

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 (capuaqar@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 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.

Mandatory Submission of AQAR by IQAC

So far submission of AQARs was not a Mandatory requirement for Institutions applying to NAAC 2nd and subsequent cycles of Assessment and Accreditation (A&A). It has now been decided by the Executive committee of NAAC that **regular submission of AQARs should be made mandatory for 2nd and subsequent cycles of accreditation.**

In view of the decision of **Executive Committee of NAAC** the following will be the pre-requisites for submission of LOI for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A **with effect from 16th September 2016:**

- 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.

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	Baba Zorawar Singh Fateh Singh Khalsa Girls College, Morinda
1.2 Address Line 1	B.Z.S.F.S. Khalsa Girls College
Address Line 2	Morinda, Ropar
City/Town	Morinda
State	PUNJAB
Pin Code	140101
Institution e-mail address	gcmorinda@yhao.in
Contact Nos.	0160-2630095
Name of the Head of the Institution:	Dr. Pushpinder Kaur
Tel. No. with STD Code:	0160-2630095
Mobile:	98556-20325

Name of the IQAC Co-ordinator: Associate Prof.Rupinder Kaur

Mobile: 8968511622

IQAC e-mail address: iqacmorinda@gmail.com

1.3 NAAC Track ID (For ex. MHCogn 18879) PBCOGN21961

1.4 NAAC Executive Committee No. & Date: EC(SC)/13/A&A/6.1 dated 17.03.2016
(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)

1.5 Website address: www.khalsacollegemorinda.org

Web-link of the AQAR: http://www.khalsacollegemorinda.org//iqac-2016-17

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.07	2016	5 Years
2	2 nd Cycle	-	-	-	-
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC : DD/MM/YYYY 16.7.2016

1.8 AQAR for the year (for example 2010-11) 2017-18

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

- i. AQAR 28/03/2017 (DD/MM/YYYY)⁴
ii. AQAR _____ (DD/MM/YYYY)
iii. AQAR _____ (DD/MM/YYYY)
iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Computer Science, Information Technology

1.12 Name of the Affiliating University (for the Colleges)

Punjabi University Patiala

1.13 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	N.A.	UGC-CPE	N.A.
DST Star Scheme	N.A.	UGC-CE	N.A.
UGC-Special Assistance Programme	N.A.	DST-FIST	N.A.
UGC-Innovative PG programmes	N.A.	Any other (<i>Specify</i>)	-
UGC-COP Programmes	N.A.		

2. IQAC Composition and Activities

2.1 No. of Teachers	6
2.2 No. of Administrative/Technical staff	2
2.3 No. of students	1
2.4 No. of Management representatives	1
2.5 No. of Alumni	2
2.6 No. of any other stakeholder and community representatives	-
2.7 No. of Employers/ Industrialists	-
2.8 No. of other External Experts	2
2.9 Total No. of members	14
2.10 No. of IQAC meetings held	Two

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. Facilitating infrastructure development
2. Formation of Committees.
3. Time Table.
4. Surprise Class Lab Visit.
5. Formation of Academic Calendar.

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
<ol style="list-style-type: none"> 1. Up gradation of Infrastructure. 2. More Number of Community activities to be initiated. 3. Sports and Cultural Activities. 4. Improving the library Service. 5. To train the student in different Youth Festival Activities. 	<ol style="list-style-type: none"> 1. One AC for Principal's office has been purchased, Infrastructure facilities like labs, grounds have been upgraded. 2. Community Services are initiated through N.S.S. Youth Club of the College. 3. The College participated in Zonal Youth Festival got IInd Runner Up Positions. The college had a wing in wrestling & Kabaddi from Punjab Sports Department Ropar Punjabi University Patiala. The College Players participated at All India Inter University Inter College Level got positions. 4. New Books have been added in the Library. 5. College arranged to train students for different Youth Festival Activities of Zonal & Inter Zonal Youth Festivals.

6. Exposure in area of field study and educational visits.	6. Different Departments are arranging visit to places having socio cultural & historic importance.

** 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

Management appreciated the efforts and suggested the chairperson of IQAC, to increase their activities to make this cell more effective and result oriented.

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	1	-	1	-
UG	4	-	2	-
PG Diploma	2	-	2	-
Advanced Diploma	5	-	5	5
Diploma	5	-	5	5
Certificate	5	-	5	5
Others	-	-	-	-
Total	22		20	15
Interdisciplinary				
Innovative				

√

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

Pattern	Number of programmes
Semester	UG-4,PGDDT-1,PG-1,PGDCA-I
Trimester	
Annual	ADD ON 5

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

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.

Revision carried out at University Level.

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

N.A.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	8	6	2	*	*

2.2 No. of permanent faculty with Ph.D.

2

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
	-	1	-	-	-	-	-	-	-	1(Phy-Edu)

2.4 No. of Guest and Visiting faculty and Temporary faculty

		21
--	--	----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	4	3	-
Presented papers	-	10	-
Resource Persons	-	-	-

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

- As the teachers has to do the task of covering the syllabi with in stipulated time so lecture method becomes most prevalent mode of teaching.
- Students are encouraged to ask the questions.
- Study tours are also arranged.
- Duty leave is also provided to the faculty to enable them to participate in Seminars & Conferences.

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

180

- 2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)
- Assignment based Internal assessment is taken.
 - Answer sheets of House test are delivered to and discussed with the students.
 - Questions papers are photocopied in House Examination.

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

		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 %
B.COM-I	29	6.8	48.27	10.34	-	100%
B.COM-II	34	8.82	44.11	-	-	100%
B.COM-III	25	16	56	8	-	100%
BCA-I						
SEM-I	24	45.8	-	-	-	100%
SEM-II	17	37.5	2.04	-	-	100%
BCA-II						
SEM-III	20	5	25	15	-	100%
SEM-IV	18	22.2	61.11	-	-	100%
BCA-III						
SEM-IV	13	-	23.07	23.07	-	100%
SEM-V	13	-	76.92	23.07	-	100%
M.Sc(IT)-I						
SEM-I	7	-	57.14	14.29	-	100%
SEM-II	7	45.85	14.29	-	-	100%
M.Sc(IT)-II						
SEM-III	7	85.72	14.29	-	-	100%
SEM-IV	7	85.7	14.28	-	-	100%
PGDCA	19	21.05	5.27	-	-	100%
BA-I						
SEM-I	69	2.89.	43.48	21.74	-	100%
SEM-II	64	-	26.6	28.12	-	100%
BA-II						

SEM-III	94	3.2	41.49	21.28	-	100%
SEM-IV	95	10.52	45.26	10.52	-	100%
BA-III						
SEM-V	99	26.26	14.14	1.01	-	100%
SEM-VI	97	32.98	14.43	2.06	-	100%
BBA-I	7	42.71	-	-	-	100%
BBA-II	8	-	25	-	-	100%
BBA-III	4	-	-	-	-	100%
PGDD&T	RESULT AWAITED					

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

Meetings are held to review the progress of academic work. Students feedback and interaction is maintained to regulate teaching learning process.

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

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	4	-	1	-
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

The college provides all necessary infrastructures (including library, Internet) to the teachers. The college encourages the faculty to participate in various seminars where they can exchange their views with peer's frontier knowledge.

3.2 Details regarding major projects N.A.

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects N.A.

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	5	2	-
Non-Peer Review Journals	-	-	-
e-Journals	6	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	--			
Minor Projects	--			
Interdisciplinary Projects	--			
Industry sponsored	--			
Projects sponsored by the University/ College	--			
Students research projects <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 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					
Sponsoring agencies	--	---	--	--	--

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 : **N.A**

From Funding agency From Management of University/College
 Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events: N.A.

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC: N.A

University level State level
National level International level

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="9"/>		
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="5"/>	Any other	<input type="text" value="-"/>

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

- Tree Plantation is done.
- Blood Donation Camp is organised.
- \Swachta Pakwara is observed.
- Visit to Educational & visit & Religious Places.

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	5 Acre	-	-	5 Acre
Class rooms	18	-	-	18
Laboratories	9	-	-	9
Seminar Halls	1	-	-	1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	5	-	-	5
Value of the equipment purchased during the year (Rs. in Lakhs)	994389	-	-	994389
Others				

4.2 Computerization of administration and library

Internet Access is available in the Library for teachers & Students.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	857	7,73,7952	36	6664	894	7,80,459.2
Reference Books	387	2,33,829	105	1,03,106	495	3,36,935
e-Books						
Journals	8	31,900	-	-	8	31,900
e-Journals						
Digital Database						
CD & Video	90	-	5	-	95	-
Others (specify)	1873(Books)	3,74,283	690	1,72,203	2563	5,46,486

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	104	4	2 Labs	-	-	2	14	-
Added	-	-	-	-	-	-	-	-
Total	104	4	2 labs	-	-	2	14	-

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

The College has Internet facility for faculty as well as students. Administrative section uses computers.

4.6 Amount spent on maintenance in lakhs :

i) ICT	216945
ii) Campus Infrastructure and facilities	154015
iii) Equipments	244414
iv) Others	135376
Total :	750750

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- College publishes its prospectus, News Letter, annually where student support services are mentioned.
- Students are also informed about support services in Tutorial Classes.
- Spoken English Classes and Add on Courses in Computer are held for the students, free of cost under UGC Plan.

5.2 Efforts made by the institution for tracking the progression

The Institution tries to register the students as Alumni as far as possible. Their feedback is obtained. The career counselling cell directed to prepare record where ever possible.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
482	23	-	-

(b) No. of students outside the state

05

(c) No. of international students

NA

	No	%
Men	-	-

Women

No	%
NA	NA

Last Year						This Year					
General	SC	S T	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
199	243	-	59	01(sc)	501	157	273	1	74	2(1 sc 1 gen)	505

Demand ratio NA Dropout % 22%

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

NIL

No. of students beneficiaries

NA

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

Career Guidance is provided by placement cell. Lecturers on Personality development and Communication skills are organised by the cell.

No. of students benefitted

04

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
NIL	NIL	NIL	-

5.8 Details of gender sensitization programmes

The college celebrates International Women’s day & enlighten the society about women related issues.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	18	18615
Financial support from government	2	247539
Financial support from other sources	8	70718
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

- Every Year Famous Lohri Festival is dedicated to girls & they ignite the pious ceremony of lighting the Lohri
- College celebrates every year Teej festival .
- Tree Plantations is done at adopted village.
- Students render their services at local Gurdwara Sahib time to time. Teachers day and farewell parties are also arranged by the students.
- Red Ribbon Club made people aware about AIDS.

5.13 Major grievances of students (if any) redressed: G & R cell do the counselling of students and their grievances are redressed at personal basis.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

- Quality Education to the rural Girls.
- Spiritual & Moral Education to uplift the humanity in general.

Mission:

- To enable the rural girls to be self-dependent.
- To make the students good human beings.
- To include discipline, higher values of cultural and rich heritage.

6.2 Does the Institution has a management Information System

- Students Records: Students enrolment, are maintained in computer.
- Complaint cum suggestions in box is installed.
- Automation of Library is done.

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

6.3.1 Curriculum Development

As far as curriculum design is concerned, it is done by the affiliating University i.e. Punjabi University Patiala for all the classes

6.3.2 Teaching and Learning

Group Discussion, seminars, workshops are arranged to make teaching & Learning more effective.

6.3.3 Examination and Evaluation

Two MST's in each semester are conducted and the results records are properly maintained.

6.3.4 Research and Development

Faculty members are motivated to participate in UGC sponsored seminars, Conferences & publish their articles in peer reviewed journals.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The automation of Library is going On. The College has internet facility through Wi-Fi. Software is used in Library.

6.3.6 Human Resource Management

The Human Resource of college is managed in free & democratic manner. Records for faculty & staff are maintained to recommend the incentives. There is a governing body that develops & manages the total human resource of the college.

6.3.7 Faculty and Staff recruitment

The Recruitment of faculty & staff is done by following rules & regulations laid down by UGC, Punjabi University Patiala, Pb.Govt.

6.3.8 Industry Interaction / Collaboration

The college arranges visits of students to the industries to get first hand information.

6.3.9 Admission of Students

For admission process, the publicity is multiprolonged and well planned. The process is advertised. The prospectus contains all the necessary information on admission. The admission committee help the students to select the course.

6.4 Welfare schemes for

Teaching	Gym, Free College Bus facility available to staff, Duty Leave.
Non teaching	Uniform for class IV staff, advances, festival bashes.
Students	Fee Concession, Book Bank

6.5 Total corpus fund generated

214120

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	NAAC	Yes	Management
Administrative	yes	Auditors	yes	Management

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?

N.A

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

N.A

6.11 Activities and support from the Alumni Association

The Alumni members who have a mark in the academic field are invited from time to time guide the students & given awards of honour.

6.12 Activities and support from the Parent – Teacher Association

PTA is held every year. Parents are informed about result & lecture shortage of the students. Parents are also invited in college functions.

6.13 Development programmes for support staff

Facility for Gym, Yoga is provided. Free internet facility is provided. Training in computer basic is given.

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

- By Banning burning of the waste.
- Awareness regarding use of paper bag than Plastic Bags.
- In Classroom of Environment Education.

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.

- Redesigned the college website.
- Frequent guidance programs were organised for sensitising faculty & students for logistic development.
- The faculty members are encouraged to do more research work.
- Swachhta Club was constituted.

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

- Position in sports & cultural activities.
- Up gradation of Infrastructure.
- More Educational Trips.

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

- Sensitisation of students towards Environmental issues.
- Community Service.

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

7.4 Contribution to environmental awareness / protection

- Environmental studies are taught as a compulsory subject in all UG Courses.
- Maintenance of Lawns, Eco-Corner, Rain Water Harvesting System, Herbal Garden of college.

7.5 Whether environmental audit was conducted?

Yes

No

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

- Provide free education to SC/ST Students.
- The Club cells, societies of the college actively perform duties assigned to them.
- Position in sports & cultural activities.

8. Plans of institution for next year

- To install Solar System.
- To increase strength of students especially in professional courses
- To organise more seminars & extension lectures.
- To upgrade Infrastructure.

Name Rupinder Kaur

Name DR. Pushpinder Kaur

Rupinder Kaur

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Pushpinder Kaur
Principal
B.Z.S.F.S. Khalsa Girls College
Morinda (Ropar)

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

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

Annexure - I (Academic Calendar)		
SESSION : 2017-18		
S.No.	Description	Period
1	Opening of the College (After Summer Break)	10-Jul-17
2	Admission Schdule : Admission for degree classes (Without Late Fee)	upto 17 July 2017
3	Commencement of Academic Session	17th July 2017
4	Study for Ist Semester Study for IInd Semester	17-July-2017 to 21-Nov-2017 08-Jan-2018 to 02-May-2018
5	Vacation Schdule : (a) Summer Vacations (b) Autumn Break (c) Winter Break	30th May 2017 to 08 July 2017 28 Sept.2017 to 9th Oct.2017 26th Dec 2017 to 6th Jan 2018
6	Examination Schdule : MST (For ODD Semester Class) - I MST (For ODD Semester Class) - II MST (For Even Semester Class) - I MST (For Even Semester Class) - II	Ist week of Sept. IInd week of Nov. Last Week of Feb. IIIrd week of April
7	Co-Curricular Activities : (a) Talent Hunt + Teej Festival (b) Celebration of B'day of Sahibjadas Baba Zorawar ji and Baba Fateh Singh Ji (c) Teacher's Day Celebration (d) Hindi Diwas Celebration (e) Participation In Nagar Kirtan (on the event of gurupurab) (f) PTA (g) Barsi Baba Surjan Singh Ji (Founder of the College) (h) Educational Tour (for outgoing classes) (i) Lohri celebration (j) Maat Bhasha Diwas (Punjabi Dept.) (k) OSA (l) Women's Day Celebration (m) Annual Sports Day (n) Annual Function (o) *Extension Lectures And Seminars	IInd week of Aug. 01.Sept.2017 05.Sept.2017 14.Sept.2017 03.Nov.2017 IIIrd week of March 02.Dec.2017 During Winter Break 13.Jan.2018 21.Feb.2018 IIIrd week of March 8th March 2018 IInd week of March,2018 Ist Week of April,2018 As per convince of resource person

Annexure -II

Feed Back Analysis

- **OSA**

1. More career oriented seminars should be organized in the college campus.
2. Bus facility should be provided to remote areas.
3. M.Com should be started.
4. Convocation should be organized every year in this college campus.
5. Placement opportunities should be provided in college.

Suggestions

- **STUDENTS**

1. New courses should be introduced.
2. Lightning should be proper in all the washrooms.
3. Ant mosquito spray should be done frequently in classrooms.
4. Lecture Time should be shortened.
5. There should be one MST in a day.

Transport facility should be provided for remote areas also.

To introduce PG Courses.

- **PTA**

1. To introduce PG Courses.
2. Mobiles should not be allowed in college.
3. During examination there should be some seating arrangements for the parents.
4. Counseling & advice should be provided to the parents as and when requires.
5. More games like Chess & Gatka should be introduced to enhanced mental & physical ability of the students.