2. IQAC Composition and Activities

| | |
|---|----|
| 2.1 No. of Teachers | 05 |
| 2.2 No. of Administrative/Technical staff | 02 |
| 2.3 No. of students | 1 |
| 2.4 No. of Management representatives | 1 |
| 2.5 No. of Alumni | 1 |
| 2.6 No. of any other stakeholder and community representatives | 2 |
| 2.7 No. of Employers/ Industrialists | 1 |
| 2.8 No. of other External Experts | 1 |
| 2.9 Total No. of members | 14 |
| 2.10 No. of IQAC meetings held | 02 |

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

2.12 Has IQAC received any funding from UGC during the year? Yes No *
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

Revised composition of IQAC, Meetings about plan of Action and achievements, presented skit for 'Matdan Abhiyan' at district level and won II prize.

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 |
|---|---|
| <ul style="list-style-type: none"> ✓ To revise the composition of IQAC. ✓ To purchase software for library. ✓ To purchase new text books and reference books. ✓ To encourage the students teachers to take part in psychological test competition. ✓ To send the student teachers as examiners or supervisors for various examinations in practicing school. | <ul style="list-style-type: none"> ✓ The composition of IQAC is revised. ✓ software for library is purchased(Vidyasagar) ✓ Text books and reference books are purchased. ✓ Some student teachers worked as examiners and supervisors for various examinations in practicing school. |

* 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

Medical check up camp is also organised for student teachers.
Guidance from doctors is arranged.
Yoga camp is organised for faculty and student teachers.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
|------------------------|-------------------------------|--|-------------------------------------|--|
| PhD | | | | |
| PG | | | | |
| UG | 01(B.Ed) | | | |
| PG Diploma | | | | |
| Advanced Diploma | | | | |
| Diploma | | | | |
| Certificate | | | | |
| Others | | | | |
| Total | 01 | | | |
| Interdisciplinary | | | | |
| Innovative | | | | |

1.2 (i) Flexibility of the Curriculum: **Elective option**

(ii) Pattern of programmes:

| Pattern | Number of programmes |
|-----------|----------------------|
| Semester | -- |
| Trimester | -- |
| Annual | Annual |

1.3 Feedback from stakeholders* Alumni * Parents Employers Students *

(On all aspects)

Mode of feedback : Online Manual * Co-operating schools (for PEI) *

**Please provide an analysis of the feedback in the Annexure*

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

Viva of student teachers on practical aspect and sessional work for theory course has been added in the new syllabus. Theory course 50% + Practicum course 50%.

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

--

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others |
|-------|------------------|----------------------|------------|--------|
| 6 | 4 | 2 | -- | -- |

2.2 No. of permanent faculty with Ph.D.

4

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year 2014-15

| Asst. Professors | | Associate Professors | | Professors | | Others | | Total | |
|------------------|---|----------------------|----|------------|----|--------|----|-------|---|
| R | V | R | V | R | V | R | V | R | V |
| -- | 2 | -- | -- | -- | -- | -- | 01 | -- | 3 |

2.4 No. of Guest and Visiting faculty and Temporary faculty

| | | |
|----|----|----|
| -- | -- | -- |
|----|----|----|

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | 1 | 16 | 3 |
| Presented papers | 1 | 16 | 3 |
| Resource Persons | - | -- | 1 |

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

Video Recording of Micro-Teaching and Demo lessons.
Lectures and Seminars on L.C.D., Mobile teaching

2.7 Total No. of actual teaching days during this academic year 2014-15

195

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

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

2.10 Average percentage of attendance of students 90%

2.11 Course/Programme wise distribution of pass percentage:

| Title of the Programme | Total no. of students appeared | Division | | | | |
|------------------------|--------------------------------|---------------|-------|------|-------|--------|
| | | Distinction % | I % | II % | III % | Pass % |
| B.Ed. | 77 | 12.98 | 55.84 | 7.79 | -- | 76.61 |

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

By providing Reference books, L.C.D. computers, content test, psychological test, Internal exam., tutorials, assignments etc.

2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programmes</i> | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses | -- |
| UGC – Faculty Improvement Programme | -- |
| HRD programmes | -- |
| Orientation programmes | 01 |
| 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 | 4 | 4 | -- | -- |
| Technical Staff | 1 | -- | -- | -- |

Criterion – III

3. Research, Consultancy and Extension

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

Providing opportunity to prepare and present various research papers in seminar, conference. Discussion on multidisciplinary researches with the staff members

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 | -- | 1 | -- |
| Non-Peer Review Journals | -- | -- | -- |
| e-Journals | -- | -- | -- |
| Conference proceedings | 6 | 3 | -- |

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 | 2014-2015 | Maharashtra Textbook Bureau ,Pune | 10000 | 1000 |
| Interdisciplinary Projects | - | - | - | - |
| Industry sponsored | - | - | - | - |
| Projects sponsored by the University/ College | - | - | - | - |
| Students research projects <i>(other than compulsory by the University)</i> | - | - | - | - |
| Any other(Specify) | - | - | - | - |
| Total | - | - | 10000 | 1000 |

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences
organized by the Institution

| Level | International | National | State | University | College |
|---------------------|---------------|----------|-------|------------|---------|
| Number | -- | -- | -- | -- | -- |
| 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 | -- |
| 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 and students registered under them

2

3

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 --
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

- * The Associate Professor Mrs.Prabha Ghorpade worked as member of the Local Inquiry Committees appointed by the Shivaji University (M.S.).
- * Professor Mrs.Prabha Ghorpade & Dr. B.M.Patil are member of the LIC appointed by Shivaji University Kolhapur
- * Faculty members Worked as examiners in University viva voce & practical examination.
- * Faculty members worked as Paper Setters for the University examination.
- * Faculty members worked as Chairman for University Practical Examination.
- * Faculty members worked as Resource Persons in various Schools

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 | 7 | -- | | |
| Laboratories | 01 | -- | | |
| Seminar Halls | 01 | -- | | |
| No. of important equipments purchased (≥ 1 -0 lakh) during the current year. | | -- | | |
| Value of the equipment purchased during the year (Rs. in Lakhs) | 03 | -- | | |
| Others | | -- | | |

4.2 Computerization of administration and library

Administration work done computerised way and library has installed 'Vidyasagar' software

4.3 Library services:

| | Existing | | Newly added | | Total | |
|------------------|----------|-------|-------------|-------|-------|-------|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 1448 | - | 112 | 19725 | | |
| Reference Books | 6091 | | | | | |
| e-Books | | -- | -- | -- | -- | -- |
| Journals | 12 | 3629 | | | | |
| e-Journals | -- | -- | -- | -- | -- | -- |
| 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 | 09 | 01 | 03 | 01 | 01 | 01 | 04 | 02 |
| Added | -- | -- | -- | -- | -- | -- | -- | -- |
| Total | 09 | 01 | 03 | 01 | 01 | 01 | 04 | 02 |

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

ICT Training for Student and Teacher has already done

4.6 Amount spent on maintenance in lakhs :

| | |
|--|-----------|
| i) ICT | -- |
| ii) Campus Infrastructure and facilities | 01 |
| iii) Equipments | 01 |
| iv) Others | 03 |
| Total : | 05 |

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Through orientation programmes.
- Through student representation in various committees.
- Through information display on website / notice board.
- Through guidance and counseling
- Through Grievance Redressal Cell mechanisms

5.2 Efforts made by the institution for tracking the progression

- Through informal talks
- Through guidance and counselling
- Through diagnostic testing and remedial teaching
- Through Grievance Redressal Cell (Suggestion / Complaint box)

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|----|----|--------|--------|
| 80 | | | |

(b) No. of students outside the state

| |
|----|
| -- |
|----|

(c) No. of international students

| |
|----|
| -- |
|----|

| | | | | | |
|-----|----|---|-------|----|-----|
| Men | No | % | Women | No | % |
| | -- | | | 80 | 100 |

| | |
|----|-----|
| No | % |
| 80 | 100 |

| | | Last Year | | | | | | This Year | | | | | | | |
|---------|----|-----------|-----|-----------------------|-----|----|-------|-----------|----|----|-----|-----------------------|-----|----|-------|
| General | SC | ST | OBC | Physically Challenged | SBC | NT | Total | General | SC | ST | OBC | Physically Challenged | SBC | NT | Total |
| 27 | 10 | -- | 12 | | 3 | 4 | 56 | 40 | 15 | 01 | 11 | -- | 2 | 11 | 70 |

Demand ratio

Dropout %

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

- Guidance lectures for competitive examination has arranged
- Books for competitive examinations are made available in the library

No. of students beneficiaries

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

- Career corner is made available in the campus
- Various books, journals and periodicals are provided by the library
- Talk of expert regarding career guidance is arranged
- Personal guidance is given to interested students

No. of students benefitted

5.7 Details of campus placement

| <i>On campus</i> | | | <i>Off Campus</i> |
|---------------------------------|---------------------------------|---------------------------|---------------------------|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| -- | -- | -- | 05 |

5.8 Details of gender sensitization programmes

- On international women's day various sensitive issues are discussed
- Rangoli competition arranged on the subject 'Save girl child'

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

| | Number of students | Amount |
|--|-------------------------------|-------------------------------|
| Financial support from institution | 1 | 5000 |
| Financial support from government | <input type="text" value=""/> | <input type="text" value=""/> |
| Financial support from other sources | <input type="text" value=""/> | <input type="text" value=""/> |
| Number of students who received International/ National recognitions | <input type="text" value=""/> | <input type="text" value=""/> |

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

More time spent on practicals compared to theory lectures

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision-The vision of our college is to prepare ideal and committed teachers for the welfare of society
Mission-To provide competent and true teachers to the society for quality education

6.2 Does the Institution has a management Information System

- An Academic Committee and Divisional Head are deputed by the management who visits the college regularly and collects the information about the college issues and conveys it to the management
- Principal involved periodically in the management meetings.

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

6.3.1 Curriculum Development

- Experts from different fields invited to give lectures related to different courses

6.3.2 Teaching and Learning

- Technology enabled teaching
- Team teaching
- Teaching through communicative approach(English method)

6.3.3 Examination and Evaluation

- Additional exams are taken apart from that of prescribed by the University for Students' Preparation.
- Surprise tests are conducted
- In few methods, innovative ways of examination were taken other than paper pen test.

6.3.4 Research and Development

- Faculty motivated to pursue research and publications
- Faculty motivated to complete PH.D

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Computerization of Library is in Process.
- Psychology laboratory
- science laboratory

6.3.6 Human Resource Management

- Staff sent for various types of training programme and workshops for enhancing their competence.
- Work distributed as per qualifications and experience of the staff.

6.3.7 Faculty and Staff recruitment

- ✓ Head Clerk is recruited on internal Transfer in our College
- ✓ 1 assist professor and 1 associate professor is transferred in this college from Director of higher education, Pune

6.3.8 Industry Interaction / Collaboration

---nil---

6.3.9 Admission of Students

- Centralized admission Process through State Government Committee with MKCL.

6.4 Welfare schemes for

| | |
|--------------|--|
| Teaching | Loan facility by Bank, Group insurance |
| Non teaching | Loan facility by Bank, Group insurance |
| Students | -- |

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?

| Audit Type | External | | Internal | |
|----------------|----------|--------|----------|-----------|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | No | No | Yes | Sanstha |
| Administrative | Yes | C.A. | Yes | Sanstha |

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?

---Nil---

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

---NIL--

6.11 Activities and support from the Alumni Association

- Books donated by Alumni in the Library
- Guidance provided to the new students.
- Arrange the meeting of Alumni Association.

6.12 Activities and support from the Parent – Teacher Association

- meeting of Parent – Teacher Association

6.13 Development programmes for support staff

- Felicitation Programme for Achievers is arranged
- Opportunity given for Orientation/Refresher Programme

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

- During the Internship Programme, students of Environment Education have conducted activities related to Environmental Awareness.
- . 'vruksha Dindi' has arranged

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.

- Increased involvement of management members
- Increased involvement of the stakeholders (Parents / alumni / NGOs)
- Computerization of library

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

Various Educational Activities.

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

1. Arrange the meet of school Head master under the School – College forum.
2. To arrange community based programmes

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

7.4 Contribution to environmental awareness / protection

- During the Internship Programme, students of Environment Education have conducted activities related to Environmental Awareness
- 'Vruksha Dindi' etc.

7.5 Whether environmental audit was conducted? Yes No

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

- Proposal sent for 2F and 12B

8. Plans of institution for next year

1. Research Papers Publication.
2. Course related Plan.
3. Co-curricular activities related Plan.

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 |
