

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) in Accredited Institutions
(Revised in October 2013)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

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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.

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

AQAR for the year (for example 2013-14)

2015-16

I. 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

shivanandcollegekagwad@gmail.com
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. S. S. BAGANE

Mobile:

09986089688

IQAC e-mail address:

ssbagane@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

KACOGN12225

OR

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 28.02.2005

EC(SC)/04/RAR/21 Dt. Dec-10-2014

1.5 Website address:

www.smatrustshivanandcollegekagwad.co.in

Web-link of the AQAR:

<http://www.smatrustshivanandcollegekagwad.co.in/aqar/KACOGN12225-%20Shivanand%20college%20kagwad%204275.pdf> -
For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

05-08-2005

1.8 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 2013-14 Submitted On 30-09-2014 (DD/MM/YYYY)
 ii. AQAR 2014-15 Submitted On 21-10-2015 (DD/MM/YYYY)
 iii. AQAR _____ (DD/MM/YYYY)
 iv. AQAR _____ (DD/MM/YYYY)

1.9 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 ☐

1.10 Type of Faculty/Programme

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

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

Others (Specify)

KSOU, Study Centre –Distance Mode
Shivanand Career Academy

1.11 Name of the Affiliating University (for the Colleges)

RANI CHANNAMMA
UNIVERSITY, BELAGAVI.

1.12 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 (<i>Specify</i>)	-
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	01
2.5 No. of Alumni	01
2. 6 No. of any other stakeholder and community representatives	01
2.7 No. of Employers/ Industrialists	01
2.8 No. of other External Experts	01
2.9 Total No. of members	12
2.10 No. of IQAC meetings held	04

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

1. Conducting University sponsored selection /Inter-Collegiate Competition in Wrestling for Men & Women
2. Promotion of research among teachers.
3. Encouraged students to participate in competitions and campus interviews organised by other Institutions.
4. Participation of students in social services 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 Inter-collegiate Tournaments.	Conducted RCUB Inter-Collegiate Wrestling tournament in our College on 8 th & 9 th Jan. 2016. 2 students of our college became University Blues and participated in Inter –University Wrestling Tournament at Mysore.
2. To encourage students to participate in management fests organised by other Institutions.	Students of BA, BCom and BBA took part in various competitions and Management Fests organised by other institutions and won the prizes.
3. To organise Management Fest in our College.	Organised Management Fest in our College on 30 th March 2016
4. To organise cultural programmes	I) Department of Kannada and Kananda Pustak Pradhikar, Karnataka jointly organised “Rang Geete” & “Janapad Geeta Gayan” competition on 8-2-2016 II) Inter-Collegiate dance competition organised by Ladies’ Association on 9-3-2016

* 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/Workshops/Management fest on themes of mass utility.
3. The principal was instructed to take care of newly started BBA Course and Shivanand Career Academy and as per NAAC peer team and Management suggestions BSc Course was started during the Academic Year 2015-16.

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	03	01	02	01
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	03	01	02	01
Interdisciplinary	-			
Innovative	-			

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	04
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.

04 Staff Members participated in BOS of RCUB

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

B.Sc & Shivanand Career Academy

Criterion – II**2. Teaching, Learning and Evaluation**

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
21	10	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
	08						-	-	08

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

-

12

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	04	06	05
Presented papers	01	02	-
Resource Persons	-	01	02

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

204

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

-NA-

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

04

04

2.10 Average percentage of attendance of students

86%

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	79	72.15 % [57]	16.45% [13]	-	-	88.60
B.Com	111	31.53% [35]	28.82% [32]	10.80% [12]	-	71.17
BBA	09	11.11% [01]	55.56% [05]	22.21% [02]	-	88.88

* Figures in bracket indicate number of students.

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

1. Subject wise & Class wise result analysis
2. Students' Feed back
3. Verification of Daily Diaries & Attendance registers by HODs & Principal

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	-
Faculty exchange programme	03
Staff training conducted by the university	03
Staff training conducted by other institutions	-
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	06	10	-	10
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

	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	02	02	02

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 <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	<input type="text" value="-"/>	CAS	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
DPE	<input type="text" value="-"/>			DBT Scheme/funds	<input type="text" value="-"/>

3.9 For colleges	Autonomy	<input type="text" value="-"/>	CPE	<input type="text" value="-"/>	DBT Star Scheme	<input type="text" value="-"/>
	INSPIRE	<input type="text" value="-"/>	CE	<input type="text" value="-"/>	Any Other (specify)	<input type="text" value="-"/>

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	-	-	-	-	Self funded

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

01

05

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

01

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

01

State level

01

National level

01

International level

-

3.22 No. of students participated in NCC events:

University level

-

State level

09

National level

10

International level

-

3.23 No. of Awards won in NSS:

University level

-

State level

01

National level

01

International level

-

3.24 No. of Awards won in NCC:

University level

State level

01

National level

09

International level

-

3.25 No. of Extension activities organized

University forum	-	College forum	01	
NCC	03	NSS	11	Any other 01

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

- Blood Donation Camp
- Health Check-up Camp
- Awareness Programmes regarding Epidemics.
- Eco-friendly Programmes.
- Survey of Sanitation and Literacy.
- Career Building Programme.
- Water Literacy Programme.
- Pulse Polio Programme.
- Protection and Preservation of Ancient Monuments.
- Drams to create awareness among farmers to prevent suicides.
- Training for selection of students in Indian Army.
- Organisation of Dengue Awareness Rally.

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	—	-	14
Laboratories	01	-	-	01
Seminar Halls	01	-	-	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	110	02	UGC and College	112
Value of the equipment purchased during the year (Rs. in Lakhs)	4135348	63380	UGC and College	41,98,728
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	11805	1058144	297	37127.00	12102	1095221
Reference Books(subject)	4238	1004410	0	0.00	4238	1004410
e-Books	80	Free	150		230	Free
Journals	70	143026	20	19030	90	162056
e-Journals	N-List		N-List		N-List	
Digital Database	03	-	-	-	3	-
CD & Video	76	17271	03	Free	79	17271
Others (specify)						
Literature books	9031	278712	07	1170	9038	279962

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	110	01	06	02	-	01	-	-
Added	02	-	-	-	-	-	-	-
Total	112	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.)

Teaching and Non- teaching staff members and students were given training for upgradation of technology.
--

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.50369
ii) Campus Infrastructure and facilities	0.88191
iii) Equipments	0.18775
iv) Others	0.87159
Total :	2.44494

Criterion – V**5. Student Support and Progression****5.1 Contribution of IQAC in enhancing awareness about Student Support Services**

- ❖ Founders' day celebration
- ❖ Freshers' day celebration
- ❖ Publication of Prospectus

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
636	-	-	-

(b) No. of students outside the state

02

(c) No. of international students

-

Men	No	%	Women	No	%
	303	48		333	52

Last Year 2014-15						This Year 2015-16					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
07	63	06	538	02	616	07	62	11	554	02	636

Demand ratio NA Dropout % : 8.33 %

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

Shivanand Career Academy

No. of student beneficiaries

70

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

- Training to Career Academy Students by Abraham Jose on Tactics of Competitive Exams.
- Display of Job Advertisements of Govt. and Private Institutions on Notice Boards.
- To build Communication Skill and Personality , training was given to the student on Interview techniques and public speech.
- Psychological counselling.
- Students are prepared to present radio programmes.

No. of students benefitted

400

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
			4+2

5.8 Details of gender sensitization programmes

- Sexual Harassment Cell is in action.
- Karate training to girls for self protection.
- Organising functions by ladies association.
- 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	50	National level	05	International level	-
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No. of students participated in cultural events

State/ University level	11	National level	-	International level	-
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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	55	20,500
Financial support from government	59	2,04,310
Financial support from other sources	202	3,55,794
Number of students who received International/ National recognitions	01	*

* One NSS student received National Recognition by participating in RD parade at New Delhi.

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: Problem of Students about drinking water was redressed

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

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”**.*

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
- Use of Internet
- PPT Presentation 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 to new journals, periodicals etc and procure new text books and reference books

6.3.6 Human Resource Management

- Training the administration staff
- Letter of appreciation to staff for their achievements.

6.3.7 Faculty and Staff recruitment

- Taking steps for immediate filling-up of vacancies through College Management on temporary basis.

6.3.8 Industry Interaction / Collaboration

- MoUs with organisations and Industries of surrounding areas.

6.3.9 Admission of Students

- Admission as per government policies and university rules

6.4 Welfare schemes for

Teaching	06
Non teaching	
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	B.K. College Chikodi	Yes	Co-ordinator
Administrative	Yes	Principal & OS	Yes	NAAC Steering Committee

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?

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

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 on Annual Fest
- Cash Prizes to Top scores at BA , B.Com & BBA and Ideal Boy/Ideal Girl
- 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 parents for improvement of the College

6.13 Development programmes for support staff

- Separate Offices for NCC, NSS, Sports, SWO, Alumni Association
- KSOU Study Center, Shivanand Career Academy & College Employees Co-operative Credit Society

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 the college for special lectures, and as guests 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.

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 New Colleges in surrounding 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 Seminars, Workshops, National Level, State Level, Fests and Inter-Collegiate competitions.
2. Development of Laboratories for B.Sc Course.
3. Organisation of Inter-Collegiate Volley Ball Tournament.
4. Construction of Auditorium
5. Construction of In-door Stadium.

Name Prof. S.S. Bagane



Signature of the Coordinator, IQAC

Name Dr. G. G. Karalatti



Signature of the Chairperson, IQAC

Annexure I**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
