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

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 Institution:

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 Accreditation	Validity Period
1	1st Cycle				
2	2nd Cycle				
3	3rd Cycle				
4	4th 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 2010-11 submitted to NAAC on 12-10-2011*)

    i. AQAR_____ _____ (DD/MM/YYYY)4

   ii. AQAR_____ _____ (DD/MM/YYYY)

  iii. AQAR_____ _____ (DD/MM/YYYY)

  iv. AQAR_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

University   State ☐   Central ☐   Deemed ☐   Private ☐

Affiliated College   Yes ☐   No ☐

Constituent College   Yes ☐   No ☐

Autonomous college of UGC   Yes ☐   No ☐

Regulatory Agency approved Institution   Yes ☐   No ☐

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

Type of Institution   Co-education ☐   Men ☐   Women ☐

                            Urban ☐   Rural ☐   Tribal ☐

Financial Status   Grant-in-aid ☐   UGC 2(f) ☐   UGC 12B ☐

                     Grant-in-aid + Self Financing ☐   Totally Self-financing ☐

1.11 Type of Faculty/Programme

     Arts ☐   Science ☐   Commerce ☐   Law ☐   PEI (Phys Edu) ☐

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

     Others   (Specify)   [   ]

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

[   ]

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

Autonomy by State/Central Govt. / University   [   ]

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

DST Star Scheme   [   ]   UGC-CE   [   ]

UGC-Special Assistance Programme   [   ]   DST-FIST   [   ]

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

UGC-COP Programmes   [   ]

2. IQAC Composition and Activities

2.1 No. of Teachers   [   ]

2.2 No. of Administrative/Technical staff   [   ]

2.3 No. of students   [   ]

2.4 No. of Management representatives   [   ]

2.5 No. of Alumni   [   ]

2. 6 No. of any other stakeholder and

   community representatives   [   ]

2.7 No. of Employers/ Industrialists   [   ]

2.8 No. of other External Experts   [   ]

2.9 Total No. of members   [   ]

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 [   ]

If yes, mention the amount [   ]

2.13 Seminars and Conferences (only quality related)

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

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

(ii) Themes [   ]

2.14 Significant Activities and contributions made by IQAC

[   ]

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

[   ]

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				
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*   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.

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. Professors		Associate Professors		Professors		Others		Total	
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 appeared	Division				
		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				

☐

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

ii) Without ISBN No. [   ]

3.8 No. of University Departments receiving funds from

UGC-SAP [   ]   CAS [   ]   DST-FIST [   ]

DPE [   ]   DBT Scheme/funds [   ]

3.9 For colleges   Autonomy [   ]   CPE [   ]   DBT Star Scheme [   ]

INSPIRE [   ]   CE [   ]   Any Other (specify) [   ]

3.10 Revenue generated through consultancy [   ]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons [   ]

3.13 No. of collaborations   International [   ]   National [   ]   Any other [   ]

3.14 No. of linkages created during this year [   ]

3.15 Total budget for research for current year in lakhs :

From Funding agency [   ]   From Management of University/College [   ]

Total [   ]

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions   received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

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

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF   SRF   Project Fellows   Any other

3.21 No. of students Participated in NSS events:

University level   State level

National level   International level

3.22 No. of students participated in NCC events:

University level   State level

National level   International level

3.23 No. of Awards won in NSS:

University level   State level

National level   International level

3.24 No. of Awards won in NCC:

University level   State level

National level   International level

3.25 No. of Extension activities organized

University forum ☐   College forum ☐

NCC ☐   NSS ☐   Any other ☐

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

-
-

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 (≥ 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

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

```



```

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others

(b) No. of students outside the state

```

```

(c) No. of international students

```

```

Men	No	%

Women	No	%

Last Year						This Year					
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)

```



```

No. of students beneficiaries

```

```

5.5 No. of students qualified in these examinations

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

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

5.6 Details of student counselling and career guidance

[ ]

No. of students benefitted [ ]

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

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 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		
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: _____

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	
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/ Autonomous College for Examination 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

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

7.5 Whether environmental audit was conducted?   Yes ☐   No ☐

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*

_____ *** _____

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

****