

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*

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

I. Details of the Institution

1.1 Name of the Institution

Gaur Brahman Degree College ,Rohtak

1.2 Address Line 1

Gaur Brahman Degree College

Address Line 2

Gau Karan Road

City/Town

Rohtak

State

Haryana

Pin Code

124001

Institution e-mail address

gbdcrtk@yahoo.com

Contact Nos.

01262-235831, 09355676558

Name of the Head of the Institution:

Dr. J.N Sharma

Tel. No. with STD Code:

01262-235831

Mobile:

09355676556 , 09467712318

Name of the IQAC Co-ordinator:

Dr. J.P Sharma

Mobile:

09896121635

IQAC e-mail address:

drjaipal.sharma@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)____ HRCOGN10224

1.4 Website address:

www.gbvps.org

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	70.5	2003	1.5 YRS
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.6 Date of Establishment of IQAC :

DD/MM/YYYY

15/7/2012

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

2012-13

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

- i. AQAR _____ (DD/MM/YYYY)
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

B.C.A. /P.G.D.J.M.C

1.11 Name of the Affiliating University (for the Colleges)

M.D.U Rohtak

1.12 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

N.A

UGC-CPE

N.A

DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="5 (five)"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="Five"/>
2.3 No. of students	<input type="text" value="Three"/>
2.4 No. of Management representatives	<input type="text" value="One"/>
2.5 No. of Alumni	<input type="text" value="Two"/>
2.6 No. of any other stakeholder and Community representatives	<input type="text" value="One"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="One"/>
2.8 No. of other External Experts	<input type="text" value="One"/>
2.9 Total No. of members	<input type="text" value="19"/>
2.10 No. of IQAC meetings held	<input type="text" value="3"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="3"/> Faculty <input type="text" value="3"/>
Non-Teaching Staff Students	<input type="text" value="3"/> Alumni <input type="text" value="1"/> Others <input type="text"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, mention the amount	<input type="text" value="N.A"/>

2.13 Seminars and Conferences (only quality related)

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

Total Nos. Nil 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
Annexure II	Annexure III

* 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

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	3	nil	3	
UG	4	nil	2	
PG Diploma	1		1	
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	All
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.

Nil

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
12	06	05	Nil	01(Librarian)

2.2 No. of permanent faculty with Ph.D.

05

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
05	09							05	09

2.4 No. of Guest and Visiting faculty and Temporary faculty

 01 20

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	01	
Presented papers	03	05	
Resource Persons		01	

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

The various committees are constituted at the commencement of new session such as admission committee, Time Table committee, Examination board, cultural committee etc. Time table committee designs the time table in such a manner that each and every student can attend his/ her classes without any clash. Faculty members satisfy their quarries regarding time table. College releases its academic calendar having detail of all academic and administrative events every year. The schedule of different sports activities, cultural activities, literary competitions etc given to the students to inculcate the spirit of competition amongst students. Various activities are held throughout the year. The college conducts tests, group discussion, workshops, seminars etc. The departments also finalize the plans of extra-curricular activities relating to the department. Visits to various destinations are planned in advance.

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)

N/A

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

No

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A (1 st sem)	600	Nil	3.66	3.33	5.83	100
B.A (2 nd sem)	600	Nil	1.5	4.66	6.66	100
B.A (3 rd sem)	302	Nil	5.96	3.31	2.34	100
B.A (4 th sem)	302	Nil	1.00	3.33	2.00	100
B.A (5 th sem)	153	Nil	6.53	5.88	6.53	100
B.A (6 th sem)	153	Nil	3.27	6.53	3.27	100

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com (1 st sem)	137	Nil	15.33	18.25	5.11	100
B.Com (2 nd sem)	137	Nil	17.52	10.22	10.95	100
B.Com.(3 rd sem)	102	Nil	17.65	28.43	45.1	100
B.Com (4 th sem)	102	Nil	14.71	29.41	46.1	100
B.Com (5 th sem)	80	Nil	12.5	31.25	50	100
B.Com (6 th sem)	80	Nil	18.75	36.25	38.75	100

Title of the Programme (Vocational)	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com (1 st sem)	28	Nil	3.57	14.28	28.57	100
B.Com (2 nd sem)	30	Nil	Nil	1	1.66	100
B.Com.(3 rd sem)	23	Nil	Nil	26.08	17.39	100

B.Com (4 th sem)	14	Nil	Nil	14.28	14.28	100
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Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.C.A.(1 st sem)	46	Nil	32.6	43.5	10.9	100
B.C.A (2 nd sem)	46	Nil	6.52	21.7	26.1	100
B.C.A.(3 rd sem)	23	Nil	56.52	21.7	13.04	100
B.C.A (4 th sem)	20	Nil	25	15	35	100
B.C.A (5 th sem)	40	Nil	25	42.5	20	100
B.C.A (6 th sem)	35	Nil	22.52	8.5	54.28	100

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.B.A (1 st sem)	14	Nil	21.42	50	NIL	100
B.B.A (2 nd sem)	12	Nil	16.66	25	25	100
B.B.A.(3 rd sem)	12	Nil	NIL	33.3	50	100
B.B.A (4 th sem)	12	Nil	16.66	25	NIL	100
B.B.A (5 th sem)	04	Nil	25	75	NIL	100
B.B.A (6 th sem)	04	Nil	25	50	NIL	100

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
M.Com (1 st sem)	58	Nil	13.79	43.10	12.07	100
M.Com(2 nd sem)	57	Nil	10.53	43.86	14.03	100
M.Com (3 rd sem)	42	Nil	40.48	52.38	Nil	100
M.Com (4 th sem)	42	Nil	7.14	57.14	16.66	100

Title of the Programme (English)	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
M.A (1 st sem)	15	Nil	Nil	53.33	26.66	100
M.A(2 nd sem)	15	Nil	Nil	Nil	Nil	100
M.A (3 rd sem)	13	Nil	Nil	38.46	7.69	100
M.A (4 th sem)	13	Nil	Nil	30.77	7.69	100

Title of the Programme (Geography)	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
M.A (1 st sem)	39	Nil	5.13	2.31	10.26	100
M.A(2 nd sem)	36	Nil	19.44	8.33	Nil	100
M.A (3 rd sem)	26	Nil	15.38	65.38	19.23	100
M.A (4 th sem)	26	Nil	Nil	26.92	Nil	100

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
P.G.D.J.M.C	14	Nil	35.71	14.28	21.43	100

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

Annexure I

IQAC was formed at the beginning of academic session. The ultimate aim of formulation of IQAC was to maintain/monitor/evaluate the teaching and learning process of the institution. By keeping this in mind the first meeting of IQAC was held on Aug. 18, 2012 to decide/set about aims and objectives for the whole academics. To evaluate aims and objectives achieved by the institution, second and third meeting were organised on Dec 8, 2012 and April 19, 2013. Regular monitoring was carried out by IQAC on the activities of teaching/ non teaching staff and students. Details of significant activities of IQAC are attached in Annexure I.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1 (Geography)
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	1 (N.S.S P.O)
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	

Summer / Winter schools, Workshops, etc.	2
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	05	Nil	3	10
Technical Staff	1 (Lab Att)	Nil	Nil	3

Criterion – III

3. Research, Consultancy and Extension

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

The college ensures timely availability of funds for any type of research activity carried out by faculty. The infrastructure available in the college is adequate for the purpose of carrying research work. Moreover augmentation of the same is duly taken care of. The addition of seminars hall / smart class rooms is an example of this. Every year, a number of computers are added to our already rich lab of computers. The teachers who show interest in research work are provided ample technological support for their research work. Teachers always feel free to use technological support for gathering information of all types.

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 <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published

9

i) With ISBN No.

Corporate Account

1) 978-93-82174-11-0 (English)

2) 978-93-82174-12-7 (Hindi)

Corporate Account

3) 978-93-80721-86-4 (English)

4) 978-93-80712-87-1 (Hindi)

Financial Accounting

5) 978-93-82174-22-6 (English)

6) 978-93-82174-23-3 (Hindi)

7) 978-93-80097-49-7 (English)

8) 978-93-80097-50-3 (Hindi)

9) 978-81-87445-32-6

Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from **NA**

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

NA

3.11 No. of conferences **NA**

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

NA

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

NA

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 **NA**

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) **NA**

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: **NA**

University level State level
 National level International level

3.24 No. Of Awards won in NCC: **NA**

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

- Several workshops were organised for improving knowledge regarding career.
- Health check up camps were organised for students.

- One day and seven day special camps were organised for NSS students.
- Several activities were organised against social evils and health awareness .

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	6 Acres	Nil	Nil	6Acre
Class rooms	24	7	Mgt Fund	31
Laboratories	01	01	UGC	02
Seminar Halls	Nil	01	A.F	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	Nil	17	UGC	17
Value of the equipment purchased during the year (Rs. in Lakhs)	Nil	2493678	UGC	2493678
Others	Nil	Nil	Nil	Nil

4.2 Computerization of administration and library

Yes

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books						
Reference Books						
e-Books						
Journals	12	1800	4	600	16	2400
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others

Existing	135	01	1			01	14	
Added	18	01	15					
Total	153	02	16			01	14	

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

- Two well equipped computer labs having more than 150 computers
- 120 internet access computer system for students and 6 for clerk
- As per university norm, provision of computer training is mandatory to all the students of any streams.

4.6 Amount spent on maintenance in lakhs :

- | | |
|--|---|
| i) ICT | <input style="width: 100%; height: 20px;" type="text"/> |
| ii) Campus Infrastructure and facilities | <input style="width: 100%; height: 20px;" type="text"/> |
| iii) Equipments | <input style="width: 100%; height: 20px;" type="text"/> |
| iv) Others | <input style="width: 100%; height: 20px;" type="text"/> |
| Total: | <input style="width: 100%; height: 20px;" type="text"/> |

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

After the meeting held with IQAC members chairperson and co coordinator convey about student support services (Financial Assistance, Extra classes for weak students, placement cell etc.) available in the institutions to the students either verbally or through official notices.

5.2 Efforts made by the institution for tracking the progression

The institution provides various facilities for over all development i.e. mental, physical, social and cultural etc for the students. The institution helped them in achieving their career by establishing counselling and carrier guidance centre.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1607	193	NIL	NIL

(b) No. of students outside the state

NIL

(c) No. of international students

Men	No	%	Women	No	%
	--	--	-----	--	--

Last Year						This Year					
General	SC	ST	BC	Physically Challenged	Total	General	SC	ST	BC	Physically Challenged	Total
962	160	-	168	-	1290	1469	155	--	186	---	1810

Demand ratio

Dropout %

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

NIL

No. of students beneficiaries

N.A

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

Two career oriented workshops were conducted in the department of computer application and commerce. Various extension lectures were delivered in context of career guidance of the students. Counselling sessions were organised at regular interval by faculty.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
GVM Girls College, Sonipat	30	1	N.A

5.8 Details of gender sensitization programmes

- Active working of women cell,
- Establishment of complaint and grievance cell for girls
- Sexual harassment cell for girls
- Deliverance of extension lectures on gender sensitization for both boys and girls.

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	35	48500
Financial support from government	143	898370
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

7 – Social initiatives in form of rallies and visits were conducted by the NSS, NCC and YRC.

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

The vision of the college is to impart knowledge and wisdom to students using best human traits blended with modern skill so as to make them innovative and creative besides inculcating moral social values in such a way that each one of them plays a vital role in nation building. To make higher education accessible unaffordable cost, employing latest pedagogy supplemented by latest tools and techniques with the active involvement of management, faculty, students and community at large.

6.2 Does the Institution has a management Information System

Yes, the institution has a sound Management Information System. If a student has any problem, he puts his problem to the teacher or concerned H.O.D. The HOD/teacher conveys the problem to the Principal and then remedial action is undertaken. If any employee has any problem, it is conveyed to the Principal and it is resolved by the Principal instantly. Directions are issued by the Principal by way of notices, meeting with the teaching and non-teaching staff and assembly of students.

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

6.3.1 Curriculum Development

The college has well design mechanism for effective and efficient implementation of curriculum. Every student is given at least two assignments in each semester by the concerned teacher and performance of the students is evaluated by way of assignments as well as class tests which are conducted periodically.

As and when needed, each faculty is allowed to arrange guest lecture by an expert so as to expose the students to latest trends on any topic in the syllabus.

The college has four ICT rooms. Any faculty member interested in teaching through projector is assisted in preparing slides by computer professionals so that a lecturer can be deliver effectively

6.3.2 Teaching and Learning

The various committees are constituted at the commencement of new session such as admission committee, Time Table committee, Examination board, cultural committee etc. Time table committee designs the time table in such a manner that each and every student can attend his/her classes without any clash. Faculty members satisfy their queries regarding time table. College releases its academic calendar having detail of all academic and administrative events every year. The schedule of different sports activities, cultural activities, literary competitions etc given to the students to inculcate the spirit of competition amongst students. Various activities are held throughout the year. The college conducts tests, group discussion, workshops, seminars etc. The departments also finalize the plans of extra-curricular activities relating to the department. Visits to various destinations are planned in advance.

6.3.3 Examination and Evaluation

As per the university direction, the annual evaluation system has been done away with and it has been replaced by semester system. The university has also recommended 20% internal assessment weightage in marks on the basis of performance in internal examinations and regularity in attendance. In addition to this, college has developed its own system of giving assignments, speeches in language classes and industrial trips etc. This results into overall development /improvement in the calibres of the students. All this processes are pursued till the final results are achieved.

6.3.4 Research and Development

The college ensures timely availability of funds for any type of research activity carried out by faculty. The infrastructure available in the college is adequate for the purpose of carrying research work. Moreover augmentation of the same is duly taken care of. The addition of seminars hall / smart class rooms is an example of this. Every year, a number of computers are added to our already rich lab of computers. The teachers who show interest in research work are provided ample technological support for their research work. Teachers always feel free to use technological support for gathering information of all types.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Our college ensures that the infrastructure is augmented every year. Keeping in view the academic growth and the changing academic scenario. Requirement of various departments are sought and funding is ensured from different sources. The health care facilities are provided to both the students and the staffs by Gaur Brahman Ayurvedic Hospital runs by Gaur Brahman Ayurvedic College. The hospital has a team of doctors, Physiotherapist, nurses and attendants. The team is always available in the hospital round the clock.

Our library has well-furnished reading room, which facilitates calm and peaceful environment to the students and ensure appropriate reading environment to them. The college library is fully connected with internet facilities. The Library automation is in process and expected to be completed in a very short time.

6.3.6 Human Resource Management

After identifying the need of the institution the college administration starts the process of recruitment of the required manpower after adopting the prescribed procedure. The members of the teaching staff are invariably sent for various training / Research programmes. The knowledge thus acquired is utilized for the benefits of the students.

6.3.7 Faculty and Staff recruitment

There are two types of staff on the college role. The staff on sanctioned post is recruited thorough a duly constituted committees comprising of Govt. and University nominees. Whereas the staff working under SFS is employed by constituting a college level selection committee. On both cases, merit is the sole criterion. The staff is highly qualified and experienced.

6.3.8 Industry Interaction / Collaboration

To increase the interaction with industry each department conducts sessions with people from industry. Through these lectures, students are made aware of the relevance of their curriculum in different industries. The experts also suggest to the students the need of additional knowledge which they should acquire so that their employability may increase.

6.3.9 Admission of Students

The admission of students in various streams is made purely on merits. The various admission committees are constituted by the Principal in the beginning of the academic session. The admission committee after making exhausting screening, recommends the students for admission purely on merits basis as per instruction contained in the university brochure.

6.4 Welfare schemes for

Teaching	Teachers are allowed to attend seminars, conferences and workshops on college expenses to update their knowledge and keep abreast with latest trends in teaching and interest free
Non teaching	Class IV employees are given uniform and interest free liberal loans. From time to time
Students	Fee concession to needy and meritorious students. Scholarship to SC/ST/BC and other minority's students. Facility of library and Book Bank. Access to free computers education and free education to girl's students. Remedial coaching is provided to the students belonging to the SC/ST categories the financial assistance for which is provided by U.G.C

6.5 Total corpus fund generated

6.6 Whether annual financial audit done Yes No

6.7 Whether Academic and Administrative Audit (AAA) have been done? No

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Administrative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
----------------	--------------------------	--------------------------	--------------------------	--------------------------

6.8 Does the University/ Autonomous College declare results within 30 days? N.A

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

Meetings of the Alumni Association are conducted at regular interval. The Alumni offer financial assistance to the deserving students and resolve to help the passing out students in getting jobs.

6.12 Activities and support from the Parent – Teacher Association

Meeting of PTA are conducted at regular interval. The suggestions of PTA are considered and implemented by the college instantly. We will take feedback from the parents and these are considered seriously and remedial actions are taken.

6.13 Development programmes for support staff

The computer training is provided to the supporting staff so that they can update their knowledge and skill.

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

Tree plantation programme is carried out by N.S.S. and NCC Cell every year. Use of plastic bag is discouraged in the campus area. Students are made aware about the consequences of environmental pollutions by way of lecturers and other means. A rally was arranged to make the public aware about the harm of environmental pollution

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.

1. Career oriented workshops were organized by the deptt of Computer Application and commerce to provide guidance to the students, Dr. Sandeep Dalal, Head, Placement Cell, M.D.U. Rohtak and Mr. Amit Gupta (C.A.) were the resource persons.
2. To upgrade the technology, the process of admissions and results was computerized. The process of library automation is under process. Computers were provided to each and every clerk and
3. faculty members. Institution established 4 smart class rooms, well equipped Seminar Hall during the session. One FAX machine, one photocopier machine and computers were also purchased.

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

1. Strict instruction through notices were circulated certainly among the students for their regular attendances in the classes. As a result of this we observed that student's strength was increasing day by day.
2. Talent search programme was organized in to discover of the hidden talent of the students in cultural activities.
3. After some motivational speeches delivered by faculty members a large number of students participated in NSS, NCC and YRC etc. with enthusiasm.
4. Extension lectures were organized by NSS, NCC and YRC Women cell etc.
5. A language lab was established to improve communication skill of students.
6. A health checkup camp for girls w
7. as arranged by NSS cell in collaboration with YRC and Women Cell.
8. Participation of students in sports was appreciable and they won several prizes at university/ inter university/ national/ international level.
9. Financial support was given to the deserving students so that economic condition does not become hurdle in their Education.
10. Educational trips and tours like International trade fair, New Dehli and book fair etc were arranged to provide technological advancement to the students.
11. Seven day NSS camp was organized in Feb. 2013. Students participated whole heartedly in the activities during the camp.
12. Extension activities had been carried out in the deptt. of Commerce , NSS, YRC and Woman Cell.
13. Career oriented workshops were organized in the deptt of commerce and computer science.
14. Teachers participated in various research activities like conferences/ seminars/ workshops to enhance and sharpen their research skills.
15. Some faculty members published research papers in various journals of National/ International repute.
16. Library automation procedure had been started. Computers were provided to the faculty members. Four smart class rooms were established.
17. Students visited in Trade Fair and SurajkundMela with faculty members.
18. Cash prizes were given to the students for their specify achievements in various activities.
19. CCTV cameras were installed in the campus to ensure the safety and security of the students.

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

Introducing of four smart class rooms. Teachers were encouraged to deliver lectures by using LED Projector and some of the teachers started taking classes by using LED Projector. Process of constructing seminar hall was started.

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

7.4 Contribution to environmental awareness / protection

Tree plantation programme is carried out by N.S.S. and NCC Cell every year. Use of plastic bag is discouraged in the campus area. Students are made aware about the consequences of environmental pollutions by way of lecturers and other means. A rally was arranged to make the public aware about the harm of environmental pollution

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

To improve the academic performance of the students some necessary actions will be taken like, arrangement of extra classes

- Efforts will be made to arrange job fair in the institution itself.
- More emphasis will be given in organizing extension lecturer in every department.
- Proposal for organizing seminars/ conferences will be prepared and sent to UGC/ ICSSR/ DGHE for financial Aid.
- To motivate the students for participants in cultural and other co-curricular activities.

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
