

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*

Contents

	Page Nos.
1. Introduction 4
2. Objective 4
3. Strategies 4
4. Functions 5
5. Benefits 5
6. <i>Composition of the IQAC</i> 5
7. The role of coordinator 6
8. Operational Features of the IQAC 6
9. Monitoring Mechanism 7
10. The Annual Quality Assurance Report (AQAR) of the IQAC 8

Part – A

11. Details of the Institution 9
12. IQAC Composition and Activities 12

Part – B

13. Criterion – I: Curricular Aspects 14
14. Criterion – II: Teaching, Learning and Evaluation 15
15. Criterion – III: Research, Consultancy and Extension 17
16. Criterion – IV: Infrastructure and Learning Resources 20
17. Criterion – V: Student Support and Progression 22
18. Criterion – VI: Governance, Leadership and Management 24
19. Criterion – VII: Innovations and Best Practices 27
20. Abbreviations 29

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

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;
- d) Act as a dynamic system for quality changes in HEIs;

- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local

society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle’s accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (naac.aqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHC0GN16601-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

I. Details of the Institution

1.1 Name of the Institution

Govind National College

1.2 Address Line 1

Govind Nagar

Address Line 2

Narangwal

City/Town

Narangwal (Ludhiana)

State

Punjab

Pin Code

141203

Institution e-mail address

Gncnarangwal@gmail.com

Contact Nos.

0161-2864239

Name of the Head of the Institution:

Dr. Hardiljit Singh Gosal

Tel. No. with STD Code:

0161-2865469

Mobile:

09872900720

Name of the IQAC Co-ordinator:

S. Kamaljit Singh Sohi

Mobile:

09501396500

IQAC e-mail address:

gnciqac@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

PBCOGN19873

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)

EC(SC)/06/A&A/026 dated 01-05-2015

1.5 Website address:

<http://gncnarangwal.com/>

Web-link of the AQAR:

<http://gncnarangwal.com/AQAR2015-16.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	1 st Cycle	B	2.79	2015	30/04/2020
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

31/08/2015

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

2015-2016

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

- i. AQAR _____ (DD/MM/YYYY)⁴
 ii. AQAR _____ (DD/MM/YYYY)
 iii. AQAR _____ (DD/MM/YYYY)
 iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☒ No ☐

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

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☐ Rural ☒ Tribal ☐

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

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

1.11 Type of Faculty/Programme

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

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

Others (Specify)

B. C. A., P. G. D. C. A.

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

Panjab University Chandigarh

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

05

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

02

2.4 No. of Management representatives

01

2.5 No. of Alumni

04

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

04

2.9 Total No. of members

19

2.10 No. of IQAC meetings held

04

2.11 No. of meetings with various stakeholders:

No.

Faculty

02

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

Relevance of Physical Education and Sports to the Society

2.14 Significant Activities and contributions made by IQAC

Youth Festival, Republic day, Seminar, Convocation, Religious Program on College Foundation Day dated 24/06/2015

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
Host Youth Festival, Seminar, Encourage teachers to attend RC, GOC, Conference etc.	Prizes won in different areas

* 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

1. Management provide fund for all activities
2. Primary guidance

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	03			
UG	04	01		
PG Diploma	01			
Advanced Diploma				
Diploma	01			
Certificate				
Others				
Total	09	01		
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: Core/Elective option

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	10
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.

Yes as per Panjab University Chandigarh Guidelines

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

B. Com.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
37	12	04	01	20

2.2 No. of permanent faculty with Ph.D.

04

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
12	09	04		01		20		37	09

2.4 No. of Guest and Visiting faculty and Temporary faculty

		20
--	--	----

2.5 Faculty participation in conferences and symposia:

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

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

Seminar in Physical Education

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

216

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

Question bank

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

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.	67	---	19.40	62.68	13.43	95.51
B. Sc. (Non-medical)	03	----	33.33	----	-----	33.33
B. C. A.	03	----	33.33	----	-----	33.33
P. G. D. C. A	06	----	16.67	16.67	----	33.34
B. P. Ed	75	----	100.0	----	---	100.0
D. P. Ed	45	----	97.78	----	---	97.78
M. A. (Punjabi)	21	----	23.81	73.43	---	97.24
M. Sc. (Mathematics)	18	----	22.22	---	---	22.22
M. P. Ed.	36	----	100.0	---	---	100.0

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

Seminars, Extension Lectures etc.

2.13 Initiatives undertaken towards faculty development

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

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	02			02

Technical Staff	02			
-----------------	----	--	--	--

Criterion – III

3. Research, Consultancy and Extension

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

Paper Presented and Published

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01			
Outlay in Rs. Lakhs	5.64			

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	01		
Conference proceedings	01		01

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the
Institution

Level	International	National	State	University	College
Number		01			
Sponsoring agencies		P U Chandigarh			

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College
Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>
NCC	<input type="text"/>	NSS	<input type="text"/>
Any other			<input type="text" value="01"/>

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

- Youth Festival
- Convocation
- NSS Camp
- National Seminar

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	52609.13 m ²			
Class rooms	37		UGC & Management	37
Laboratories	05		UGC & Management	05
Seminar Halls	01		UGC	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		275	Own sources	508879
Value of the equipment purchased during the year (Rs. in Lakhs)		3.25	Own sources	
Others				

4.2 Computerization of administration and library

Yes

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2467	491359	1162	329420	3629	820779
Reference Books	44	17320	6	3935	50	21255
e-Books						
Journals	15	25200	09	18000	24	43200
e-Journals	01	5725			01	5725
Digital Database						
CD & Video						
Others (Magazines)	20	13353			20	13353

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	63	03	09				01	
Added			02					
Total	63	03	11				01	

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

Administration block wifi, Library with INFLIB NET facility, OPAC facility

4.6 Amount spent on maintenance in lakhs :

i) ICT	
ii) Campus Infrastructure and facilities	16.62
iii) Equipments	0.08
iv) Others	3.45
Total :	20.15

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

College Level Scholarship, SC Scholarship, Minority Scholarship, Scholarship from Management for Orphan girls, College has Placement and Carrier Counselling Cell

5.2 Efforts made by the institution for tracking the progression

Online Follow-up of Scholarship and Online Application for scholarship

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
662	215		

(b) No. of students outside the state

01

(c) No. of international students

Men	No	%	Women	No	%
	509	58.03		368	41.9

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC /BC	Physically Challenged	Total
						402	364		111		877

Demand ratio

Dropout %

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

Students are guided in general class room teaching for different competitive examinations such as NET, SLET, TET etc.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
		02	

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	83	129300/-
Financial support from government	267	4925175/-
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: No

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: To provide scholarly and vibrant learning environment for youth especially in rural areas. This would empower them to compete successfully in the global world.

Mission: Mission of institute is harmonious development of the student and to prepare the students and prospective physical teachers to complete technology in advanced environment of 21st century.

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

Principal and other three staff members are member of board of study of Panjab University Chandigarh

6.3.2 Teaching and Learning

Different methods OHP, LCD, Seminars, Discussion, Audio visual aids

6.3.3 Examination and Evaluation

One house test per semester

6.3.4 Research and Development

Research papers published

M. P. Ed and Ph. D supervision

6.3.5 Library, ICT and physical infrastructure / instrumentation

More than 27000 books with INFLIB net facility, OPAC, Total area of library is 295.12 square feet, 82 almeries and 05 computers

6.3.6 Human Resource Management

College Administration has developed mechanism to watch each and every employ closely, at the same time it takes care to complete the employees at comfort level, so that they can work efficiently to the maximum of their capacity. For the working of college different committees are set up.

6.3.7 Faculty and Staff recruitment

Proper advertisement and interviews are conducted for permanent as well as adhoc recruitment

6.3.8 Industry Interaction / Collaboration

Majestic Auto Limited Ludhiana, Paramount Impex Ludhiana, Macro Dairy ventures private limited VPO Latala (Ludhiana), Sharman spinning mills private limited Ludhiana, Paramount clothing Ludhiana, Dasmesh Girls College of Education Badal (Muktsar), Collaboration with nearby schools for the purpose of teaching practice.

6.3.9 Admission of Students

As per Panjab University Chandigarh rules

6.4 Welfare schemes

Teaching	Advance against salary
Non teaching	Advance against salary, fee concession to children of 4 th class employees
Students	Arrangement of professionals for youth festival, refreshment, TA DA for sports persons

for

6.5 Total corpus fund generated

500000/-

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			Yes	Management
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?

Semester system is introduced in all classes

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

Financial support

6.12 Activities and support from the Parent – Teacher Association

Meeting with parents

6.13 Development programmes for support staff

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

Tree plantation, Vermi Culture, Solar Lights and Rain harvesting

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.

Rain Harvesting (more pits have been dug), for eco friendly environment, vermin culture pits have been extended to more organic manure to create more organic manure and to consume and properly utilize the college waste material like leaves, grass, etc.

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

Planning of Academic calendar and its successful completion

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

Free hostel facility to good sports persons, free bus service for girl students, free shooting range facility for college students, free training of cutting and stitching

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

7.4 Contribution to environmental awareness / protection

Polythene is banned in institute. Students' awareness through NSS Camp. There is Environment education Lecture for the 1st year students

7.5 Whether environmental audit was conducted? Yes ☐ No ☒

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

Good play grounds, healthy collaboration with surrounding schools, Noise free and eco friendly environment, democratic atmosphere for professional growth of faculty

8. Plans of institution for next year

B. Sc. Agriculture, BBA, Boys Hostel, Busses and new class rooms

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

Academic Calendar 2015-2016**Annual System**

Dates	Events
06/07/2015 to 13/07/2015	Admission process
14/07/2015 to 03/08/2015	Late admission with approval of principal
04/08/2015 to 20/08/2015	Late admission with approval of Vice-Chancellor
09/07/2015 onwards	Teaching start for ongoing classes
08/07/2015 to 21/10/2015 (85 teaching days)	Academic Term I
06/10/2015 to 09/10/2015	Youth and heritage festival
22/10/2015 to 28/10/2015 (07 days)	Autumn break
29/10/2015 to 19/12/2015 (41 days)	Academic term II
05/11/2015	Moral and ethical education exam. By Guru Gobind Singh study circle
21/12/2015 to 03/01 /2016 (14 days)	Winter break
21/12/2015 to 27/12/2015	NSS Camp (Boys)
04/01/2016 to 12/03/2016 (56 days)	Academic term III
18/01/2016 to 21/01/2016	Kabbadi championship competition
22/01/2016	National seminar (Physical education department)
26/01/2016	Republic day function
26/01/2016	Annual Alumni Meet
09/02/2016	Educational tour to Chandigarh (M. A., M. Sc., B. Sc.)
02/03/2016	Smart class organization practically (M. Sc.)
12/03/2016	Religious and historical tour (B. A.)

14/03/2016 to 15/03/2016	Annual Athletic Meet
14/03/2016 to 01/04/ 2016 (15 days)	Annual practical exams and preparatory holidays
02/04/2016 onwards	Annual theory exams
24/04/2016	Religious function on college foundation day
24/04/2016	Convocation
29/05/2016 to 06/07/2016 (39 days)	Summer vacations
85+41+56=182 days	Total teaching day of academic term I, II & III

Academic Calendar 2015-2016**Semester System**

Dates	Events
06/07/2015 to 13/07/2015	Admission process
14/07/2015 to 03/08/2015	Late admission with approval of principal
04/08/2015 to 20/08/2015	Late admission with approval of Vice-Chancellor
09/07/2015 onwards	Teaching start for ongoing classes
08/07/2015 to 21/10/2015 (85 teaching days)	Academic Term I (a)
06/10/2015 to 09/10/2015	Youth and heritage festival
22/10/2015 to 28/10/2015 (07 days)	Autumn break
29/10/2015 to 01/12/2015 (25 days)	Academic term I (b)
05/11/2015	Moral and ethical education exam. by Guru Gobind Singh study circle
02/12/2015 to 19/12/2015 (18 days)	End system exam
21/12/2015 to 03/01/2016 (14 days)	Winter break
21/12/2015 to 27/12/2015	NSS Camp (Boys)
04/01/2016 to 13/05/2016 (106 days)	Academic term II
18/01/2016 to 21/01/2016	Kabbadi championship competition
22/01/2016	National seminar (Physical education department)
26/01/2016	Republic day function
26/01/2016	Annual Alumni Meet
09/02/2016	Educational tour to Chandigarh (M. A., M. Sc., B. Sc.)
02/03/2016	Smart class organization practically (M. Sc.)

12/03/2016	Religious and historical tour (B. A.)
14/03/2016 to 15/03/2016	Annual Athletic Meet
14/05/2016 to 28/05/2106 (15 days)	End semester Exams.
24/04/2016	Religious function on college foundation day
24/04/2016	Convocation
29/05/2016 to 06/07/2016 (39 days)	Summer vacations
110+106=216 days	Total teaching day of academic term I & II