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

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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.

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 or EC number. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

1. Details of the Institution

1.1 Name of the Institution

> SMAT's SHIVANAND COLLEGE, KAGWAD

1.2 Address Line 1

> KAGWAD

Address Line 2

> KARNATAKA

City/Town

> KAGWAD

State

> KARNATAKA

Pin Code

> 591223

Institution e-mail address

> sangamdev_kgd@rediffmail.com

Contact Nos.

> 08339-264653

Name of the Head of the Institution:

> Dr. N. C. PISE

Tel. No. with STD Code:

> 08339-264510

Mobile:

> 09739267691

Name of the IQAC Co-ordinator:

> PROF. T. R. DAREKAR

Mobile:

> 094488116767

IQAC e-mail address:

> trdarekar59@gmail.com

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

> KACOGN12225

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/35/183 dated 28-2-2005

1.5 Website address:

> www.smatrustshivanandcollegekagwad

Web-link of the AQAR:

> -Nil-

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

1.6 Accreditation Details:

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B++	84	FEB. 2005	5 Years
2	2nd Cycle	B	2.34	SEPT. 2014	5 Years
3	3rd Cycle	-	-	-	-
4	4th Cycle	-	-	-	-

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

> 05-08-2005

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

> 2014-15

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 2013-14 Submitted On 30-09-2014   (DD/MM/YYYY)
  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 [√]

(e.g. 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) | KSOU, Study Centre –Distance Mode |

1.12 Name of the Affiliating University *(for the Colleges)* | RANI CHANNAMMA UNIVERSITY,BELAGAVI. |

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   [1+3=04]

2.2 No. of Administrative/Technical staff   [01]

2.3 No. of students   [02]

2.4 No. of Management representatives   [02]

2.5 No. of Alumni   [02]

2. 6 No. of any other stakeholder and

    community representatives   [02]

2.7 No. of Employers/ Industrialists   [01]

2.8 No. of other External Experts   [01]

2.9 Total No. of members   [15]

2.10 No. of IQAC meetings held   :   [02]

2.11 No. of meetings with various stakeholders: No. | 06 | Faculty | 04 |

Non-Teaching Staff Students | 02 | Alumni | 01 | Others | 01 |

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

> 1. Conducting University sponsored selection cum Tournament
>
> 2. Promotion of research among teachers
>
> 3. Encourage students to participate in competitions conducted by other institutions.
>
> 4. Participation of students in social activities.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1. To conduct university sponsored Tournaments. 2. To encourage students to	1. Conducted RCUB Kabbaddi tournament for Women on 16th & 17th October 2014.

participate in management fests organised by other colleges.	2. Conducted RCUB Tennicoit Tournament (Women) on 5th Feb. 2015. 9 Students of our college became University Blues. 3. Students of BA,BCom and BBA took part in various competitions and management fests organised by surrounding institutions.

* Attach the Academic Calendar of the year as Annexure.   : ***Annexure [i]***

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. The faculty was advised to commence soft skill courses with the assistance of UGC.
>
> 2. The staff was advised to organise State/National level seminars on themes of mass utility.
>
> 3. The principal was instructed to take necessary steps for starting B.Sc course as suggested by NAAc peer team in Sept. 2014.

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	-	-	-	-
PG	-	-	-	-
UG	03	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	03	-	-	-

Interdisciplinary	-	-	-	-
Innovative	-		-	-

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

Pattern	Number of programmes
Semester	03
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   :   Annexure [ii]

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

-NIL-

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

-    NIL -

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
17	06	11	-	-

2.2 No. of permanent faculty with Ph.D.   08

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	05	-	-	-	-	-	-	-	05

2.4 No. of Guest and Visiting faculty and Temporary faculty | - | - | 09 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	05	25	02
Presented papers	08	11	-
Resource Persons	02	06	-

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

> Use of ICT, Field visits and study tours
>
> Use of Internet, Project Assignments

2.7 Total No. of actual teaching days
      during this academic year   206

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

2.9 No. of faculty members involved in curriculum
      restructuring/revision/syllabus development | 00 | 04 | 04 |
      as member of Board of Study/Faculty/Curriculum Development workshop [* No of workshops attended]

2.10 Average percentage of attendance of students   85%

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total No. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA	70	47%	08%	40%	-	95%
B.Com	99	44%	29%	10%	-	83%
BBA	12	100%	-	-	-	100%

(Figures in bracket indicate numbers)

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

1. Subject- wise and class-wise result analysis.

2. Students' feedback

3. Verification of daily diaries and attendance sheets by HODs and Principal.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	04
Staff training conducted by the university	03
Staff training conducted by other institutions	03
Summer / Winter schools, Workshops, etc.	01
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	11	-	09
Technical Staff	-	-	-	01

Criterion – III

3. Research, Consultancy and Extension

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

Establishing Research Cell- to encourage faculty to undertake research projects, research papers, publication etc.

3.2   Details regarding major projects   **-Nil-**

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects   **- Nil-**

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4   Details on research publications

	International	National	Others
Peer Review Journals	02	01	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	06	-	-

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

:   - NIL -

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. | 05 | Chapters in Edited Books | - |

ii) Without ISBN No. | - |

3.8 No. of University Departments receiving funds from **- Nil -**

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

DPE [ ]   DBT Scheme/funds [ ]

3.9 For colleges   Autonomy [ ]   CPE [ ]   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	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons | 04 |

3.13 No. of collaborations   International | _ | National | _ | Any other (Univ.) | _ |

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

3.15 Total budget for research for current year in lakhs :   **-Nil -**

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
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution
       who are Ph. D. Guides | 01 |
     and students registered under them | 07 |

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

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones) :   **– Nil-**

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 | 12 | State level | 34 |

National level | - | International level | - |

3.23 No. of Awards won in NSS: - Nil -

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 | - | College forum | 01 |

NCC | 01 | NSS | 03 | Any other | 01 |

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

- Organised blood donation camps

- Organised aids awareness jatha

- Organised free dental and eye – check-up camp.

- Trained for selection in Indian Army to serve the nation.

- Awareness about sugar-cane among farmers.

- Involvement in pulse-polio programme.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	6 Acres	-	-	6 Acres
Class rooms	14	_	UGC and College	14
Laboratories	01	-	UGC and College	01
Seminar Halls	01	-	UGC and College	01
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	94	16	UGC and College	110
Value of the equipment purchased during the year (Rs. in Lakhs)	28,82,903	12,52,445	UGC and College	41,35,348
Others	-	-	-	-

4.2 Computerization of administration and library

Office and Library are partially computerized.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	11143	961423	662	97321	11805	1058144
Reference Books	4078	1000172	160	38415	4238	1004410
e-Books	50	Free	30	Free	80	Free
Journals	48	119000	22	24026	70	143026
e-Journals	n-list	10000	n-list	-	-	10000
Digital Database	-	-	03	-	03	-
CD & Video	73	17271	03	-	76	17271
Others (specify) Literature books	9031	278792	-	-	9031	278792

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	94	01	06	02	-	01	-	-
Added	16	-	-	-	-	-	-	-
Total	110	01	06	02	-	01	-	-

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

-Nil-

4.6 Amount spent on maintenance in lakhs :

   i) ICT   37,440

   ii) Campus Infrastructure and facilities   66,415

   iii) Equipments   10,290

   iv) Others   28,200

Total :   142305

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> ❖ Founders' day celebration
>
> ❖ Fresher's day celebration

5.2 Efforts made by the institution for tracking the progression

> ➢ Maintained register of outgoing students [year-wise] and updating information.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
616	-	-	-

(b) No. of students outside the state

05

(c) No. of international students

-Nil-

Men

No	%
305	50

Women

No	%
311	50

Last Year 2013-14						This Year 2014-15					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
08	67	08	558	01	642	07	63	06	538	02	616

Demand ratio : -NA-   Dropout % : 1.1

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

Shivanand Career Academy

No. of students beneficiaries | 40 |

5.5 No. of students qualified in these examinations : **- Nil -**

NET | - | SET/SLET | - | GATE | - | CAT | - |

IAS/IPS etc | - | State PSC | - | UPSC | - | Others | - |

5.6 Details of student counselling and career guidance

> 1. Providing information by SWO
>
> 2. Guidance by faculty

No. of students benefitted | 85 |

5.7 Details of campus placement :   **- Nil -**

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	-

5.8 Details of gender sensitization programmes

> - Sexual Harassment Cell is in action.
> - Providing protection to women.
> - Organising functions by ladies association.
> - Provision of lady NCC cadets and lady NSS volunteers.
> - NSS & NCC lady volunteers and Cadets

5.9 Students Activities

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

~~State~~/ University level | 09 | National level | 09 | International level | - |

No. of students participated in cultural events

~~State~~/ University level | 05 | National level | - | International level | - |

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

Sports : State/ University level | 09 | National level | - | International level | - |

Cultural: State/ University level | 05 | National level | - | International level | - |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	53	19,700
Financial support from government	101	934670
Financial support from other sources	40	4000
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives **: - Nil -**

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 | 05 |

5.13 Major grievances of students (if any) redressed: Problem of Students travelling from other places redressed

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

<div style="border:1px solid">

OUR VISION

Our vision is the vision which the Saint- Seer, His Holiness Shri Mallikarjun Mahaswamiji had before him in founding this college in the rural hinterland of Karnataka adjoining to Maharashtra border ; viz. **"To provide (equal) opportunities of higher education   to rural youth",** *impoverished as they are and deprived of easy access to urban centres.*

Since education is the only means of social mobility, we believe that by providing rural youth with access to higher education we are enabling them to come up in life, shape their careers and play their role as an integral part of the mainstream of national life.

OUR MISSION

Our Mission is to carry forward the Torch of Knowledge through the up-coming generations of Indian manpower, not only by presenting what has been handed down, but also by spreading it as widely as may be, and to add to it by ever-ongoing efforts to create new knowledge. In a word, **"It is commitment to propagation of knowledge".**

</div>

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

> Participation in Syllabi framing workshop and suggestions made there at.

6.3.2 Teaching and Learning

> -   Use of ICT
> -   Encouraging Seminars by students.

6.3.3 Examination and Evaluation

> -   Conducting of Internal assignment tests and intimating the marks.

6.3.4 Research and Development

> -   Encouraging faculty to present papers at Seminars and Conference at other places.
> -   Encouraging faculty for publication of books, articles etc.

6.3.5 Library, ICT and physical infrastructure / instrumentation

> -   To subscribe for new journals, periodicals etc and procure new text and reference books

6.3.6 Human Resource Management

> -   Training the administration staff
> -   Letter of appreciation for achievements of staff

6.3.7 Faculty and Staff recruitment

> -   Taking steps for immediate filling-up of vacancies

6.3.8 Industry Interaction / Collaboration

> -   MoUs with organisations working in surrounding areas.

6.3.9 Admission of Students

> -   Admission as per government policies and university rules

6.4 Welfare schemes for

Teaching	
Non teaching	06
Students	06

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	Yes	KLES B. K. College, Chikodi.	Yes	Co-ordinator,
Administrative	Yes	Principal and O.S	Yes	NAAC Steering Committee.

6.8 Does the University/ Autonomous College declares results within 30 days?   : **- N. A. -**

For UG Programmes   Yes   -   No   -

For PG Programmes   Yes   -   No   -

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

> - Giving Photocopy of answer scripts – by University
> - Provision of revaluation
> - Providing model question – Paper along with new Syllabi

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

> - Felicitation of Alumni achievers
> - Cash Prizes to Top scores at BA and B.Com.
> - Inviting top positioned alumni as Chief Guests for Gymkhana Day
> - Conducting Alumni meet

6.12 Activities and support from the Parent – Teacher Association

> - Conducting PTA meeting
> - Getting Suggestions from payments for improvement of College

6.13 Development programmes for support staff

> - Separate Offices for NCC, NSS, Sports and SWO

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

> - Plantation of trees in the Campus
> - Attempts to make office work – a paper less

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.

> - Felicitating the top scorers in Spl. Function[Pratibha Puraskar] has been motivating students for better score.
> - Inviting the good positioned alumni to college for lectures, as guest etc.

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

> *Annexure [iii]*

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

> *Annexure [iv]*
>
> *Annexure [v]*

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

7.4 Contribution to environmental awareness / protection

> - Local Gram Panchayat and our College NSS Volunteers jointly preparing for public park in kagwad
> - Plantation of Trees at Gurudev Ashram Kagwad , Primary Health Centre , KSRTC bus stand.
> - Awarness about construction of Toilets.

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 : Experienced and qualified staff.
>
> - ❖ Weakness : Coming –up of Colleges in nearby areas.
>
> - ❖ Opportunity : PG Courses and LLB Courses.
>
> - ❖ Threat : Non- filling up of Vacancies by the government.

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

1. Organisation of Department Seminars- National Level and State Level

2. Continuation of B.Sc and BBA Courses.

3. Organisation of Youth festival and Sports

4.   Construction of Auditorium

5. Construction of In-door Stadium.

Name :   Prof. T.R.Darekar   *Name : Dr. N. C. Pise.*

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

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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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