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

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

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Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

  a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) The relevance and quality of academic and research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution

2. A few senior administrative officers

3. Three to eight teachers

4. One member from the Management

5. One/two nominees from local society, Students and Alumni

6. One/two nominees from Employers /Industrialists/stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (naac.aqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

Shri P.H.G.Muni. Arts & Science College, Kalol (N.G.)

1.2 Address Line 1

OPP. ROTARY CLUB, COBRA CIRCLE,

Address Line 2

AMBICA HIGHWAY

City/Town

KALOL (N.G.) DIST : GANDHINAGAR

State

GUJARAT

Pin Code

382721

Institution e-mail address

Principalphg1966@gmail.com

Contact Nos.

02764-223279

Name of the Head of the Institution:

PRINCIPAL : Dr. K.C.DESHMUKH

Tel. No. with STD Code:

02764-223279

Mobile:

9924181397

Name of the IQAC Co-ordinator:

Pro. M.A. MACWAN

Mobile:

9426521987

IQAC e-mail address:

madhukant_mac@yahoo.co.in

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

GJCOGN13545

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)

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1.5 Website address:

www.sciencewithhumanity.org

Web-link of the AQAR:

www.sciencewithhumanity.org/AQAR2012-13.doc

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	C	1.63	2008	2013
2	2nd Cycle	-	-	-	-
3	3rd Cycle	-	-	-	-
4	4th Cycle	-	-	-	-

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

28/08/2008

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

2012-13

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 __2008-2009 _____ _____ September 2009
   ii.   AQAR__2009-2010_____ _____ August 2010
  iii.   AQAR___2010-2011_____ _____ September 2014
  iv.   AQAR__ 2011-2012_____ _____September 2014

1.10 Institutional Status

University   State [√] Central [ ] Deemed [ ] Private [ ]

Affiliated College   Yes [√] No [ ]

Constituent College   Yes [ ] No [√]

Autonomous college of UGC   Yes [ ] No [√]

Regulatory Agency approved Institution   Yes [ ] No [√]

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [√] Men [ ] Women [ ]

                    Urban [ ] Rural [√] Tribal [ ]

Financial Status   Grant-in-aid [√] UGC 2(f) [ ] UGC 12B [ ]

              Grant-in-aid + Self Financing [ ] Totally Self-financing [ ]

1.11 Type of Faculty/Programme

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

    TEI (Edu) [ ] Engineering [ ] Health Science [ ] Management [ ]

    Others (Specify)   .   ------

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

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

Autonomy by State/Central Govt. / University   N.A

University with Potential for Excellence   --   UGC-CPE   ---

DST Star Scheme   ---   UGC-CE   --

UGC-Special Assistance Programme   --   DST-FIST   --

UGC-Innovative PG programmes   --   Any other (*Specify*)   --

UGC-COP Programmes   --

2. IQAC Composition and Activities

2.1 No. of Teachers   05

2.2 No. of Administrative/Technical staff   01

2.3 No. of students   01

2.4 No. of Management representatives   01

2.5 No. of Alumni   01

2. 6 No. of any other stakeholder and
       community representatives   01

2.7 No. of Employers/ Industrialists   01

2.8 No. of other External Experts   01

2.9 Total No. of members   12

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.   02   Faculty   01

Non-Teaching Staff Students　[01]　Alumni　[01]　Others　[01]

2.12 Has IQAC received any funding from UGC during the year?　Yes [ ]　No [√]

　　　If yes, mention the amount　[----]

2.13 Seminars and Conferences (only quality related)

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

　　　Total Nos. [--]　International [--]　National [--]　State [--]　Institution Level [--]

　　　(ii) Themes　[Nil]

2.14 Significant Activities and contributions made by IQAC

　　　[Establishment of discipline and development of work culture .]

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
Development of research	Increase in the number . of participation in seminar, conferences.

　　　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

　　　[------]

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	-	-	-	-
UG	02	-	-	-
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:

Semester   Trimester   Annual   02   Number

1.3 Feedback from stakeholders*   Alumni | - | Parents | - | Employers | - | Students | √ |
   (On all aspects)

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

Please provide an analysis of the feedback in the Annexure

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

   NO, Their is no drastic change

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

   No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
31	03	26	01	01

2.2 No. of permanent faculty with Ph.D.

13

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
--	--	--	02	-	-	-	-	-	02

2.4 No. of Guest and Visiting faculty and Temporary faculty | -- | | -- | | 02 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	09	20	20
Presented papers	03	16	02
Resource Persons	00	00	00

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

Conducting students seminar

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

224

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

Inter departmental open book exam.

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

| --- | ---- | 02 |

2.10 Average percentage of attendance of students

60

2.11 Course/Programme wise

distribution of pass percentage :

B.Sc.

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Sem-I	180	1.67	13.89	56.11	--	7.22
Sem-II	173	12.13	36.41	36.99	--	2.31
Sem-III	75	1.33	26.67	64.00	--	8.00
Sem-IV	73	2.73	34.25	32.88	--	1.37
T.Y.B.Sc	69	--	36.23	34.78	--	2.89

B.A.

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Sem-I	642	--	2.49	33.80	--	23.68
Sem-II	631	1.16	8.08	46.43	--	25.83
Sem-III	490	--	7.14	39.18	--	23.46
Sem-IV	464	0.22	9.91	47.19	--	23.28
T.Y.B.A	527	--	6.64	31.11	--	29.79

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	Nil
UGC – Faculty Improvement Programme	01
HRD programmes	Nil
Orientation programmes	Nil
Faculty exchange programme	Nil
Staff training conducted by the university	01
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	07
Others	01

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	04	06	Nil	Nil
Technical Staff	03	02	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

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

Awareness by intuition and inspiration to attend   more seminars
workshop etc.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.4   Details on research publications

	International	National	Others
Peer Review Journals	4	1	0
Non-Peer Review Journals	0	0	0
e-Journals	0	0	0
Conference proceedings	0	0	0

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 phy.	2	UGC	1.9	1.35
Interdisciplinary Projects	---	---	---	---
Industry sponsored	---	---	---	---
Projects sponsored by the University/ College	---	---	---	---
Students research projects *(other than compulsory by the University)*	---	---	---	---
Any other(Specify)	---	---	---	---
Total	---	---	---	---

3.7 No. of books published   i) With ISBN No.   Chapters in Edited Books   00

978-81-924517-2-5

Jaggu Bakul Bhusan Virchita Natyantri

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   04

Prof Macwan served as an expert in selection committee for the post of Assi.Prof.in communication skills.in Kalol Inst. Of Technology & Reseacrh-22-6-12. And on 16/8/12.

Prof. R.M.Joseph served as an expert in selection committee for the post of Assi.Prof.in communication skills.in Kalol Inst. Of Technolo|___| Reseacrh on 16/8/12.

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   [01]
   and students registered under them   [02]

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 [02]   International level [-]

3.22 No. of students participated in NCC events:

University level | -- | State level | -- |

National level | 01 | 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 | 01 | International level | -- |

3.25 No. of Extension activities organized

University forum | 02 | College forum | 05 |

NCC | 02 | NSS | 02 | Any other | - |

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

- Career guidance classes taken in umiya school, kalol and science project guide at, joyful international school .Kalol.

- Judicial performed district level science exhibitions (DAICT) at 25 to 27/9/12 at Mahesana

- Election awareness programme held in the college as well as in the villages of Kalol Taluka. All the staff members went to the villages, stayed there for a day and spread election awareness among the villagers before election. An election machine, VVPAT was introduced in the last election.

- N.S.S. Activity year : 2012

7.1.2012 to 9.1.2012: 4 Students of Kalol N.S.S. Unit participated in N.S.S. Leadership Camp at Dehgam

6.1.2012 to 12.1.2012: N.S.S. Annual Camp at Serisa Village, No Addiction Elocution Program, play shows   by Nashbandhi Mandal Gujarat & Nashbandhi Abkari Khatu Gandhinagar & Cultural Programs held by N.S.S. Unit Kalol, My Village Clean Village Awareness Program

4.6.2012 to 19.6.2012: Chhaya Patel of Kalol N.S.S. Unit participated in N.S.S. National Summer Camp at Vishakhapatnam

17.6.12. to 30.6.2012: Dr.H.K.Solanki leaded 15 students from Gujarat State to National Trekking Camp Patnitop Jammu, two students named Kinjal Patel & Janki Patel be a part of Kalol N.S.S. Unit

11.7.2012: World Population Day Celebration at College by N.S.S. Unit

5.9.2012: Eye Checkup, Motiya Nidan & Specs donation at N.S.S. Adopted Village Borisana by Rotary Club Kalol, 250 specs donated at Camp

2012: Shaurya Geet Competition of N.S.S. Unit sponsored by Nashabandhi Mandal Gujarat & Nashabandhi Abkari Khatu G'n

23.9.2012: PAN card awareness progam by N.S.S.

3.10.2012: Mega Blood Donation & Thalesemia Nidan Camp by Divya Bhaskar Group & Indian Red Cross Society, 153 bottles donated by N.S.S. Unit – spon- Indian Red Cross Society, Kalol

2012: Voter Awareness Rally by N.S.S. Unit Kalol .

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	9.6 Acre	-	-	9.6
Class rooms	19	-	-	19
Laboratories	06	-	-	06

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

4.2 Computerization of administration and library

Office atomisation

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	777	116754	106	14255	883	131009
Reference Books	150	83412	00	00	150	83412
e-Books	00	00	00	00	00	00
Journals	00	00	00	00	00	00
e-Journals	00	00	00	00	00	00
Digital Database	00	00	00	00	00	00
CD & Video	05	250	02	250	07	500
Others (specify)	00	00	00	00	00	00

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	30	01	22	01	01	01	0	0
Added	06	-	-	-	-	-	-	-
Total	36	01	22	01	01	01	0	0

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

Computers were provided to HOD. In science.

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

Personal guidance , to students as well as faculty.

5.2 Efforts made by the institution for tracking the progression

Result

Participation in other activities

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1970	--	--	--

(b) No. of students outside the state | Nil |

(c) No. of international students | Nil |

Men	No	%	Women		No	%
	1018	51.68			952	48.32

General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
647	454	22	608	13	1744	711	492	29	727	11	1970

Demand ratio   1 : 1.04   Dropout % 19.25

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

> Career corner is run by the college.

No. of students beneficiaries   36

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

> Placement cell performed campus interview

No. of students benefitted   100

5.7 Details of campus placement

	On campus		Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
02	160	36	-

5.8 Details of gender sensitization programmes

Programmes organised by CWDC of college.

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	-	-
Financial support from government	-	21,57,849
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

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

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

5.12   No. of social initiatives undertaken by the students | -- |

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> To be a Centre of rural upliftment with Education and literacy, Lead to moral duty awareness and development of character leading to National integrity.

6.2 Does the Institution has a management Information System

> Empowering the student to meet the demands of modern technological challenges towards the development of human resources, narrowing the gap between industry and academics. Teach the students for the Eco-friendly use of environmental energy resources, leading to sustainable National development.

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

    6.3.1   Curriculum Development

> Subject wise internal discussion amongst staff , and then providing to related person(Board.)
>
> Teaching plan Diary

    6.3.2   Teaching and Learning

> Purchase if projector.

    6.3.3   Examination and Evaluation

> Open day on Result day
>
> Objective questions (short questions)were included

    6.3.4   Research and Development

> Inspiration to attend seminar, conferences etc.

6.3.5 Library, ICT and physical infrastructure / instrumentation

New books were purchased

6.3.6 Human Resource Management

Through Adhoc Faculty recruited by management

6.3.7 Faculty and Staff recruitment

Through Adhoc Faculty recruited by management

6.3.8 Industry Interaction / Collaboration

Students list were provided to different agencies.

6.3.9 Admission of Students

As par govt and university norms.

6.4 Welfare schemes for

Teaching	01
Non teaching	01
Students	01

6.5 Total corpus fund generated

Nil

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	No	No
Administrative	No	No	No	No

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?

Paper setting pattern was established by university.

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

Organising Garba festival in the college.

6.12 Activities and support from the Parent – Teacher Association

Verbal suggestions for the syllabus .

6.13 Development programmes for support staff

Allowed to participate in external workshop seminar etc.

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

> Proper use of Rainwater as distilled water in science laboratory.

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.

- Prepare poster about science them by students.

- Judicial performed science exhibitions Feb 2013 joyful school

- Arrange job placement for science students in college

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

- Execution of plan during the year.

- Activities of the college during the Year:-

- G.K test –competition held in the college.

- Teachers' day celebration.

- Budget awareness programme

- A visit to a bookfair.

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

- Guide Students for visit at rural school.

- G.K test –competition held in the college.

- Guide student to making chemistry model.

- Arrange job placement for science students in college

- Arrenge personality development programs and other

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

7.4 Contribution to environmental awareness / protection

Tree plantation

7.5 Whether environmental audit was conducted?   Yes [ ]   No [√]

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

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

- Carrying out the project (Teach English Rural Area)on a wider range(FYBA,SYBA,TYBA)40 hrs (20+20 per Term)teaching English in rural primary schools by our students.
- Celebrating students Birthday and planting a sapling in his/her memory.
- Arranging Students' Seminar at University level.
- Arrangement of Guests Lecture on Textual matters.
- Making the movie club more effective.
- Making the P. G. Cell more effective.
- DELL Spoken Classes for all the class of the society.
- Holding Vacation Batches for school children helping them speak English fluently.
- A visit to a BOOK FAIR , making the students realize the advantages of reading Books.To hold a State Level Seminar in English
- Helping the A.T.K.T students by arranging extra classes and providing helpful material.

- Arranging a meeting with the parents . discussing with them the result of their wards. Providing some helpful tips for exam.

- Arranging movie shows based on texts.

- Projects of Teach English Rural Area.

- Educational Tour.

- Providing students written material (Exam oriented)

- Spoken English Classes(DELL)

- Departmental Library.

- A visit to a Book Fair

- Extra curricular activities.

- P.G. Guiding Cell

- Shivamahimna Stotra Gan

- Chhandgan

- Sanskrit Gaurav Camp

- Sanskrit Gaurav Exam

- Teach Sanskrit Rural Area project

*Prof.*M.A.Makwan   Dr.K.C.Deshmukh

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Principal, 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

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