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 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 (capuaqar@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.

Mandatory Submission of AQAR by IQAC

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

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

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

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

1. Details of the Institution

1.1 Name of the Institution

> RANVEER RANANJAYA POST GRADUATE COLLEGE , AMETHI

1.2 Address Line 1

> ANTU ROAD

Address Line 2

City/Town

> AMETHI

State

> UTTAR PRADESH

Pin Code

> 227405

Institution e-mail address

> rrpg_amethi@yahoo.co.in

Contact Nos.

> 05368-222132
>
> 9415177948

Name of the Head of the Institution:

> Dr. Triveni Singh

Tel. No. with STD Code:

> 05368-222132

Mobile:

> 9415177948

Name of the IQAC Co-ordinator:

> Dr. Om Shiv Pandey

Mobile:

> 9450049583

IQAC e-mail address:

> rrpg_ameth@yahoo.co.in

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

> 15147/2011-2012

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 yo*ur institution's Accredit*ation Certificate)

> EC/65/A&A/60 dated 25-10- 2013.

1.5 Website address:

> www.rrpgcollege.org.in

Web-link of the AQAR:

> http:// www.rrpgcollege.org.in/AQAR-2017.doc

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	A	3.07	2013	25 Oct 2013 to 24 Oct 2018
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

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

> July 2014

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

2016-17

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

   i.   AQAR _____ _____ (DD/MM/YYYY)4
  ii.   AQAR_____ _____ (DD/MM/YYYY)
 iii.   AQAR_____ _____ (DD/MM/YYYY)
 iv.   AQAR_____02/05/2018_____ (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)

> Dr. RAM MANOHAR LOHIA AVADH UNIVERSITY, .FAIZABAD, U.P.

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   03

2.2 No. of Administrative/Technical staff   02

2.3 No. of students   01

2.4 No. of Management representatives   01

2.5 No. of Alumni   01

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

2.7 No. of Employers/ Industrialists   01

2.8 No. of other External Experts   NIL

2.9 Total No. of members   11

2.10 No. of IQAC meetings held   07

2.11 No. of meetings with various stakeholders: No. | 07 | Faculty | 10 |

   Non-Teaching Staff Students | 11 | Alumni | 04 | 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. | 8 | International | | National | | State | | Institution Level | 08 |

   (ii) Themes | Academic and overall performance enhancement of the college. |

2.14 Significant Activities and contributions made by IQAC

> 1- Seminars.
>
> 2- Annual action plan.
>
> 3- Academic Development.
>
> 4- Automation of office.
>
> 5- Construction of upper block of Rajarshi Bhawan.
>
> 6- Library digitalization.
>
> 7- Research publication and book's Publication.
>
> 8- Four houses for student monitoring.
>
> 9- Daily workbook for office.

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
R.R.P.G. College, Amethi **Academic calendar for the year 2016-2017** 1. Admission as per University instruction. 2. I.Q.A.C. Seminars. 3. Half Yearly Exams. 4. Question Banks to students. 5. Construction of upper storey of Rajarshi Bhawan. 6. Publication of research papers and books. 7. Cultural and sports activities.	Achieved

* 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

-Infrastructure was monitored and verified.

-Academic development audited suggestions were given for future development.

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	07	NIL	NIL	NIL
PG	12	NIL	03	NIL
UG	06	NIL	05	NIL
PG Diploma	06	NIL	NIL	06
Advanced Diploma	NIL	NIL	NIL	NIL
Diploma	05	NIL	NIL	05
Certificate	10	NIL	NIL	10
Others	01	NIL	NIL	NIL
Total	47	NIL	08	21

Interdisciplinary	NIL	NIL	NIL	NIL
Innovative	NIL	NIL	NIL	NIL

1.2   (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
      (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	01
Trimester	NIL
Annual	15

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.

> Syllabus of English, Sanskrit, Hindi, Education and Geography have been updated during the year.

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
21	02	19	NIL	NIL

2.2 No. of permanent faculty with Ph.D.

20

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
NIL	12	NA	NA	NA	NA	NA	NA	NA	12

2.4 No. of Guest and Visiting faculty and Temporary faculty

NIL		NIL		59

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	03	67	NIL
Presented papers	03	67	NIL
Resource Persons	NIL	09	NIL

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

> 1- Regular monitoring of students.
>
> 2- Wi- Fi Campus.
>
> 3- Smart Classes.

2.7 Total No. of actual teaching days

during this academic year

180

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

| 1- Tutorials. |
| 2- Routine Tests. |
| 3- Question Banks. |
| 4- Seminars. |

05		08

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

80 %

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.	849	.11%	8.71%	76.71%	10.12%	95.60%
B.Sc.	288	00%	17.36%	70.83%	1.04%	89.23%
B.Com.	256	00%	4.68%	83.98%	7.42%	96.08%
B.Ed	127	52.75%	43.30%	00%	00%	96.6%
B.P.Ed.	NA	NA	NA	NA	NA	NA
B.C.A	NA	NA	NA	NA	NA	NA
M.Com.	55	00%	20%	74.54%	1.81%	96.36%
M.Ed.	NA	NA	NA	NA	NA	NA
M.Sc. Botany	28	00%	17.85%	78.57%	00%	96.42%
M.Sc. Chemistry	22	00%	40.90%	50%	00%	90.90%
M.A. Hindi	49	00%	38.77%	55.10%	00%	93.87%
M.A. Sanskrit	46	00%	65.21%	21.73%	00%	96.95%
M.A. English	54	00%	00%	11.11%	66.66%	77.77%
M.A. Med. History	41	00%	9.75%	68.29%	4.87%	82.92%
M.A. Pol. Sci.	43	00%	4.65%	79.06%	6.97%	9.69%
M.A. Sociology	53	00%	15.09%	77.35%	1.88%	94.33%
M.A. Geography	31	12.90%	77.41%	00%	00%	90.32%

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

- Seminars.
- Guest Lectures.
- Workshops.
- Regular monitoring.
- F.D.P.
- Research paper publication and book publication.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	01
UGC – Faculty Improvement Programme	NIL
HRD programmes	NIL
Orientation programmes	NIL
Faculty exchange programme	NIL
Staff training conducted by the university	NIL
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	NIL
Others	01

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	02+13	05	NIL	04
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

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

- Department of Political Science and English are Pre-Ph.D. course work centers of University.
- Faculty is encouraged to publish research paper and research Books.
- Guest Lectures.

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	NIL	NIL	NIL	NIL
Outlay in Rs. Lakhs	NIL	NIL	NIL	NIL

3.4   Details on research publications

	International	National	Others
Peer Review Journals		10	
Non-Peer Review Journals		29	
e-Journals		04	
Conference proceedings		NIL	

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	2016-17	NIL	NIL	NIL
Minor Projects	2016-17	NIL	NIL	NIL
Interdisciplinary Projects	2016-17	NIL	NIL	NIL
Industry sponsored	2016-17	NIL	NIL	NIL
Projects sponsored by the University/ College	2016-17	NIL	NIL	NIL
Students research projects (other than compulsory by the University)	2016-17	NIL	NIL	NIL
Any other(Specify)	2016-17	NIL	NIL	NIL
Total		NIL	NIL	NIL

3.7 No. of books published   i) With ISBN No.   [01]   Chapters in Edited Books   [07]

                          ii) Without ISBN No.   [01]

3.8 No. of University Departments receiving funds from

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

DPE [-]   DBT Scheme/funds [-]

3.9 For colleges   Autonomy [ ]   CPE [05]   DBT Star Scheme [ ]

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

[NIL]

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	08
Sponsoring agencies	NIL	NIL	NIL	NIL	College

3.12 No. of faculty served as experts, chairpersons or resource persons   09

3.13 No. of collaborations   International   ✗   National   ✗   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   ✗   From Management of University/College   ✗

Total   ✗

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
		02	02			

3.18 No. of faculty from the Institution   16
who are Ph. D. Guides
and students registered under them   17

3.19 No. of Ph.D. awarded by faculty from the Institution   12

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

JRF | 2 | SRF | | Project Fellows | | Any other | PDF1 |

3.21 No. of students Participated in NSS events:

University level | 02 | State level | 2 |

National level | _ | International level | |

3.22 No. of students participated in NCC events:

University level | | State level | 01 |

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 | 5 | State level | _ |

National level | _ | International level | _ |

3.25 No. of Extension activities organized

University forum | | College forum | 5 |

NCC | 01 | NSS | 01 | Any other | |

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

- Social evils and health awareness drive.
- Clean India drive.
- Pulse Polio drive.
- Save girl child awareness.
- Digital India movement.
- Ambulance service.

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	20 Acres	-	-	20 Acres
Class rooms	41	4		45
Laboratories	10	01	College development	06
Seminar Halls	01	-	-	-
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)		6.39		6.39
Others	-	-	-	-

4.2 Computerization of administration and library

> Going on.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	64848	5686406.00	155	40860.00	6500.	5727265.00
Reference Books	340	2767.00	105	845.00	445	3612.00
e-Books						
Journals	64	59203.00			64	59203.00
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	32	01	02	01	01	01	01	
Added	10	-	01	01	-	01	-	
Total	42	01	03	02	01	02	01	

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

Wi-Fi campus, LAN enabled campus

4.6 Amount spent on maintenance in lakhs :

i) ICT

.87

ii) Campus Infrastructure and facilities

5.5

iii) Equipments

.02

iv) Others

-

Total :

6.39

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Four houses for student monitoring and competition.
- Vocational guidance centre.
- Felicitation ceremony for rank holders in college.
- Participation in University and National level sports.
- Financial assistance for poor students.

5.2 Efforts made by the institution for tracking the progression

- Half -Yearly Exam
- General knowledge test.
- Monthly test.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
4663	1029	16	296

(b) No. of students outside the state

-

(c) No. of international students

-

Men

No	%
2709	47.60

Women

No	%
2983	52.40

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2672	693	45	2303	14	5727	2451	698	23	2504	16	5692

Demand ratio **2:1**   Dropout % **1.1%**

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

- Coaching.
- Guest Lectures.
- Vocational guidance center.

No. of students beneficiaries

525

5.5 No. of students qualified in these examinations

NET [13]   SET/SLET [   ]   GATE [   ]   CAT [   ]

IAS/IPS etc [   ]   State PSC [3]   UPSC [   ]   Others [JRF-02]

5.6 Details of student counselling and career guidance

- Vocational guidance cell.

- Guidance regarding competitive exam

No. of students benefitted [58]

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
-	-	-	46

5.8 Details of gender sensitization programmes

- Women cell.
- Women Sensitization.
- Women empowerment day 4 Oct.
- Sensitization about women helpline 1090.

5.9 Students Activities

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

State/ University level [08]   National level [02]   International level [-]

No. of students participated in cultural events

State/ University level [6]   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	341	Rs 40984.00
Financial support from government	3984	Rs 31800322.00
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 [01]   National level [✕]   International level [✕]

5.12   No. of social initiatives undertaken by the students   [05]

5.13 Major grievances of students (if any) redressed: canteen betterment and reading room improvement.

Criterion – VI
6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:
- To inoculate value based quality education to make the students better citizen.
- To look forward, to look upward, to look onward.

Mission :
- To keep in time with modernization, globalization and liberalization.
- To prepare students to changing times and the challenges of the century.
- To bring equilibrium of the body, mind and soul.
- To create a centre of excellence and sharing of knowledge.
- To create an environment of innovative orientation and research.
- To in inculcate good moral values brotherhood, co-operation.
  And prepare students to face the competition of the global world.

6.2 Does the Institution has a management Information System

The management of the college is proactive and monitors the activities of the college personally as well as technologically.

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

6.3.1   Curriculum Development

04 Teachers are the conveners and 03 teachers are members of the University curriculum body.

6.3.2   Teaching and Learning

- Audio Visual Aids.
- Smart classes.
- Seminars.
- Workshops.
- Guest Lectures.
- Remedial classes.

6.3.3 Examination and Evaluation

- Question banks.
- Follow up programmes.
- Half Yearly Exam.
-

6.3.4 Research and Development

- Department of English & Political Science are the centre for Pre-Ph.D. Course work.
- Research paper publication.
- Research guidance.
- Research Projects.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Computerization and Digitalization of Library
- LCD Projectors.
- Internet
- GIS/ / Wi-Fi

6.3.6 Human Resource Management

- Guest Lectures.
- Seminars.
- Workshops
- Refresher Courses.
- Motivational lectures.

6.3.7 Faculty and Staff recruitment

As per requirement

6.3.8 Industry Interaction / Collaboration

NIL

6.3.9 Admission of Students

Through admission test based on advertisement.

6.4 Welfare schemes for

Teaching	Accommodation.
Non teaching	Co-operative lending society.
Students	-Poor Boys Fund. - Fee-concession. -vocational guidance.

6.5 Total corpus fund generated   31.5 million

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

- Annual alumni meet.
- Felicitation of alumni.
- Consultation.

6.12 Activities and support from the Parent – Teacher Association

- Annual meeting.
- Information sharing regarding development of students.

6.13 Development programmes for support staff

- Computer Training.

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

- Eco-friendly Campus.
- Water conservation.
- Plantation.
- Gardens.
- Green environment.

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.

- General knowledge tests.
- Digital library.
- Smart classes.
- Community Services.

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

- General knowledge test organized.
- Upper block of Rajarshi constructed.
- Auditorium Furnished.
- Office automation started.
- Student houses created.
- Books and research papers published.

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

i.	General Knowledge test.
ii.	Alumni meet.

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

7.4 Contribution to environmental awareness / protection

- Earth day celebration.
- Swatchh bharat abhiyaan.
- Environment protection seminars.
- Green house.
- Herbal garden.

7.5 Whether environmental audit was conducted?   Yes ✓   No ☐

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

Strength:-
- Spacious well maintained campus.
- Well furnished infrastructure.
- Experienced Faculty.
- Best institution in Rural Area.
- A grade accredited by NAAC.
- CPE by UGC.

Weaknesses:-
- Poor standard of feeding Institutions.
- Poor literacy of parents.
- Rural area.

Opportunities:-
- To become autonomous college
- Academic improvement of students and faculty
- Social services.

Threats:-
- Financial scarcity.
- Rural atmosphere.
- Negligence of Parents.

8. Plans of institution for next year

> i. CCTV's to be installed.
> ii. Wi-Fi system.
> iii. Entrance exam for admission.
> iv. Seminars and guest lectures.

Name   Dr. Om Shiv Pandey   Name   Dr. Triveni Singh

_____   _____

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

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