



ಕರ್ನಾಟಕ ಸರ್ಕಾರ  
ತಾಂತ್ರಿಕ ಶಿಕ್ಷಣ ಇಲಾಖೆ

ಸಂಖ್ಯೆ:ಡಿಟಿಇ/01/ಐಕ್ಯೂಎಸಿ/2014-15

ನಿರ್ದೇಶಕರವರ ಕಛೇರಿ  
ತಾಂತ್ರಿಕ ಶಿಕ್ಷಣ ನಿರ್ದೇಶನಾಲಯ  
ಅರಮನೆ ರಸ್ತೆ, ಬೆಂಗಳೂರು-01  
ದಿನಾಂಕ:19-05-2015

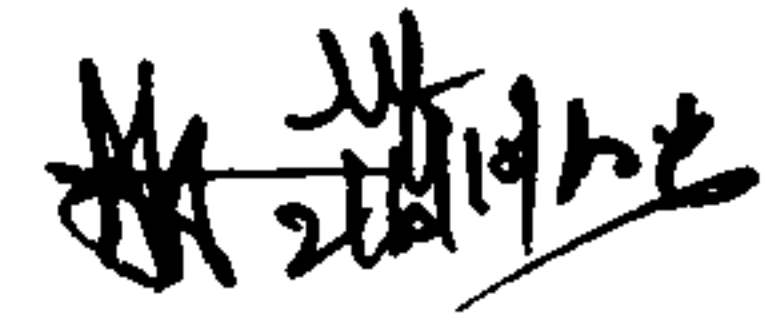
ಸುತ್ತೋಲೆ

ವಿಷಯ:ಇಲಾಖೆಯಲ್ಲಿ ICT Initiatives ಗಳನ್ನು ಸಮರೋಪಾದಿಯಲ್ಲಿ ಕೈಗೊಳ್ಳುವ ಸಲುವಾಗಿ  
ಅಧಿಕಾರಿಗಳನ್ನು ನೇಮಿಸುವ ಬಗ್ಗೆ.

ಉಲ್ಲೇಖ: ತಾಂತ್ರಿಕ ಶಿಕ್ಷಣ ನಿರ್ದೇಶನಾಲಯದ ಜ್ಞಾಪನ ಪತ್ರ ಸಂಖ್ಯೆ:ಡಿಟಿಇ/01/ಇಜಿಯು/2015,  
ದಿನಾಂಕ:20-04-2015.

ಮಾನ್ಯ ಪ್ರಧಾನ ಕಾರ್ಯದರ್ಶಿಗಳು, ಉನ್ನತ ಶಿಕ್ಷಣ ಇಲಾಖೆ ರವರ ಆದೇಶದಂತೆ, ಎಲ್ಲಾ ಸರ್ಕಾರಿ/ ಅನುದಾನಿತ ಇಂಜಿನಿಯರಿಂಗ್ ಕಾಲೇಜು/ ಪಾಲಿಟೆಕ್ನಿಕ್ ಮತ್ತು ಕಿರಿಯ ತಾಂತ್ರಿಕ ಶಾಲೆಗಳಲ್ಲಿ ಮಾಹಿತಿ ಸಂವಹನ ತಂತ್ರಜ್ಞಾನ (Information Communication Technology ICT) ಬಳಸಿಕೊಂಡು ಸಂಸ್ಥೆಗಳ ದೈನಂದಿನ ಎಲ್ಲಾ ಕಾರ್ಯಗಳನ್ನು ಗುಣಾತ್ಮಕವಾಗಿ ಹೆಚ್ಚು ದಕ್ಷತೆಯೊಂದಿಗೆ ನಿರ್ವಹಿಸಬೇಕಾಗಿದೆ. ಈ ನಿಟ್ಟಿನಲ್ಲಿ ಮೇಲಿನ ಎಲ್ಲಾ ಸಂಸ್ಥೆಗಳಲ್ಲಿ Internal Quality Assurance Cell (IQAC) ಘಟಕಗಳನ್ನು ಸ್ಥಾಪಿಸಿ, ಸೂಚಿಸಲಾಗಿರುವ ವಿಧಿ ವಿಧಾನಗಳನ್ವಯ ಕಾರ್ಯನಿರ್ವಹಿಸಬೇಕಿದೆ. ಈ ನಿಟ್ಟಿನಲ್ಲಿ ಎಲ್ಲಾ ಸಂಸ್ಥೆಗಳಲ್ಲಿ ಸದರಿ IQAC ಕಾರ್ಯಗಳಿಗೆ ಕೂಡಲೇ ಒಬ್ಬ ಸಂಯೋಜಕರನ್ನು ನೇಮಿಸಿ, ಸದರಿ ಮಾಹಿತಿಯನ್ನು e-mail id. [ragini\\_adte@yahoo.com](mailto:ragini_adte@yahoo.com) ಗೆ ಕಳುಹಿಸಿಕೊಡುವಂತೆ ಸೂಚಿಸಲಾಗಿದೆ. ಹಾಗೂ ಸ್ಥಳೀಯವಾಗಿ, IQAC ಸಮಿತಿಯನ್ನು ರಚಿಸಲು ಈ ಪತ್ರದೊಂದಿಗೆ ಲಗತ್ತಿಸಿರುವ IQAC ನಮೂನೆಯಲ್ಲಿರುವಂತೆ ಕಾರ್ಯೋನ್ಮುಖವಾಗುವಂತೆ ಸಹ ಸೂಚಿಸಲಾಗಿದೆ. IQAC ಗೆ ಸಂಬಂಧಪಟ್ಟ ಎಲ್ಲಾ ಮಾಹಿತಿಗಳನ್ನು ವೆಬ್ ಪೋರ್ಟಲ್‌ಗೆ ಅಪ್ ಲೋಡ್ ಮಾಡಲು, ತಂತ್ರಾಂಶ ವತಿಯಿಂದ ಅಭಿವೃದ್ಧಿಪಡಿಸಲಾಗುತ್ತಿದ್ದು, ಮುಂದಿನ ದಿನಗಳಲ್ಲಿ ಕಾರ್ಯ ವಿಧಾನಗಳ ಬಗ್ಗೆ ವಿಸ್ತೃತವಾದ ಮಾಹಿತಿಯನ್ನು ನೀಡಲಾಗುವುದು.

  
ನಿರ್ದೇಶಕರು



ಇವರಿಗೆ,

1. ಎಲ್ಲಾ ಸರ್ಕಾರಿ/ ಅನುದಾನಿತ ಇಂಜಿನಿಯರಿಂಗ್ ಕಾಲೇಜು/ ಪಾಲಿಟೆಕ್ನಿಕ್ ಮತ್ತು ಕಿರಿಯ ತಾಂತ್ರಿಕ ಶಾಲೆಗಳ ಪ್ರಾಚಾರ್ಯರುಗಳಿಗೆ. ಸೂಕ್ತ ಕ್ರಮಕ್ಕಾಗಿ.

ಪ್ರತಿ,

2. ಜಂಟಿ ನಿರ್ದೇಶಕರು, ಸಿಡಿಸಿ ಇವರ ಮಾಹಿತಿಗಾಗಿ.
3. ನಿರ್ದೇಶಕರ ಆಪ್ತ ಶಾಖೆಗೆ.
4. ಸಂಯೋಜಕರು, ಇ ಗವರ್ನನ್ಸ್ ಇವರಿಗೆ. ಸೂಕ್ತ ಕ್ರಮಕ್ಕಾಗಿ
5. ಕಡತಕ್ಕೆ.

*Guidelines for the Creation of the*  
**Internal Quality Assurance Cell (IQAC)**  
**and Submission of Annual Quality Assurance**  
**Report (AQAR) in Institutions**

Directorate of Technical Education

Tantrika Shikshana Bhavana,

Palace Road,

Bangalore 560001

# IQAC AND MONITORING SYSTEM FOR QUALITY IN INSTITUTIONS

## VISION

*To make quality the defining element of higher education 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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## ***Draft Guidelines for the Creation of the***

# **Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in 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. To begin with the same is intended to be followed for Non-Accredited Technical institutions to start IQAC initiatives. 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. This 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.

## **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 institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail ([ragini\\_adte@yahoo.com](mailto:ragini_adte@yahoo.com)). The file name needs to be submitted with code of the institution and institution Name. The acknowledgements would be sent to the institutions through e-mail.

## The Annual Quality Assurance Report (AQAR) of the IQAC

All institutions will submit an annual self-reviewed progress report to DTE, 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, 2015 to June 30, 2016)*

### Part – A

#### I. Details of the Institution

1.1 Name of the Institution

1.2 Address Line 1

Address Line 2

City/Town

State

Pin Code

Institution e-mail address

Contact Nos.

Name of the Head of the Institution:

Tel. No. with STD Code:

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 **Institution code)**

1.4 Website address:

Web-link of the AQAR:

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

1.5 Date of Establishment of IQAC :

DD/MM/YYYY

1.6 AQAR for the year (*for example 2014-15*)

1.7 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                  | <input type="checkbox"/> | Men                    | <input type="checkbox"/> | Women   | <input type="checkbox"/> |
|                     | Urban                         | <input type="checkbox"/> | Rural                  | <input type="checkbox"/> | Tribal  | <input type="checkbox"/> |
| Financial Status    | Grant-in-aid                  | <input type="checkbox"/> | UGC 2(f)               | <input type="checkbox"/> | UGC 12B | <input type="checkbox"/> |
|                     | Grant-in-aid + Self Financing | <input type="checkbox"/> | Totally Self-financing | <input type="checkbox"/> |         |                          |

1.11 Type of Faculty/Programme

|                  |                          |             |                          |            |                          |            |                          |
|------------------|--------------------------|-------------|--------------------------|------------|--------------------------|------------|--------------------------|
| HR (Edu)         | <input type="checkbox"/> | Engineering | <input type="checkbox"/> | Technology | <input type="checkbox"/> | Management | <input type="checkbox"/> |
| Others (Specify) | <input type="text"/>     |             |                          |            |                          |            |                          |

1.12 Name of the Affiliating University/ Board (for the Engg Colleges/ Polytechnics)

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (Specify)

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and  
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.  Faculty   
Non-Teaching Staff  Students  Alumni  Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

| Plan of Action | Achievements |
|----------------|--------------|
|                |              |

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body

Provide the details of the action taken

## Part – B

### Criterion – I

#### 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                     |                               |  |                                     |  |
| UG                     |                               |  |                                     |  |
| PG Diploma             |                               |  |                                     |  |
| Advanced Diploma       |                               |  |                                     |  |
| Diploma                |                               |  |                                     |  |
| Certificate            |                               |  |                                     |  |
| Others                 |                               |  |                                     |  |
| <b>Total</b>           |                               |  |                                     |  |
| Interdisciplinary      |                               |  |                                     |  |
| Innovative             |                               |  |                                     |  |

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

| Pattern   | Number of programmes |
|-----------|----------------------|
| Semester  |                      |
| Trimester |                      |
| Annual    |                      |

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
*(On all aspects)*

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

*\*Please provide an analysis of the feedback in the Annexure*

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

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

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others |
|-------|------------------|----------------------|------------|--------|
|       |                  |                      |            |        |

2.2 No. of permanent faculty with Ph.D./ P G

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

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

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

| No. of Faculty   | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended         |                     |                |             |
| Presented papers |                     |                |             |

|                  |  |  |  |
|------------------|--|--|--|
| Resource Persons |  |  |  |
|------------------|--|--|--|

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

|  |
|--|
|  |
|--|

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

|  |
|--|
|  |
|--|

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

|  |
|--|
|  |
|--|

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

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

2.10 Average percentage of attendance of students

|  |
|--|
|  |
|--|



2.11 Course/Programme wise distribution of pass percentage :

| Title of the Programme | Total no. of students appeared | Division      |     |      |       |        |
|------------------------|--------------------------------|---------------|-----|------|-------|--------|
|                        |                                | Distinction % | I % | II % | III % | Pass % |
|                        |                                |               |     |      |       |        |
|                        |                                |               |     |      |       |        |
|                        |                                |               |     |      |       |        |

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

2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programmes</i>         | <i>Number of faculty benefitted</i> |
|---|-------------------------------------|
| Refresher courses                                     |                                     |
| UGC/ISTE/NITTRI – Faculty Improvement Programme       |                                     |
| HRD programmes  |                                     |
| Orientation programmes                                |                                     |
| Faculty exchange programme                            |                                     |
| Staff training conducted by the university/Department |                                     |
| Staff training conducted by other institutions/CCTEK  |                                     |
| Summer / Winter schools, Workshops, etc.              |                                     |
| Others  |                                     |

2.14 Details of Administrative and Technical staff

| Category             | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|----------------------|-------------------------------|----------------------------|--|--|
| Administrative Staff |                               |                            |  |  |
| Technical Staff      |                               |                            |  |  |

## Criterion – III

### 3. Research, Consultancy and Extension

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

|  |
|--|
|  |
|--|

#### 3.2 Details regarding major projects

|                     | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number              |           |         |            |           |
| Outlay in Rs. Lakhs |           |         |            |           |

#### 3.3 Details regarding minor projects

|                     | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number              |           |         |            |           |
| Outlay in Rs. Lakhs |           |         |            |           |

#### 3.4 Details on research publications

|                          | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals     |               |          |        |
| Non-Peer Review Journals |               |          |        |
| e-Journals               |               |          |        |
| Conference proceedings   |               |          |        |

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

#### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

| Nature of the Project  | Duration Year | Name of the funding Agency | Total grant sanctioned | Received |
|--|---------------|----------------------------|------------------------|----------|
| Major projects   |               |                            |                        |          |
| Minor Projects   |               |                            |                        |          |
| Interdisciplinary Projects   |               |                            |                        |          |
| Industry sponsored   |               |                            |                        |          |
| Projects sponsored by the University/ College                                  |               |                            |                        |          |
| Students research projects<br><i>(other than compulsory by the University)</i> |               |                            |                        |          |
| Any other(Specify)   |               |                            |                        |          |
| Total  |               |                            |                        |          |

|  |
|--|
|  |
|--|

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
 DPE  DBT Scheme/funds

3.9 For colleges

Autonomy  CPE  DBT Star Scheme   
 INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

| Level               | International        | National             | State                | University           | College              |
|---------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Number              | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Sponsoring agencies | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

| Type of Patent |         | Number               |
|----------------|---------|----------------------|
| National       | Applied | <input type="text"/> |
|                | Granted | <input type="text"/> |
| International  | Applied | <input type="text"/> |
|                | Granted | <input type="text"/> |
| Commercialised | Applied | <input type="text"/> |
|                | Granted | <input type="text"/> |

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

| Total | International | National | State | University | Dist | College |
|-------|---------------|----------|-------|------------|------|---------|
|       |               |          |       |            |      |         |

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

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

3.25 No. of Extension activities organized

|                  |                      |               |                      |                                |
|------------------|----------------------|---------------|----------------------|--------------------------------|
| University forum | <input type="text"/> | College forum | <input type="text"/> |                                |
| NCC              | <input type="text"/> | NSS           | <input type="text"/> | Any other <input type="text"/> |

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

- 
- 

## Criterion – IV

### 4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

| Facilities   | Existing | Newly created | Source of Fund | Total |
|--|----------|---------------|----------------|-------|
| Campus area  |          |               |                |       |
| Class rooms  |          |               |                |       |
| Laboratories   |          |               |                |       |
| Seminar Halls  |          |               |                |       |
| No. of important equipments purchased ( $\geq 1$ -0 lakh) during the current year. |          |               |                |       |
| Value of the equipment purchased during the year (Rs. in Lakhs)                    |          |               |                |       |
| Others   |          |               |                |       |

4.2 Computerization of administration and library

4.3 Library services:

|                  | Existing |       | Newly added |       | Total |       |
|------------------|----------|-------|-------------|-------|-------|-------|
|                  | No.      | Value | No.         | Value | No.   | Value |
| Text Books       |          |       |             |       |       |       |
| Reference Books  |          |       |             |       |       |       |
| e-Books          |          |       |             |       |       |       |
| Journals         |          |       |             |       |       |       |
| e-Journals       |          |       |             |       |       |       |
| Digital Database |          |       |             |       |       |       |
| CD & Video       |          |       |             |       |       |       |
| Others (specify) |          |       |             |       |       |       |

4.4 Technology up gradation (overall)

|          | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|-----------------|---------------|----------|------------------|------------------|--------|-------------|--------|
| Existing |                 |               |          |                  |                  |        |             |        |
| Added    |                 |               |          |                  |                  |        |             |        |
| Total    |                 |               |          |                  |                  |        |             |        |

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

4.6 Amount spent on maintenance in lakhs :

- i) ICT
  - ii) Campus Infrastructure and facilities
  - iii) Equipments
  - iv) Others
- Total :**

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

|  |
|--|
|  |
|--|

#### 5.2 Efforts made by the institution for tracking the progression

|  |
|--|
|  |
|--|

#### 5.3 (a) Total Number of students

| UG | PG | Ph. D. | Diploma | Others |
|----|----|--------|---------|--------|
|    |    |        |         |        |

#### (b) No. of students outside the state

|  |
|--|
|  |
|--|

#### (c) No. of international students

|  |
|--|
|  |
|--|

Men

| No | % |
|----|---|
|    |   |

Women

| No | % |
|----|---|
|    |   |

| Last Year |    |    |     |                       |       | This Year |    |    |     |                       |       |
|-----------|----|----|-----|-----------------------|-------|-----------|----|----|-----|-----------------------|-------|
| General   | SC | ST | OBC | Physically Challenged | Total | General   | SC | ST | OBC | Physically Challenged | Total |
|           |    |    |     |                       |       |           |    |    |     |                       |       |

Demand ratio

Dropout %

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

|  |
|--|
|  |
|--|

No. of students beneficiaries

|  |
|--|
|  |
|--|

5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT   
IAS/IPS etc  State PSC  UPSC  DCET  Others

5.6 Details of student counselling and career guidance

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 |
|                                 |                                 |                           |                           |

5.8 Details of gender sensitization programmes

5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level



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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

|  | Number of students | Amount |
|--|--------------------|--------|
| Financial support from institution                                   |                    |        |
| Financial support from government                                    |                    |        |
| Financial support from other sources                                 |                    |        |
| Number of students who received International/ National recognitions |                    |        |

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_

## Criterion – VI

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

6.2 Does the Institution has a management Information System

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

6.3.1 Curriculum Development

6.3.2 Teaching and Learning

6.3.3 Examination and Evaluation

6.3.4 Research and Development

6.3.5 Library, ICT and physical infrastructure / instrumentation

6.3.6 Human Resource Management

6.3.7 Faculty and Staff recruitment

6.3.8 Industry Interaction / Collaboration

6.3.9

6.4 Welfare schemes for

|              |  |
|--------------|--|
| Teaching     |  |
| Non teaching |  |
| Students     |  |

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes  No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

| Audit Type     | External |        | Internal |           |
|----------------|----------|--------|----------|-----------|
|                | Yes/No   | Agency | Yes/No   | Authority |
| Academic       |          |        |          |           |
| Administrative |          |        |          |           |

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

For UG Programmes Yes  No

For PG Programmes Yes  No

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

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

6.11 Activities and support from the Alumni Association

6.12 Activities and support from the Parent – Teacher Association

6.13 Development programmes for support staff

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

## **Criterion – VII**

### **7. Innovations and Best Practices**

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

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

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

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

7.4 Contribution to environmental awareness / protection

7.5 Whether environmental audit was conducted?    Yes     No

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

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

Name \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

\_\_\_\_\_\*\_\*\_\*\_\_\_\_\_  
\*\*\*

**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 |
| DTE  | - | Department of Technical Education        |
| 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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