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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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 communic7ation.

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

> GOVERNMENT COLLEGE, ROPAR

1.2 Address Line 1

> PRINCIPAL

Address Line 2

> GOVERNMENT COLLEGE

City/Town

> ROPAR

State

> PUNJAB

Pin Code

> 140001

Institution e-mail address

> Principal.gc.ropar@gmail.com

Contact Nos.

> 01881-222263

Name of the Head of the Institution:

> Dr. Sneh Lata Badhwar

Tel. No. with STD Code:

> 01881-222263

Mobile:

> 09814302375

Name of the IQAC Co-ordinator:

Prof. Savita Sharma

Mobile:

09417352822

IQAC e-mail address:

Iqac.gc.ropar@gmail.com

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

PBCOGN10988

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)

The certificate which we have does not contain the NAAC executive committee no. dated \feb. 16, 2004

1.5 Website address:

www.govtcollegeropar.org

Web-link of the AQAR:

http://www.govtcollegeropar.org/annualquality assessmentreport2013-14.pdf>

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	B++	82	2004	5yrs
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   01-04-2007

1.8 AQAR for the year *(for example 2010-11)* | 2013-14 |

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 _____2007-08_____ (DD/MM/YYYY)
  ii. AQAR _____2008-09_____ (DD/MM/YYYY)
 iii. AQAR _____2011-12_____ (DD/MM/YYYY)

1.10 Institutional Status

    University   State ☐ Central ☐ Deemed ☐ Private ☐

    Affiliated College   Yes [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 [YES] Men ☐ Women ☐

                   Urban [YES] Rural ☐ Tribal ☐

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

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

1.11 Type of Faculty/Programme

    Arts [YES] Science [YES] Commerce [YES] Law ☐ PEI (Phys Edu) ☐

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

    Others (Specify) | .   BCA, PGDCA |

1.12 Name of the Affiliating University *(for the Colleges)* | PUNJABI UNIVERSITY, PATIALA |

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 [Industrial Chemistry, Instrumentation, Data Care Management and Spoken English]

2. IQAC Composition and Activities

2.1 No. of Teachers [07]

2.2 No. of Administrative/Technical staff [04]

2.3 No. of students [03]

2.4 No. of Management representatives [00]

2.5 No. of Alumni [02]

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 [19]

2.10 No. of IQAC meetings held   03

                                    [7]   [2]

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

          Non-Teaching Staff Students [2] Alumni [1] Others [2]

2.12 Has IQAC received any funding from UGC during the year?   Yes [ ]   No [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 [3]

(ii) Themes | 1.   WOMEN SAFETY 2. Sadbhawana divas 3. ADUNIK KAVITA :AJOKE SAROKAAR |

2.14 Significant Activities and contributions made by IQAC

1.	OSA meet was organised.
2.	Class seminars started with participation of students.
3.	Cleanliness of college by NSS volunteers.
4.	Consumer welfare club was formed in the college to create awareness among students about the wastage of food grains and ostentatious behaviour witnessed specially during social gatherings.

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
1.To impart effective and meaningful education to all, especially to rural, backward and needy students. 2. To sensitise youth about the bad consequences of drug addiction and women safety.	1. Achieved 2. Different fora are working in the college to curb drug menace among students

Attach the Academic Calendar of the year as Annexure. (Attached here with Annexture-1)

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	nil	Nil	nil	nil
PG	3	Nil	nil	nil
UG	3	Nil	1	nil
PG Diploma	nil	Nil	1	nil
Advanced Diploma	3	Nil	nil	nil
Diploma	4	Nil	nil	nil
Certificate	4	Nil	nil	nil
Others	nil	Nil	nil	nil
Total	**17**	Nil	2	nil

Interdisciplinary	nil	Nil	nil	nil
Innovative	nil	Nil	nil	nil

1.2   (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options- Elective option
(As per University norms)

   (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	5
Trimester	0
Annual	1

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.

> The update of syllabus in various programme is done by the university to which the college is affiliated

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	5	25	1	

2.2 No. of permanent faculty with Ph.D.　　12

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　　31

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	5	15	
Presented papers		1	
Resource Persons			6

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

ICT, audio visual aid, live Edu-sat lectures, showing documentaries, showing movie adaptations of prescribed literary texts to the students.

2.7 Total No. of actual teaching days
during this academic year　　182

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

Table marking, Assessment is made on the basis of class test, presentations by students.

2.9 No. of faculty members involved in curriculum
restructuring/revision/syllabus development
as member of Board of Study/Faculty/Curriculum Development workshop　　05

2.10 Average percentage of attendance of students　　85%

2.11 Course/Programme wise

distribution of pass percentage :

Title of the Programme			Total no. of students appeared		Division										
					Distinction %			I %		II %		III %		Pass %	
BA1	BSc1	BCom-1	574	117				26	22	77	18	99	77	59.4	100
BA2	BSc2	BCom-2	232	118				11	10	85	13	98	95	95.25	100
BA-3	BSc-3	BCom-3	315	106	-	-	14	20	81	80		151		99.04	
BCA	BCA														
PGDCA															
MA(PUNJA BI)	MA1		34					7		24		3		100	
	MA2		38					2		22		14		100	
MA(Pol.Sci)	MA1		34					30		04		0		100	
	MA2		22					20		02		0		100	
MA(Eng)	MA1														
	MA2		35					4							

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

1. In the beginning of the session academic calendar is chalked out to undertake various activities throughout the session.
2. Heads of departments are told to constitute different societies and clubs.
3. It monitors the different activities e.g. cultural, academic and extracurricular throughout the session.
4. Themes are identified under which seminars, workshops are to be conducted.

2.13 Initiatives undertaken towards faculty development   YES

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	2
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	1
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	7	0	2	1
Technical Staff	19	7	0	0

Criterion – III

3. Research, Consultancy and Extension

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

1. Principal Dr. Sneh Lata Badhwar is supervising two doctoral candidates.
2. Dr. Charanjit Kaur is supervising two doctoral candidates.
3. Various departments have applied for minor research projects.
4. Motivating and encouraging the faculty to develop research acumen by participating in conferences and writing for research journals.

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				4
Outlay in Rs. Lakhs				3.00

3.4   Details on research publications

	International	National	Others
Peer Review Journals			2
Non-Peer Review Journals			2
e-Journals			
Conference proceedings		1	2

3.5 Details on Impact factor of publications:

Range [ ]   Average [Y]   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	NIL	NIL	NIL	NIL
Minor Projects	NIL	NIL	NIL	NIL
Interdisciplinary Projects	NIL	NIL	NIL	NIL
Industry sponsored	NIL	NIL	NIL	NIL
Projects sponsored by the University/ College	NIL	NIL	NIL	NIL
Students research projects	NIL	NIL	NIL	NIL

(other than compulsory by the University)				
Any other(Specify)	NIL	NIL	NIL	NIL
Total	NIL	NIL	NIL	NIL

3.7 No. of books published   i) With ISBN No. | 2 | Chapters in Edited Books | 1 |

   ii) Without ISBN No. | |

3.8 No. of University Departments receiving funds from

UGC-SAP | NA | CAS | NA | DST-FIST | NA |

DPE | NA | DBT Scheme/funds | NA |

3.9 For colleges   Autonomy | NA | CPE | NA | DBT Star Scheme | NA |

INSPIRE | NA | CE | NA | Any Other (specify) | NA |

3.10 Revenue generated through consultancy | NIL |

3.11 No. of conferences

   organized by the Institution

Level	International	National	State	University	College
Number	NIL	NIL	NIL	NIL	NIL
Sponsoring agencies	NIL	NIL	NIL	NIL	NIL

3.12 No. of faculty served as experts, chairpersons or resource persons   10

3.13 No. of collaborations   International | NIL | National | NIL | Any other | NIL |

3.14 No. of linkages created during this year | NIL |

3.15 Total budget for research for current year in lakhs :

   From Funding agency | NIL | From Management of University/College | NIL |

   Total | NIL |

3.16 No. of patents received this year

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

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
NIL						

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

2

4

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

NA

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

JRF NIL   SRF NIL   Project Fellows NIL   Any other NIL

3.21 No. of students Participated in NSS events:

University level 40   State level 20

National level 20   International level NIL

3.22 No. of students participated in NCC events:

University level NIL   State level 25

National level 01   International level NIL

3.23 No. of Awards won in NSS:

University level 3   State level 1

National level 1   International level NIL

3.24 No. of Awards won in NCC:

University level   State level 2

National level 1   International level

3.25 No. of Extension activities organized

University forum 1   College forum 12

NCC 3   NSS 4   Any other 1

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

- Placement drives for students of B.Sc. III, B.Com. III and BA III.

- Scholarships list for admission to higher education.

- Education tour of B.Sc. III, to Punjab University, MA (Punjabi) At Andhreta (Himachal Pradesh).

- Self-defence workshop of girl students.

- Youth festival organised by the college.

- Celebration of festival Teej

- Van mahotsav , Sadbhavana divas for religious harmony and blood donation camp were organised at college.

- NCC week and NSS camp are a regular feature of the college.

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	25 acre	nil	-	25acre
Class rooms	29	nil		29
Laboratories	9	nil		9
Seminar Halls	nil	nil	Nil	Nil
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	1	1	UGC, PTA&HEIS	2
Value of the equipment purchased during the year (Rs. in Lakhs)	117	20	UGC	127
Others				

4.2 Computerization of administration and library

1. Computerization of salary.
2. Admission process.
3. Administrative communication through emails.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	217	22729	452	118319	669	141048
Reference Books	69	23342	59	26923	128	50265
e-Books	nil	nil	nil	nil	nil	nil
Journals	nil	nil	nil	nil	nil	nil
e-Journals	nil	nil	nil	nil	nil	nil
Digital Database	nil	nil	nil	nil	nil	nil
CD & Video	nil	nil	nil	nil	nil	nil
Others (specify)	nil	nil	nil	nil	nil	nil

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	25	2	3	1	0	1	1	nil
Added	7	0	0	0	0	1	0	nil
Total	32	2	3	1	0	2	1	nil

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

1. 5 hours program of a week is organised for teachers.
2. Network resource centre
3. Edusat system

4.6 Amount spent on maintenance in lakhs :

i)   ICT   0.24600

ii) Campus Infrastructure and facilities   146.14000
     (from govt. Fund)

iii) Equipments

iv) Others

Total: 146.386

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> 1. Bus pass
> 2. PTA exemption for siblings
> 3. Student aid fund
> 4. Nominal charges for hostel

5.2 Efforts made by the institution for tracking the progression

> A Placement cell has been constituted for tracking the progression.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2047	193	nil	168

(b) No. of students outside the state

> nil

(c) No. of international students

> NIL

Men

No	%

Women

No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1447	632	0	315	0	2394	1452	628	00	314	01	2395

Demand ratio   90-95%   Dropout %

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

> 1. Add on course in Spoken English
> 2. Add on course in Industrial chemistry and instrumentation physics .

No. of students beneficiaries   168

5.5 No. of students qualified in these examinations

NET   nil   SET/SLET   nil   GATE   nil   CAT   nil

IAS/IPS etc   nil   State PSC   nil   UPSC   nil   Others   05

5.6 Details of student counselling and career guidance

> 1. A test was conducted for MBA by Rayat & Bahra group of colleges for graduate students.
> 2. Students were taken for placement drive organised by Airtel at Chandigarh University Landran.

No. of students benefitted   22+8

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
nil	nil	nil	5

5.8 Details of gender sensitization programmes

> 1. A workshop named "Building Awareness among women as consultant" by Gita Tandon Manager Nitcon was organised on 24 Feb 2014.
> 2. H.S. Handa, martial arts instructor trained the girl students in self-defence techniques.

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level   07   National level   04   International level   1

No. of students participated in cultural events

State/ University level `20/50`   National level   International level

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level `07`   National level `02`   International level ` `

Cultural: State/ University level `3`   National level `-`   International level `-`

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	40	20000
Financial support from government	18	60900 +75900=136800
Financial support from other sources	1	7560
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

Fairs   : State/ University level `1`   National level `Nil`   International level `Nil`

Exhibition: State/ University level `Nil`   National level `Nil`   International level `Nil`

5.12   No. of social initiatives undertaken by the students   `02`

5.13 Major grievances of students (if any) redressed:
- Regarding local transport facility was redressed.
- Local police is deployed for the safety of students
- Tutorials are conducted regularly to solve the problems of students.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

To teach and train students a practical approach so that a student is capable of choosing a career in consonance with his natural inclinations, aptitudes and interests. In his chosen career he should be able to earn money, obtain satisfaction, utilize his natural & acquired abilities and his time & energy to his optimum level.

Main emphasis is on developing in the student a capability to process different kind of career related information and make its judicial use in choosing one specific area of study amongst several other available in his career choice.

To expose the students to the world of higher education in our country so that he can decide whether to pursue higher education or not & if yes, how can he do so. To provide them with comprehensive updated information on the procedures & processes of obtaining admissions in universities.

To improve the decision-making processes of students by improving & correcting their logic & providing them with information required to take the right career decision

To develop a deep insight and cultivate a rational thought process in the students so that they can be more focused in life.

6.2 Does the Institution has a management Information System   yes

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

6.3.1   Curriculum Development

1.Add-on courses are promoted and students are motivated to take up COP.
2.Computer related courses e.g. Edusat programme and internet services have been stenghtened.
3. Teachers are encouraged to join board of studies of their respective subjects to acquaint themselves with the latest development in the curricula.

6.3.2   Teaching and Learning

1. Group discussion, demonstration, project work, excursions, seminars, extension lectures. are organised.
2. The syllabi is divided into two terms. The heads of the departments monitor the teaching plan and Principal remains in touch with the heads and faculty.
3. Timetable, college- map, hostel and playgrounds maps are printed in the college prospectus.
4. The number of teaching/working days are displayed in advance at the beginning of the academic session. 5. Teachers are encouraged to attend national/international conferences/workshops as participants as wellas resourse persons.

6.3.3 Examination and Evaluation

- House exams are conducted as per university norms in the month of December and in September
- Regular monthly tests are taken to assess the overall performance of the students
- University establishes an annual evaluation centre at the college

6.3.4 Research and Development

- Research papers published by faculty
- Seminars are organised for students and assignments given to students for research

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. New books are added to the existing stock of books.
2. library subscribes to journals and magazines.
3. Digitisation of library is in the pipeline.
4. Different departments provide books to needy students for a session.
5. 146.140 lakhs were spent to renovate and upgrade existing infrastructure.
6. New computers, software and accessories are bought as per requirement.
7. Generator set, refrigerator, CCTV camera, mic system for lecture theatres.

6.3.6 Human Resource Management

College takes its students to the industries situated in the neighbouring districts for familiarising them and their placement.

6.3.7 Faculty and Staff recruitment

- Faculty and Staff recruitment is carried out by Punjab Public Service Commission.
- Only Guest Faculty are selected and appointed by the committee constituted by the Principal.

6.3.8 Industry Interaction / Collaboration

- A lecture was delivered by manager Human resource Ranbaxy Pharmaceutical company
- A visit to Pharmaceutical company Scott Edil for the students of industrial chemistry.

6.3.9 Admission of Students

- Advertisement and pamphlets were distributed to encourage enrolment in the college .
- Guiding students for right choice of subjects.
- Admission of students on merit basis.

6.4 Welfare schemes for

Teaching	Training programmes
Non teaching	Training programmes
Students	Remedial classes

6.5 Total corpus fund generated   3638

6.6 Whether annual financial audit has been done   Yes y   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	y	principal
Administrative	yes	CAG	y	CAG

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

For UG Programmes   Yes ☐   No NO

For PG Programmes   Yes ☐   No NO

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Started semester system at under graduate and efforts are being made to introduce credit gradation performance assessment system.

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

> Few self financing courses are being run by the Higher Education Institute society.

6.11 Activities and support from the Alumni Association

> Programmes are organised by the Old Student Association and generate financial aid for poor students

6.12 Activities and support from the Parent – Teacher Association

> - Various activities relating to the upliftment of students ranging from cultural and sports activities.
> - Contributing aid for the payment of Guest faculty lecturer

6.13 Development programmes for support staff

> Need based training programmes

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

> Plantation and installation of eco-friendly dustbins

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. PPT lecture presentation,
> 2. Interactive seminars arranged for the PG students

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

> - Genset for students of Deptt. Of Geography, Home Science and library
> - Decided to conduct seminars, lectures by resource person and educational tours

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

> - An annual calendar is prepared and fully implemented.
> - Our faculty actively participate in edusat programme being run by the Punjab govt.

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

7.4 Contribution to environmental awareness / protection

- Creating awareness amongst students and faculty by conducting workshop s and seminars.
- Environment studies is taught as a compulsory subject to all under graduate students.
- Efforts are made to increase the green cover on the college campus by planting more trees.

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

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

- Our college is a Nodal college for disbursing scholarships to students belonging to scheduled, backward, minority classes.
- Our college caters to the weaker sections of society as the college is located in educationally backward KANDI area

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

> 1. Seminars , workshops, guest lectures
> 2. Mid semester test
> 3. Up gradation of infrastructure
> 4. Aim to make the support staff computer literate
> 5. Record of Absent students will be maintained online
> 6. We are planning digitalise central library
> 7. We plan to make campus wi-fi enabled

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

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