Guidelines for the Creation of the

Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) by Accredited Institutions

(For Affiliated/Constituent Colleges)

(Revised as per Revised Accreditation Framework in November, 2017)

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, **Bengaluru - 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 Sysstem among Students*
- ➢ *Promoting the Use of Technology*
- ➢ *Quest for Excellence*

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राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
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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 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, institutions need to channelize its efforts and measures towards promoting the holistic academic excellence including the peer committee recommendations.

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 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 by IQAC to remove deficiencies and enhance quality like the "Quality Circles" in industries.

IQAC – *Vision*
To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

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) Relevant and quality academic/ 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 assessment and evaluation process;

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

b) Parameters for various academic and administrative activities of the institution;

c) 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;

d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters to all stakeholders;

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) Periodical conduct of Academic and Administrative Audit and its follow-up

j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

Benefits

IQAC will facilitate / contribute to

a) Ensure 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. Teachers to represent all level (Three to eight)

3. One member from the Management

4. Few Senior administrative officers

5. One nominee each from local society, Students and Alumni

6. One nominee each 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, accordingly the representation of teachers may vary. 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 is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.

- 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 the 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/competent person with experience and exposure 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 essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as 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 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 by end of September every year positively. 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 as quality sustenance initiatives undertaken by them.

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

The IQACs may create its exclusive window tab on its institutional website for keeping the records/files of NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation Outcomes and regularly upload/ report on its activities, as well as for hosting the AQAR.

Revised Accreditation Framework

NAAC has launched Revised Accreditation Framework since July, 2017 and hence AQAR format also modified, in cognizance with the new methodology. The tools and parameters are designed in the new AQAR format are in such a way that the preparation of AQAR would facilitate the HEI's for upcoming cycles of Accreditation. Data collected/prepared infuses quality enhancement measures undertaken during the years. Further, it also adds quality enhancement and quality sustenance measures undertaken in teaching, learning, research, extension and support activities of the Institution. It is hoped that new AQAR would facilitate Educational Institutions for creating a good database at Institutional level for enhancing the quality culture.

As per the Revised Accreditation Framework (RAF), the NAAC Accredited institutions need to submit the AQAR online. NAAC is in the process of ICT integration in Assessment and Accreditation. The login id for the online submission for AQAR submission will be the e-mail id used for the IIQA. The AQAR submission is part of the post accreditation module, in due course of time. NAAC portal will have the facility to submit the AQAR online and Institutions will receive automated response. AQAR of the preceding year be submitted to the NAAC within six months i.e. the institutions should submit the AQAR before 31st December of every year.

The Higher Education Institutions need not submit the printed/hard copy of AQAR to NAAC.

Mandatory Submission of AQAR by IQAC

The Executive Committee of NAAC has decided that **regular submission of AQARs is mandatory for 2nd and subsequent cycles of accreditation with effect from 16th September 2016**:

The following are the pre-requisites for submission of IIQA for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A:

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

Note: The terms and abbreviation used in AQAR are in accordance with respective manuals for assessment of NAAC. Please refer institutional manual for glossary and abbreviations terms used in AQAR.

The Annual Quality Assurance Report (AQAR) of the IQAC

(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

Part – A

Data of the Institution

(data may be captured from IIQA)

1. Name of the Institution   Bhakt Darshan Govt PG College Jaiharikhal

- Name of the Head of the institution :   Prof. Kumkum Rautela

- Designation: Principal

- Does the institution function from own campus: Yes

- Phone no./Alternate phone no.:   01386276641

- Mobile no.: 9837362132

- Registered e-mail: principal_lansdowne@rediffmail.com

- Alternate e-mail : dwivedirakeshji@gmail.com

- Address   :Village - Sayalgaon

- City/Town   : Near Gumkhal

- State/UT   : Uttarakhand

- Pin Code   : 246193

2. Institutional status:
- Affiliated / Constituent: Affiliated

- Type of Institution: Co-education/Men/Women
  Coeducation
- Location : Rural/Semi-urban/Urban: Rural
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing
  (please specify) UGC 2f and 12(B) and Self financing

- Name of the Affiliating University: HNB Garhwal University (A Central University)
  Srinagar, Garhwal, Uttarakhand
- Name of the IQAC Co-ordinator :   Dr. Rakesh Kumar
  Dwivedi
- Phone no. : 8787061125

  Alternate phone no.

- Mobile: 7897175805

- IQAC e-mail address: dwivedirakeshji@gmail.com

- Alternate Email address: dwivedirkd@yahoo.com

3. Website address: www.bdgpgc.in
      Web-link of the AQAR: (Previous Academic Year): -
 http://www.bdgpgc.in/AQAR.pdf
   For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

 4. Whether Academic Calendar prepared during the year? Yes

Yes/No....., if yes, whether it is uploaded in the Institutional website: No

Weblink:

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st	C++		2004	from:2004 to: 2009
2nd	B	2.43	2016	from:2016 to: 2021
3rd				from: to:
4th				from: to:
5th				from: to:

6. Date of Establishment of IQAC: DD/MM/YYYY: 02-05-2005

7**.** Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
Career Counselling	18-08-2017	115
	09-03-2017	83
	24-04-2018	111
	27-04-2018	105
Regular meeting of IQAC	07-06-2018	29

> *Note: Some Quality Assurance initiatives of the institution are:*
>   *(Indicative list)*
> - *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements*
> - *Academic Administrative Audit (AAA) conducted and its follow up action*
> - *Participation in NIRF*
> - *ISO Certification*
> - *NBA etc.*
> - *Any other Quality Audit*

8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc. N.A.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes

        *upload latest notification of formation of IQAC

10. No. of IQAC meetings held during the year: 4

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website…….
Yes/No   -   No

(Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?   No

   If yes, mention the amount: -   -   Year: -

12. Significant contributions made by IQAC during the current year (maximum five bullets)

   * IQAC discussed various issued related to teaching learning, and research.

   *IQAC organized career counselling for the students.

   *New entrants were counselled about the CBCS system adopted by the college

   *Proposal for implementation of "Project Utkarsh"

   *Proposal for publishing the college magazine "Upatyaka"

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
1. To spread awareness among student and staff regarding human rights. 2. To organized meetings with fresher/students regarding new curricula/syllabi and examination pattern 3. Spread awareness among the students regarding participation in extracurricular activates and their futuristic opportunity in various fields 4. To ensure 75% mandatory Attendance in class and lab. 5. To promote the career counselling activities in the college.	1. Participation of students in co-curricular and extra-curricular activities increased 2. Students were benefited by the career counselling activities. 3. Not a single case of complaint was registered for women harassment or ragging. 4. Attendance percentage increased 5. Participation of students in career counselling activities increased

14. Whether the AQAR was placed before statutory body?   Yes /No: NO

Name of the Statutory body: -----   Date of meeting(s): 06-07-2017, 12-08-2017, 23-04-2018, 26-04-2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?
Yes/No: NO   Date: ---

16. Whether institutional data submitted to AISHE: Yes/No: YES

Year: 2018   Date of Submission: 01.03.2018

17. Does the Institution have Management Information System?
No

If yes, give a brief description and a list of modules currently operational.
(Maximum 500 words)

Part-B

CRITERION I – CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Institution is an affiliated college having affiliation with HNB Garhwal University Srinagar, hence follows curriculum of the university. College has no role in curriculum planning but implements the direction given by the universities for the same.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year **NA**

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
-	-	-	-	-

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year - **NA**

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
-	**-**	**-**	**-**

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
-	**-**	**-**		**-**	**-**

Already adopted (mention the year) 2015-2016

1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Courses
No of Students	NA	NA

1.3 Curriculum Enrichment

1.3.1 Value-added courses imparting transferable and life skills offered during the year

Value added courses	Date of introduction	Number of students enrolled
-	-	-

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
-	-

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	No	No	No	No

1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

The feedback received by the students is presented before the principal and the result is discussed with members of IQAC.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year – 1.08			
Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
	120		**851**
	120	**922**	
	60		
	120		
B.A- Hindi	**60**		
B.A- English	**60**		
B.A- Sanskrit	**120**		
B.A- History	**60**		
B.A- Geography	**60**		
B.A- Political Science	**60**		
B.A- Economics	**60**		
M.A – Hindi	**60**		
M.A- History	**60**		
M.A- Political Science	**120**		
M.A- Economics	**60**		
B.Sc- Mathematics	**60**		
B.Sc- Physics	**60**		
B.Sc- Chemistry	**15**		
B.Sc- Zoology	**15**		
B.Sc- Botany	**15**		
B.Sc- Geology	**60**		
M.Sc- Chemistry	**60**		
M.Sc- Botany	**50**		
M.Sc-Zoology			
B.Com			
M.Com			
B.Ed			

2.2 Catering to Student Diversity

2.2.1. Student - Full time teacher ratio (current year data) 69.5:1

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017-18	623	142	4	-	15

2.3 Teaching - Learning Process

2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data) – 31.5 %

Number of teachers on roll	Number of teachers using ICT *(LMS, e-Resources)*	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
11	6	Projector	2	-	Edusat

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

NA

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
765	11	69.5:1

2.4 Teacher Profile and Quality

2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
26	11	15	-	10-

2.4.2 Honours and recognitions received by teachers
(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
-	-	-	-

2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
B.A		Semester		
B.Sc		Semester		
B.Com		Semester		
M.A		Semester		
M.Sc		Semester		Result is declared by the University
M.Com		Semester		

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Students are made aware about the evaluation process by orientation programme at the beginning of the semester

Teaching plan contains evaluation process

Overall performance of the college is discussed in the Parent Teachers Association meeting.

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words). Academic calendar is prepared but examination dates are declared by the university

College adhered to the academic calendar.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes
for all programs offered by the institution are stated and displayed in website of the institution
(to provide the weblink)

http://www.bdgpgc.in/academic.pdf

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
	B.A VI	105	-	-
	B.Com VI	29	-	-
	B.Sc VI	77	-	-
	M.A IV	22	22	100
	M.Com IV	6	5	83
	M.Sc IV	34	30	88

2.7 Student Satisfaction Survey: NA

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research: NA

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

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-

Industry sponsored Projects	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students Research Projects *(other than compulsory by the College)*	-	--	-	-
International Projects	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.2 Innovation Ecosystem: NA

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights **(IPR)** and Industry-Academia Innovative practices during the year : NA

Title of Workshop/Seminar	Name of the Dept.	Date(s)
-	-	-

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
-	-	-	-	-

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year: NA

Incubation Centre	Name	Sponsored by
-	-	-

Name of the Start-up	Nature of Start-up	Date of commencement
-	-	-

3.3 Research Publications and Awards: NA

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
N.A.	N.A.	N.A.

3.3.2 Ph. Ds awarded during the year *(applicable for PG College, Research Center)*: NA

Name of the Department	No. of Ph. Ds Awarded
-	-

3.3.3 Research Publications in the Journals notified on UGC website during the year

	Department	No. of Publication	Average Impact Factor, if any
National	History	5	-
			-
International	Maths	2	2

3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	No. of publication
History	03
Zoology	01
Botany	04
Geography	01
Political Science	03

3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
Multi-layer security of color image based on chaotic system combined with RP2DFRFT and Arnold Transform	DC Mishra, RK Sharma, Saurav Suman, and Akhilesh Prasad	Jounal of Information Security and Application	2017	2	IIT Delhi	-
Crypto-system for Securing Text and Image Data	H. Sharma, D.C.Mishra, R.K Sharma, and N Kumar	International Journal of Image and Graphics	2018	-	Govt. P.G. College, Jaiharikhal	-

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
-	-	-	-	-	-	-

3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :

No. of Faculty	International level	National level	State level	Local level

Attended Seminars/ Workshops				
Presented papers	02	19	-	01
Resource Persons		01		

3.4 Extension Activities

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers **co-ordinated** such activities	Number of students participated in such activities
NSS Special Camp Celebration of World Yoga Day	NSS NSS and NCC	02 02	18 34

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
-	-	-	**-**

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers **coordinated** such activities	Number of students participated in such activities
AIDS Awareness	NSS and PHC Jaiharikhal	AIDS Awareness Campaign	02	32
Road Safety Week	NSS and Uttarakhand Police Kotdwara	Road Safety Week	04	105

3.5 Collaborations: NA

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year: NA

Nature of Activity	Participant	Source of financial support	Duration
-	-	-	-

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year: NA

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration **(From-To)**	participant
-	-	-	-	-

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year: NA

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
-	-	-	-

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
88000	88000

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	42000 Sq. M	-
Class rooms	14	-
Laboratories	08	-
Seminar Halls	02	-
Classrooms with LCD facilities	02	-
Classrooms with Wi-Fi/ LAN	-	-
Seminar halls with ICT facilities	01	-
Video Centre	-	-
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	55000
Others	-	114135

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS} N.A

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
-	-	-	-

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	22359	1000126	572	149081	22931	1149207
Reference Books	-	-	-	-	-	-
e-Books	-	-	-	-	-	-

Journals	415	42213	08	-	423	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Library automation	-	-	-	-	-	-
Weeding (Hard & Soft)	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	-	-	-	-	-	-	-	100MGBPS	-
Added	-	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	100MGBPS	-

4.3.2 Bandwidth available of internet connection in the Institution (Leased line)

……100…………… MBPS /GBPS

4.3.3 Facility for e-content: NA

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
-	-

4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc: NA

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content
-	-	-	-

4.4 Maintenance of Campus Infrastructure

4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
-	-	Rs. 135000	Rs. 135000

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. *(maximum 500 words)*   (information to be available in institutional Website, provide link)

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	-	-	-
Financial support from other sources – Post Matric Scholarship for SC Students Uttarakhand Total No. Of Students - 02			
a) National	-	-	-

b) International	-		-		-

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc., : NA

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
-	-	-	-

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
-	-	-	-	-	-

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
Not any	N.A	-

5.2 Student Progression

5.2.1 Details of campus placement during the year

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

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2017	01	M.Sc	Botany	Panjab University Chandigarh	Ph.D

5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	02	344563,88000698

SET	-	-
SLET	-	-
GATE	-	-
GMAT	-	-
CAT	-	-
GRE	-	-
TOFEL	-	-
Civil Services	-	-
State Government Services	-	-
Any Other	-	-

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
Annual Sports Day	College	39

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) : NA

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
-	-	-	-	-	-	-

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student union programme was organized on 22.9.2017 which was honoured by the presence of Minister of Higher Education of the state Shri Dhan Singh Rawat. He inaugurated the "Shoury Wall" of the college. Students are selected for the members of IQAC

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

No

5.3.2 No. of registered enrolled Alumni:

-

5.3.3 Alumni contribution during the year (in Rupees) **:**

NA

5.3.4 Meetings/activities organized by Alumni Association **:**

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)

-

6.1.2 Does the institution have a Management Information System (MIS)?
 Yes/No/Partial:

No

6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each)**:**
❖ Curriculum Development – The College being an affiliated college, has virtually no direct role in curriculum development
❖ Teaching and Learning – participation of faculty in international/National/States conferences and presentations of papers. ❖ Publication of a good number of research articles by the faculty members in different national/International Journals. ❖ Formation of academic calendar, making teaching plans. ❖ Use of ICT in deliberations and class-rooms teachings through power-point presentation.
❖ Examination and Evaluation – Faculty members are associated with multiple responsibilities as question setters, Examiners (internal and external both) and members of university flying squad. ❖ Participation of all faculty members in university examination and extreme care is taken for transparent and fair examination. ❖ Rigour& transparency in maintained in the internal assessment for UG/ PG students.
❖ Research and Development – Providing conductive environment for R&D ❖ Motivating faculty members to apply for Minor/Major Projects.
❖ Library, ICT and Physical Infrastructure / Instrumentation – Purchase of books in keeping wit the requirement of revised syllabi weeding out of redundant books. ❖ Installation of CCTV camera in college campus premises.
❖ Human Resource Management – Ensuring Co-ordination among different departments between teaching & non – teaching staff, so that human resource is utilized to optimum. ❖ Appreciation of good work of the employees by the principles/Management. ❖ Organising informal meetings, gatherings and party on several occasions like promotions, transfer and awards etc.
❖ Industry Interaction / Collaboration - N.A
❖ Admission of Students - Adhering to govt. Policies about admission of SC/ST,OBC, Women and minorities ❖ Total transparency in admission process. ❖ Admission strictly on merit basis.
6.2.2 : Implementation of e-governance in areas of operations: - N.A
❖ Planning and Development N.A
❖ Administration - N.A
❖ Finance and Accounts – N.A
❖ Student Admission and Support - N.A
❖ Examination – Online Marks Feeding by Faculty Members.
6.3 Faculty Empowerment Strategies
6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year   N.A

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
-	-	-	-	-

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year: NA

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
-	-	-	-	-	-

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
Orientation Programme Refresher Course	01 01	25 Oct to 21Nov 2017 01Dec To 22 Dec 2017

6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
N.A			

6.3.5 Welfare schemes for

Teaching	Availability of Teachers Welfare Fund. Loaning Facilities are given for house Construction, renovation and purchase of vehicles from directorate of higher education. reimbursement of medical expense for teachers and their dependent wards.
Non teaching	Loaning Facilities are given for house construction, renovation and purchase of vehicles from directorate of higher education. Reimbursement of medical expense for teachers and their dependent wards. Few residential Quarters are for Non-Teaching Staff.

	Scholarship for meritorious students and provision of poor students fund
	Bus concession for bonafide students
Students	Scholarship and refund of fee for SC/ST/OBC students

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

(with in 100 words each) **N.A**

6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
Shri Dalip Rawat	500000.00	For construction of wall and stage

6.4.2 Total corpus fund generated   500000.00

6.5 Internal Quality Assurance System

6.5.1 Whether Academic and Administrative Audit (AAA) has been done? No

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

6.5.2 Activities and support from the Parent – Teacher Association (at least three)

Parent Teacher Association meeting was organized on 08 November 2017 in which following suggestion were received

1 Utilization of under construction women hostel for teaching purpose

2 Refund of Examination Fee

3 Provision of bus for Students

4 Computers Training for Students.

6.5.3 Development programmes for support staff (at least three)

- SCL are sanctioned for participation in Seminar, Conference and Workshops
- Provision of study leave for pursuing PhD
- FIP is initiated for faculty members to enhance their academic abilities.

6.5.4 Post Accreditation initiative(s) (mention at least three)

6.5.5

a. Submission of Data for AISHE portal : (Yes /No) Yes			
b. Participation in NIRF : (Yes /No) No			
c. ISO Certification : (Yes /No) No			
d. NBA or any other quality audit : (Yes /No) No			

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to------)	Number of participants
2017	Counselling of the students about CBCS system	06.07.2017	18.08.2018	115
2018	To update and change the college website	26.04.2018	Before the session 2018-19	9

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year): N.A

Title of the programme	Period **(from-to)**	Participants	
-	-	-	-
-	-	-	-

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources
- Plantation Drive was organized by Botany department and NSS, Cleanliness Drive organized by NSS volunteers.

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	No	-
Provision for lift	No	-
Ramp/ Rails	No	-
Braille Software/facilities	No	-
Rest Rooms	No	-
Scribes for examination	No	-
Special skill development for differently abled students	No	-
Any other similar facility	No	-

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2018 2018	02	02	08 Nov 2017 22 To 28 Feb, 2018	P.T.A Meeting N.S.S Special Camp	Issues Related with parents and students.	14 Staffs.

					Cleanliness drive in village jaiharikhal	18 Students 02 Staffs

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders N.A.

Title	Date of Publication	Follow up (maximum 100 words each)
-	-	-

7.1.6 Activities conducted for promotion of universal Values and Ethics stakeholders- N.A.

Activity	Duration (from-------to-------)	Number of participants
-	-	-

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

The college has been declared as smoke-free zone

Tree plantation by NSS camp

Organization of student awareness activities during Council programmes

7.2 Best Practices

Describe at least two institutional best practices – 1. Not a single case of ragging has come to notice
2. Departmental Council activities are organized by the various departments of the college.
Upload details of two best practices successfully implemented by the
institution as per NAAC format in your institution website, provide the link

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust
Provide the weblink of the institution in not more than 500 words

- ➤ NAAC Grading improved
- ➤ The only government college in the region providing higher education successfully to the surrounding rural and hilly areas and adjoining regions.
- ➤ Successful implementation of the dress code in the college.

8. **Future Plans of action for next academic year (500 words)**

> - To increase the physical infrastructure of the college and enrolment of the students.
>
> - Construction of multipurpose hall, boundary wall and campus beautification.
>
> - To generate the funds from various agencies and NGOs.
>
> - To publish the college magazine
>
> - To improve the result of the college.
>
> - To implement the "Project Utkarsh" to impart elementary computer education to the students
>
> - To restart the Edusat system in the college

Name _Dr. Rakesh Kumar Dwivedi_   *Name* _ Prof. Kumkum Rautela

_____   _____

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

_____***_____

Abbreviations:

CAS	-	Career Advancement 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

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For Communication with NAAC

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