

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.

Monitoring Mechanism

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

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

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

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (naac.aqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

I. Details of the Institution

1.1 Name of the Institution

Abhijit Kadam Institute of Management
and Social Sciences, Solapur

1.2 Address Line 1

Sr. No. 590 to 594 Jule Solapur,

Address Line 2

Bijapur Road,

City/Town

Solapur

State

Maharashtra

Pin Code

413004

Institution e-mail address

akim@bharativedyapeeth.edu

Contact Nos.

0217- 2341353, 2302016

Name of the Head of the Institution:

Dr. V.S. Mangnale

Tel. No. with STD Code:

0217- 2341353, 2302016

Mobile:

8793820977

Name of the IQAC Co-ordinator:

Prof. A. M. Janwadkar

Mobile:

9970538456

IQAC e-mail address:

akim@bharativedyapeeth.edu

1.3 NAAC Track ID (For ex. MHCOGN 18879) _____ -- _____

1.4 Website address:

<http://www.akim.bharativedyapeeth.edu>

Web-link of the AQAR:

<http://www.akim.bharativedyapeeth.edu/AQAR2013.pdf>

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	-	2004	5 years
2	2 nd Cycle	A	3.16	2011	5 years
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

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

1/7/2003

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

2013-14

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_2012-13 submitted on 14/06/2013 (DD/MM/YYYY)
- ii. AQAR_____ (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)

Social Work

1.11 Name of the Affiliating University (for the Colleges)

N.A.

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

Autonomy by State/Central Govt. / University	N.A.		
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	10
2.2 No. of Administrative/Technical staff	01
2.3 No. of students	01
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

2.9 Total No. of members

2.10 No. of IQAC meetings held

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

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

- Enhancement of Knowledge & Skills regarding E-Resources
- Enhancing Research Techniques

2.14 Significant Activities and contributions made by IQAC

Significant Activity: i) Workshop on Enhancing of Knowledge & Skills regarding E-Resources
 ii) FDP on Enhancing Research Techniques

Significant Contribution: IQAC is instrumental in achieving coordination

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
Conduction of Orientation programme	Conducted orientation programme of MBA, MCA, MSW, BBA and BCA
Orientation programme for Field visits of MSW students	Students were well equipped with necessary knowledge and skills.
Orientation Visits of MSW	Students gain practical knowledge as to how do Govt Organizations & NGOs function
Tree Plantation under NSS Department	Created an awareness regarding importance environmental and ecological balance

Activity under Educational Film Club	Through screening of film 'Lagan' students could enhance their knowledge regarding implementation of Management concepts, team building and leadership
Organisation of Short Tour of MSW I	Capacity building of students for rural field work
One Day Training Programme for Non-Teaching Staff	Help in improving computational skill
A workshop on uses of e- resource of library	Enhancement of knowledge and skills regarding e - resources.
Industrial Visits	Visit to Birla Super cement factory at Hotgi was useful for practical exposure
Conduction of FDP	FDP conducted by Dr. J.C. Sarma (SIBER, Kolhapur) on research techniques helped faculty in widening horizons of their knowledge.
Conduction of Alumni Meet	Help in achieving coordination of the alumni with institution
Midterm Seminar on Growth of Urban Population in India	Instead seminar on Urban Community Development was conducted by Mr. Bake (UCD officer, SMC)
IT Literacy Camp	Visited various schools in nearby villages which aroused interest and awareness about IT among school going students.

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

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

--

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	01	00	01	00
PG	03	00	02	00
UG	02	00	02	00
PG Diploma	00	00	00	00
Advanced Diploma	00	00	00	00
Diploma	00	00	00	00
Certificate	00	00	00	00
Others	00	00	00	00
Total	06	00	05	00
Interdisciplinary	00	00	00	00
Innovative	00	00	00	00

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

CBCS- MBA, MCA & MSW Programmes

Core –BBA & BCA

Elective Offered – MBA, MCA, BBA & MSW

Open Subjects offered – MBA & MCA

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	05
Trimester	00
Annual	01

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

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

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

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

- For MBA course two electives namely 'Event Management' & 'Retail Management' have been added which will be implemented from 2014.
- Integrated MCA course (comprising of five years) is being introduced. The syllabus & the course structure is finalised for implementation which will be implemented from 2014.
- For student seeking lateral entry in MCA course (after passing BCA, BCS, BSc (Computer Science)) are now undergo for a bridge course which is designed & will be implemented from 2014.

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
16	09	05	02	00

2.2 No. of permanent faculty with Ph.D.

06

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
00	00	00	00	00	00	00	00	00	00

2.4 No. of Guest and Visiting faculty and Temporary faculty

18

00

00

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	08	01
Presented papers	01	06	00
Resource Persons	00	02	00

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

CBCS Pattern was initiated for MBA, MCA & MSW

2.7 Total No. of actual teaching days

180

during this academic year

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

Provision of Revaluation & Photocopy

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

06	-	01
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2.10 Average percentage of attendance of students

75 %

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
MBA	32	11%	16%			84.38%
MCA	22	13.63%	50%	4.54%	-	68.18%
MSW	31	0%	61.29%	16.12%	-	77.42%
BBA	13	0%	59.23%	30.76%	-	100%
BCA	15	6.67%	53.33%	20%	-	80%

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

Through analysis of Results, through feedback from students & through Interactive sessions with the faculty

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	-
Staff training conducted by the university	02
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	-
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	32	00	00	00
Technical Staff	01	00	00	00

Criterion – III

3. Research, Consultancy and Extension

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

- IQAC organises seminars, workshops and FDP's for the faculty to sharpen their research skills.
- We have formed a separate research cell wherein all the facilities required are provided

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	00	00	01
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	01	00	00
Outlay in Rs. Lakhs	-	01	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	07	01	00
Non-Peer Review Journals	01	03	00
e-Journals	00	00	00
Conference proceedings	01	01	00

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	01	Solapur Municipal Corporation, Solapur	521000/-	421000/-
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	01	-	521000/-	100000/-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	00	01	00	00	00
Sponsoring Agencies	--	Bharati Vidyapeeth University	--	--	--

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	00
	Granted	00
International	Applied	00
	Granted	00
Commercialised	Applied	00
	Granted	00

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
00	00	00	00	00	00	00

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

04

02

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

00

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

JRF 00 SRF 00 Project Fellows 00 Any other 00

3.21 No. of students Participated in NSS events:

University level 01 State level 00
National level 00 International level 00

3.22 No. of students participated in NCC events:

University level 00 State level 00
National level 00 International level 00

3.23 No. of Awards won in NSS:

University level 00 State level 01
National level 00 International level 00

3.24 No. of Awards won in NCC:

University level 00 State level 00
National level 00 International level 00

3.25 No. of Extension activities organized

University forum	00	College forum	00		
NCC	00	NSS	02	Any other	03

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

- Organized Road & Safety Drive through NSS for which Govt. of Maharashtra accorded us special appreciation award
- Free Health Check-up & Medicine Distribution camp at Rajur
- Health and haemoglobin check-up camp at Jivhala School
- Organised IT Literacy Camp for the students of selected Z.P. Schools of Solapur District
- Eye check-up camp
- Blood Donation Camp

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	11500 sq. mtr	-	-	11500 sq. mtr.
Class rooms	10	-	-	10
Laboratories	00	-	-	00
Seminar Halls	03	-	-	03
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	03	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	246810/-	-	-
Others	06	-	-	06

4.2 Computerization of administration and library

The institute has FTP server for maintaining all the regular software's and hardware drivers needed as well as it has a separate library FTP for storing all the e-books, pdf version, doc files & other subject, course wise material, we also have Easylib Software, CD database etc.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	21219	3748842/-	253	121704/-	21472	3870546/-
Reference Books	3575	1435057/-	-	--	3575	1435057/-
e-Books	-	-	-	--	--	--
Journals	61	138070/-	--	--	61	138070/-
e-Journals	05	529603/-	-	-	05	529603/-
Digital Database	14	10631/-			14	10631/-
CD & Video	475	--	--	--	475	--
Periodical Back Volume	--	--	--	--	--	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	261	05	01	01	05	02	04	01
Added	-	-	-	-	-	-	-	-
Total	261	05	01	01	05	02	04	01

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

The institute has ftp server for maintaining all the regular software and hardware drivers needed as well as it has a separate library ftp for storing all the e-books, pdf version, doc files & other subject, course wise material. The institute maintains online software for tracking the computer network problems.

4.6 Amount spent on maintenance in lakhs :

i) ICT	4.07
ii) Campus Infrastructure and facilities	1.12
iii) Equipments	NIL
iv) Others	3.61
Total :	8.8

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Students are involved in various functional Committees such as Library committee, Sports Committee, Prevention of Sexual harassment Committee etc.

5.2 Efforts made by the institution for tracking the progression

Institute is always in touch with students and alumni through Alumni meet, Interactive Sessions. The feedback is taken from the students about the teaching and learning

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
171	193	03	00

(b) No. of students outside the state

13

(c) No. of international students

00

Men	No	%	-	Women	No	%
	209	57			158	43

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
214	34	01	46	00	295	238	48	02	78	01	367

Demand ratio: 1:0.8

Dropout: 1.67 %

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

We have a Competitive Examination Cell in which students can avail the books of competitive exams.

No. of students beneficiaries

125

5.5 No. of students qualified in these examinations

NET	00	SET/SLET	00	GATE	00	CAT	00
IAS/IPS etc	00	State PSC	00	UPSC	00	Others	00

5.6 Details of student counselling and career guidance

- There is class coordinator for each class assigned the task of counselling.
- We conduct career guidance sessions

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
07	37	23	16

5.8 Details of gender sensitization programmes

Organised awareness programmes on the occasion of Women's day by involving successful women from different walks of life.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

Other :

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	05	32000/-
Financial support from government	18	425000/-
Financial support from other sources	Nil	00
Number of students who received International/ National recognitions	Nil	00

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: 00

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: “To emerge as a value centered leading educational institute in the fields of Management, Information Technology and Social Sciences.”

Mission: “Social Transformation through Dynamic Education”

6.2 Does the Institution has a management Information System

No

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

6.3.1 Curriculum Development

- Adoption of CBCS pattern for MBA, MCA and MSW Courses
- Syllabus updating is done after every Three Years. It is designed on the industry and business needs
- Faculty members involves in curriculum development as BOS Member

6.3.2 Teaching and Learning

- Teaching through Case Study Method is encouraged
- Workshops & guest lectures by industrial experts
- Use of ICT in Teaching
- Orientation programme for newly admitted students
- Seminars organised on curricular aspects
- To strengthen the skills of student s skill development workshops are organised
- Teaching through self learning is being exercised

6.3.3 Examination and Evaluation

Continuous assessment is done based on assignments, seminars, presentations, unit tests, field work and attendance.

6.3.4 Research and Development

Institute has research cell under which different research activities such as case writing, research proposals, research articles etc are organised. The institute has biannual research journal with ISSN No.2319-2348

6.3.5 Library, ICT and physical infrastructure / instrumentation

The institute has setup LCD in all the classrooms, there are 5 labs with 40 terminals each for interactive teaching learning process. The faculty use social networking sites/applications for information gathering & communication

6.3.6 Human Resource Management

- Recruitment is made through a committee comprising of experts
- Faculty are exposed to faculty development programmes by academic staff college
- Faculty are encouraged to go for training/FDPs/Workshops organised by other institutes

6.3.7 Faculty and Staff recruitment

- Recruitment is made through a committee comprising of experts
- It is administered by Central Office of Bharati Vidyapeeth, Pune

6.3.8 Industry Interaction / Collaboration

- Guest lecture for the students of the institution Industry experts
- Institute is having MOU's with Solapur Chamber of Commerce & Industries, Solapur Electronic Distribution Associations and Precision Camshafts, Ltd, Solapur

6.3.9 Admission of Students

- Through All India Common Entrance Test (B-MAT, B-CAT, BU-MAT) followed by interview and group discussion
- For MSW entrance is conducted by the Bharati Vidyapeeth University, Pune followed by interview and group discussion.

6.4 Welfare schemes for

Teaching	Provision of Sevak Kalyan Nidhi
Non teaching	Provision of Sevak Kalyan Nidhi .
Students	Providing fee Concession for economically weak students

6.5 Total corpus fund generated

Nil

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	BSI	Yes	Director & HOD's
Administrative	Yes	BSI	Yes	Head Office

6.8 Does the University/ Autonomous College declare 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?

CBCS has been implemented for all PG courses

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

Examinations of Internal Subjects are allowed to be taken at institution level.

6.11 Activities and support from the Alumni Association

- Guest lecture of Mr. Prakash Bang was organised by Alumni Association
- Conducted lecture by alumni Mr. Tanaji Chavan and Mr. Ali Sayyad on “NGOs in Microfinance”

6.12 Activities and support from the Parent – Teacher Association

Parents support in the organisations of various social activities e.g. Blood Donation, Tree Plantation etc.

6.13 Development programmes for support staff

Computer training for clerical staff

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

- Tree plantation programme
- Cleanliness campaign
- Celebration of No Vehicle Day

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.

Inducing social values and accordingly conducting programmes which discharge social responsibility of the institution

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

Discrepancies found are analysed in the remedial measures are taken/ suggested in meeting of IQAC

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

- Conduction of Socially significant programmes/activities
- Conduction of Public Lectures

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

7.4 Contribution to environmental awareness / protection

Tree Plantation Campaign conducted in close association with Dept of Forestry, Govt. of Maharashtra

7.5 Whether environmental audit was conducted? Yes No

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

Strengths:

- State of art infrastructure
- Student centric academic policies and practices

Weaknesses:

- Usually students enrolled are with average performance in graduation
- Narrow scope for industrial consultancy and sponsored research projects

Opportunities:

- Solapur is getting recognition as emerging educational hub
- Growing concern for Management and Computer education amongst service industry

Threats:

- Attraction amongst prospective students towards metro cities for higher education
- Difficulty in inviting highly skilled professional for training our students

8. Plans of institution for next year

- IT Sampark Abhiyan
- Seminar on Rethinking in Social Work
- Celebration of Corporate Week
- National Level Seminar
- Alumni Meet
- Faculty Development Programme
- Lakshya- An Intercollegiate Cultural Event
- Public Lecture on Budget Review
- NSS Special Winter Camp
- Seminar on Technology Innovation
- Introduction of short term courses

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____***_____

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence

DPE	-	Department with Potential for Excellence
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
