

**Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) by Accredited Institutions
(For Affiliated/Constituent Colleges)**

(Revised as per Revised Accreditation Framework in November, 2017)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

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, **Bengaluru - 560 072** India

The Annual Quality Assurance Report (AQAR) of the IQAC

(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

Part – A

Data of the Institution

(data may be captured from IIQA)

1. Name of the Institution

- Name of the Head of the institution :
- Designation:
- Does the institution function from own campus:
- Phone no./Alternate phone no.:
- Mobile no.:
- Registered e-mail:
- Alternate e-mail :
- Address :
- City/Town :
- State/UT :
- Pin Code :

2. Institutional status:

- Affiliated / Constituent:
- Type of Institution: Co-education/Men/Women
- Location : Rural/Semi-urban/Urban:

- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing (please specify)

- Name of the Affiliating University:
- Name of the IQAC Co-ordinator :
- Phone no. :

Alternate phone no.

- Mobile:
- IQAC e-mail address:
- Alternate Email address:

3. Website address:

Web-link of the AQAR: (Previous Academic Year):

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

4. Whether Academic Calendar prepared during the year?

Yes/No....., if yes, whether it is uploaded in the Institutional website:

Weblink:

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st				from: to:
2 nd				from: to:
3 rd				from: to:
4 th				from: to:
5 th				from: to:

6. Date of Establishment of IQAC: DD/MM/YYYY:

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries

Note: Some Quality Assurance initiatives of the institution are:

(Indicative list)

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action
- Participation in NIRF
- ISO Certification
- NBA etc.
- Any other Quality Audit

8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No:

*upload latest notification of formation of IQAC

10. No. of IQAC meetings held during the year:

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.....

Yes/No

(Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes No

If yes, mention the amount:

Year:

12. Significant contributions made by IQAC during the current year (maximum five bullets)

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13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes

14. Whether the AQAR was placed before statutory body? Yes /No:

Name of the Statutory body:

Date of meeting(s):

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No:

Date:

16. Whether institutional data submitted to AISHE: Yes/No:

Year:

Date of Submission:

17. Does the Institution have Management Information System?

Yes

No

If yes, give a brief description and a list of modules currently operational.
(Maximum 500 words)

Part-B

CRITERION I – CURRICULAR ASPECTS					
1.1 Curriculum Planning and Implementation					
1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words					
1.1.2 Certificate/ Diploma Courses introduced during the Academic year					
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development	
1.2 Academic Flexibility					
1.2.1 New programmes/courses introduced during the Academic year					
Programme with Code	Date of Introduction	Course with Code	Date of Introduction		
1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.					
Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
Already adopted (mention the year)					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
	Certificate	Diploma Courses			
No of Students					
1.3 Curriculum Enrichment					
1.3.1 Value-added courses imparting transferable and life skills offered during the year					
Value added courses	Date of introduction	Number of students enrolled			
1.3.2 Field Projects / Internships under taken during the year					
Project/Programme Title			No. of students enrolled for Field Projects / Internships		
1.4 Feedback System					
1.4.1 Whether structured feedback received from all the stakeholders.					
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents	
Yes/ No	Yes/ No	Yes/ No	Yes/ No	Yes/ No	
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)					
CRITERION II -TEACHING-LEARNING AND EVALUATION					
2.1 Student Enrolment and Profile					
2.1. 1 Demand Ratio during the year					
Name of the Programme	Number of seats available	Number of applications received	Students Enrolled		

2.2 Catering to Student Diversity					
2.2.1. Student - Full time teacher ratio (current year data)					
Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2.3 Teaching - Learning Process					
2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)					
Number of teachers on roll	Number of teachers using ICT (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)					
Number of students enrolled in the institution		Number of fulltime teachers		Mentor: Mentee Ratio	

2.4 Teacher Profile and Quality				
2.4.1 Number of full time teachers appointed during the year				
No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
2.4.2 Honours and recognitions received by teachers (<i>received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year</i>)				
Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies	
2.5 Evaluation Process and Reforms				
2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year				

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination	
2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)					
2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)					
2.6 Student Performance and Learning Outcomes					
2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)					
2.6.2 Pass percentage of students					
Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage	
2.7 Student Satisfaction Survey					
2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)					
CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION					
3.1 Resource Mobilization for Research					
3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations					
Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year	
Major projects					
Minor Projects					
Interdisciplinary Projects					
Industry sponsored Projects					
Projects sponsored by the University/ College					
Students Research Projects (<i>other than compulsory by the College</i>)					
International Projects					
Any other(Specify)					
Total					
3.2 Innovation Ecosystem					
3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year					

Title of Workshop/Seminar		Name of the Dept.		Date(s)		
3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year						
Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category		
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year						
Incubation Centre		Name		Sponsored by		
Name of the Start-up		Nature of Start-up		Date of commencement		
3.3 Research Publications and Awards						
3.3.1 Incentive to the teachers who receive recognition/awards						
State		National		International		
3.3.2 Ph. Ds awarded during the year (applicable for PG College, Research Center)						
Name of the Department			No. of Ph. Ds Awarded			
3.3.3 Research Publications in the Journals notified on UGC website during the year						
	Department	No. of Publication		Average Impact Factor, if any		
National						
International						
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year						
Department			No. of publication			
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the

r						publication
3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :						
No. of Faculty	International level	National level	State level	Local level		
Attended Seminars/ Workshops						
Presented papers						
Resource Persons						
3.4 Extension Activities						
3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year						
Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities			
3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year						
Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited			
3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year						
Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities		
3.5 Collaborations						
3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year						
Nature of Activity	Participant	Source of financial support	Duration			
3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year						
Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	participant		
3.5.3 MoUs signed with institutions of national, international importance, other universities, industries,						

corporate houses etc. during the year						
Organisation	Date of MoU signed		Purpose and Activities		Number of students/teachers participated under MoUs	
CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES						
4.1 Physical Facilities						
4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year						
Budget allocated for infrastructure augmentation			Budget utilized for infrastructure development			
4.1.2 Details of augmentation in infrastructure facilities during the year						
Facilities			Existing		Newly added	
Campus area						
Class rooms						
Laboratories						
Seminar Halls						
Classrooms with LCD facilities						
Classrooms with Wi-Fi/ LAN						
Seminar halls with ICT facilities						
Video Centre						
No. of important equipments purchased (\geq 1-0 lakh) during the current year.						
Value of the equipment purchased during the year (Rs. in Lakhs)						
Others						
4.2 Library as a Learning Resource						
4.2.1 Library is automated {Integrated Library Management System -ILMS }						
Name of the ILMS software		Nature of automation (fully or partially)		Version		Year of automation
4.2.1 Library Services:						
	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books						
Reference Books						
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Library automation						
Weeding (Hard & Soft)						
Others (specify)						

4.3 IT Infrastructure									
4.3.1 Technology Upgradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available bandwidth (MGBPS)	Others
Existing									
Added									
Total									
4.3.2 Bandwidth available of internet connection in the Institution (Leased line)									
..... MBPS /GBPS									
4.3.3 Facility for e-content									
Name of the e-content development facility					Provide the link of the videos and media centre and recording facility				
4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc									
Name of the teacher		Name of the module			Platform on which module is developed		Date of launching e - content		

4.4 Maintenance of Campus Infrastructure			
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year			
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (<i>maximum 500 words</i>) (information to be available in institutional Website, provide link)			
CRITERION V - STUDENT SUPPORT AND PROGRESSION			
5.1 Student Support			
5.1.1 Scholarships and Financial Support			
	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution			
Financial support from other sources			
a) National			
b) International			

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,					
Name of the capability enhancement scheme		Date of implementation	Number of students enrolled		Agencies involved
5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year					
Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year					
Total grievances received		No. of grievances redressed		Average number of days for grievance redressal	
5.2 Student Progression					
5.2.1 Details of campus placement during the year					
On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
5.2.2 Student progression to higher education in percentage during the year					
Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)					
Items		No. of Students selected/qualifying		Registration number/roll number for the exam	
NET					
SET					
SLET					
GATE					
GMAT					
CAT					

GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other		

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

5.3.2 No. of ~~registered~~ enrolled Alumni:

5.3.3 Alumni contribution during the year (in Rupees) :

5.3.4 Meetings/activities organized by Alumni Association :

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)

6.1.2 Does the institution have a Management Information System (MIS)?

Yes/No/Partial:

6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

❖ Curriculum Development

❖ Teaching and Learning

❖ Examination and Evaluation

❖ Research and Development

❖ Library, ICT and Physical Infrastructure / Instrumentation

❖ Human Resource Management					
❖ Industry Interaction / Collaboration					
❖ Admission of Students					
6.2.2 : Implementation of e-governance in areas of operations:					
❖ Planning and Development					
❖ Administration					
❖ Finance and Accounts					
❖ Student Admission and Support					
❖ Examination					
6.3 Faculty Empowerment Strategies					
6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year					
Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support	
6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year					
Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non- teaching staff)
6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year					
Title of the professional development programme		Number of teachers who attended		Date and Duration (from – to)	
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):					
Teaching			Non-teaching		
Permanent	Fulltime		Permanent	Fulltime/temporary	
6.3.5 Welfare schemes for					
Teaching					
Non teaching					
Students					
6.4 Financial Management and Resource Mobilization					
6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each)					
6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)					
Name of the non government funding		Funds/ Grants received in Rs.		Purpo	

agencies/ individuals				se
6.4.2 Total corpus fund generated				
6.5 Internal Quality Assurance System				
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?				
Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic				
Administrative				
6.5.2 Activities and support from the Parent – Teacher Association (at least three)				
6.5.3 Development programmes for support staff (at least three)				
6.5.4 Post Accreditation initiative(s) (mention at least three)				
6.5.5				
a. Submission of Data for AISHE portal : (Yes /No)				
b. Participation in NIRF : (Yes /No)				
c. ISO Certification : (Yes /No)				
d. NBA or any other quality audit : (Yes /No)				
6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to-----)	Number of participants

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period (from-to)	Participants	
		Female	Male

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities		
Provision for lift		
Ramp/ Rails		

Braille Software/facilities		
Rest Rooms		
Scribes for examination		
Special skill development for differently abled students		
Any other similar facility		

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-----to-----)	Number of participants

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

7.2 Best Practices

Describe at least two institutional best practices

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust

Provide the weblink of the institution in not more than 500 words

8. Future Plans of action for next academic year (500 words)

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____ *** _____

Abbreviations:

CAS	-	Career Advancement 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

For Communication with NAAC

The Director

National Assessment and Accreditation Council (NAAC)

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