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)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- *< To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- *< To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- *~ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- *~* To undertake quality-related research studies, consultancy and training programmes, and
- *~* To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.

Value Framework

To promote the following core values among the HEIs of the country:

- *Contributing to National Development*
- Fostering Global Competencies among Students
- Inculcating a Value System among Students
- Promoting the Use of Technology
- ➢ Quest for Excellence

Contents

1.	Introduction	Page Nos. 4
2.	Objective	4
3.	Strategies	4
4.	Functions	5
5.	Benefits	5
6.	Composition of the IQAC	5
7.	The role of coordinator	6
8.	Operational Features of the IQAC	6
9.	Monitoring Mechanism	7
10.	Mandatory submission of AQAR by NAAC	7
11.	The Annual Quality Assurance Report (AQAR) of the IQAC	8

Part – A

 11. Details of the Institution 12. IQAC Composition and Activities Part – B 13. Criterion – I: Curricular Aspects 14. Criterion – II: Teaching, Learning and Evaluation 15. Criterion – III: Research, Consultancy and Extension 16. Criterion – IV: Infrastructure and Learning Resources 17. Criterion – V: Student Support and Progression 18. Criterion – VI: Governance, Leadership and Management 19. Criterion – VII: Innovations and Best Practices 20. Abbreviations 	
Part – B13. Criterion – I: Curricular Aspects14. Criterion – II: Teaching, Learning and Evaluation15. Criterion – III: Research, Consultancy and Extension16. Criterion – IV: Infrastructure and Learning Resources17. Criterion – V: Student Support and Progression18. Criterion – VI: Governance, Leadership and Management19. Criterion – VII: Innovations and Best Practices	9
13. Criterion – I: Curricular Aspects14. Criterion – II: Teaching, Learning and Evaluation15. Criterion – III: Research, Consultancy and Extension16. Criterion – IV: Infrastructure and Learning Resources17. Criterion – V: Student Support and Progression18. Criterion – VI: Governance, Leadership and Management19. Criterion – VII: Innovations and Best Practices	12
14. Criterion – II: Teaching, Learning and Evaluation15. Criterion – III: Research, Consultancy and Extension16. Criterion – IV: Infrastructure and Learning Resources17. Criterion – V: Student Support and Progression18. Criterion – VI: Governance, Leadership and Management19. Criterion – VII: Innovations and Best Practices	
15. Criterion – III: Research, Consultancy and Extension16. Criterion – IV: Infrastructure and Learning Resources17. Criterion – V: Student Support and Progression18. Criterion – VI: Governance, Leadership and Management19. Criterion – VII: Innovations and Best Practices	14
16. Criterion – IV: Infrastructure and Learning Resources17. Criterion – V: Student Support and Progression18. Criterion – VI: Governance, Leadership and Management19. Criterion – VII: Innovations and Best Practices	15
17. Criterion – V: Student Support and Progression18. Criterion – VI: Governance, Leadership and Management19. Criterion – VII: Innovations and Best Practices	17
18. Criterion – VI: Governance, Leadership and Management19. Criterion – VII: Innovations and Best Practices	20
19. Criterion – VII: Innovations and Best Practices	22
	24
20. Abbreviations	27
	29

Document revised by: Dr. Ganesh Hegde, Deputy Adviser and B. S. Ponmudiraj, Deputy Adviser, NAAC

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

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 (<u>capuaqar@gmail.com</u>). 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.

Mandatory Submission of AQAR by IQAC

So far submission of AQARs was not a Mandatory requirement for Institutions applying to NAAC 2^{nd} and subsequent cycles of Assessment and Accreditation (A&A). It has now been decided by the Executive committee of NAAC that **regular submission of AQARs should be made mandatory for 2^{nd} and subsequent cycles of accreditation.**

In view of the decision of **Executive Committee of NAAC** the following will be the pre-requisites for submission of LOI for all Higher Education Institutions (HEIs) opting for 2^{nd} and subsequent cycles of A& A with effect from 16th September 2016:

- → Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders.

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*)

I. Details of the Institution	on
1.1 Name of the Institution	
1.2 Address Line 1	
Address Line 2	
City/Town	
State	
Pin Code	
Institution e-mail address	
Contact Nos.	
Name of the Head of the Institut	ion:
Tel. No. with STD Code:	
Mobile:	

Name of the IQAC Co-ordinator:	
Mobile:	
IQAC e-mail address:	

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:

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	Validity
51. INO.				Accreditation	Period
1	1 st Cycle				
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY



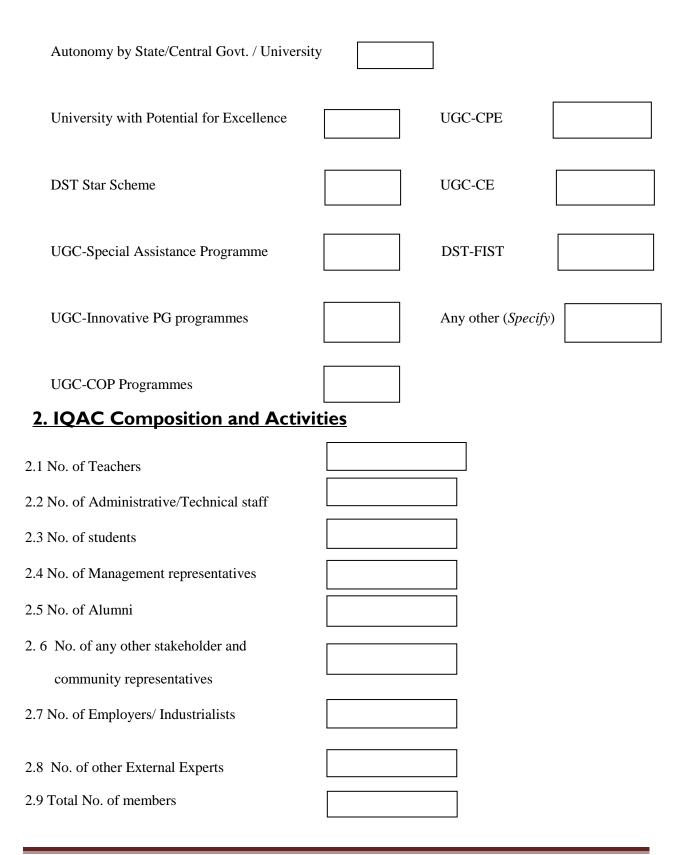
1.8 AQAR for the year (for example 2010-11)

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

i. AQAR	(DD/MM/YYY)4
	(DD/MM/YYYY)
	(DD/MM/YYY)
iv. AQAR	(DD/MM/YYY)
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 Insti-	tution Yes No
(eg. AICTE, BCI, MCI, PCI, NCI)	
Type of Institution Co-educatio	n Men Women
Urban	Rural Tribal
Financial Status Grant-in-a	$\operatorname{uid} \qquad UGC 2(f) \qquad UGC 12B \qquad \qquad$
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)

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



2.10 No. of IQAC meetings held

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
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
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
* 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

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				
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total				
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	

1.3 Feedback from stakeholders* (On all aspects)	Alumni	Parents	Employers		Students		
Mode of feedback :	Online	Manual	Co-operating	g scho	ols (for PE	ED [

*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.

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

2.2 No. of permanent faculty with Ph.D.

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

Asst.		Associa	ite	Professors		Others		Total	
Professors Professors									
R	V	R	V	R	V	R	V	R	V

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			
Presented papers			
Resource Persons			

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

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

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

2.11 Course/Programme wise

distribution of pass percentage :

Title of the Programme	Total no. of students	Division				
1 - ogeninine	appeared	Distinction %	I %	II %	III %	Pass %

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

2.13 Initiatives undertaken towards faculty development

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

2.14 Details of Administrative and Technical staff

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

Criterion – III

3. Research, Consultancy and Extension

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

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

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

3.5 Details on Impact factor of publications:

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

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

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

ii) Without ISBN No.3.8 No. of University Departments receiving funds from	
UGC-SAP CAS DST-FIST DPE DBT Scheme/fund	ds
3.9 For colleges Autonomy CPE DBT Star Scheme INSPIRE CE Any Other (specified)	
3.10 Revenue generated through consultancy	
3.11 No. of conferences Level International National State Univ	ersity College
Number	
organized by the Institution Sponsoring agencies	
3.12 No. of faculty served as experts, chairpersons or resource persons	L
3.13 No. of collaborations International National Any of	her
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	
Applied	
National Granted	
International Applied	
Granted Granted Applied	
Commercialised 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			
3.19 No. of Ph.D. awarded by faculty from the Inst	itution		
3.20 No. of Research scholars receiving the Fellow JRF SRF	vships (Newly enro Project Fellows	 xisting ones) 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 for	um	
NCC	NSS	Any other	

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

- •
- •

Criterion – IV 4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area				
Class rooms				
Laboratories				
Seminar Halls				
No. of important equipments purchased $(\geq 1-0 \text{ lakh})$ during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library



4.3 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						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart- ments	Others
Existing								
Added								
Total								

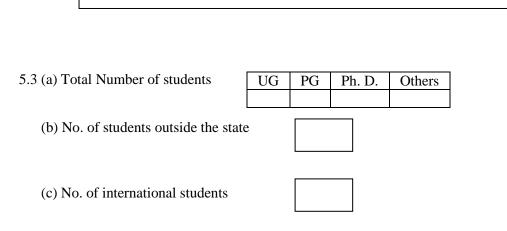
- 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)
- 4.6 Amount spent on maintenance in lakhs :
 - i) ICT
 - ii) Campus Infrastructure and facilities
 - iii) Equipments
 - iv) Others

Total :

Criterion – V 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

5.2 Efforts made by the institution for tracking the progression



Men No % Women

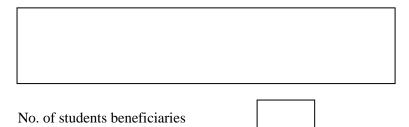


	Last Year							Т	his Yea	ır	
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total

Demand ratio

Dropout %

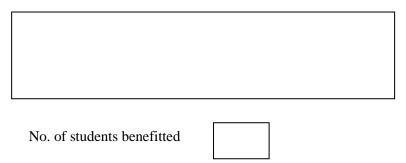
5.4 Details of student support mechanism for coaching for competitive examinations (If any)



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



5.7 Details of campus placement

	On campus					
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed			

5.8 Details of gender sensitization programmes



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 particip	ated in cu	ltural 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		
Financial support from government		
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs	: State/ University level		National level	International level	
Exhibitior	n: State/ University level		National level	International level	
5.12 No	. of social initiatives unde	rtaken by	the students		
5.13 Majo	r grievances of students (i	if any) red	lressed:	 	

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

- 6.3 Quality improvement strategies adopted by the institution for each of the following:
 - 6.3.1 Curriculum Development
 - 6.3.2 Teaching and Learning
 - 6.3.3 Examination and Evaluation
 - 6.3.4 Research and Development

- 6.3.5 Library, ICT and physical infrastructure / instrumentation
- 6.3.6 Human Resource Management
- 6.3.7 Faculty and Staff recruitment
- 6.3.8 Industry Interaction / Collaboration

6.3.9 Admission of Students

6.4 Welfare schemes for	Teaching	
0.4 Wenture schemes for	Non teaching	
	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				
Administrative				

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

For UG Programmes	Yes	No	
For PG Programmes	Yes	No	
6.9 What efforts are made by the University/ Auto	onomous Colle	ege for Examina	ation Reforms?

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

- 6.11 Activities and support from the Alumni Association
- 6.12 Activities and support from the Parent Teacher Association

6.13 Development programmes for support staff

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

Criterion – VII

7. Innovations and Best Practices

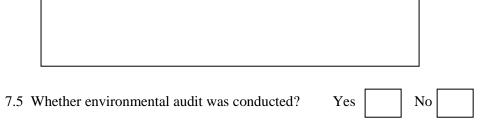
- 7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.
- 7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

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



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

7.4 Contribution to environmental awareness / protection



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

8. Plans of institution for next year

Name	Name	
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
