

*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](mailto: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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> and subsequent cycles of A& A **with effect from 16<sup>th</sup> 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

SHAHEED KANSHI RAM MEMORIAL  
COLLEGE, BHAGOO MAJRA (KHARAR)

1.2 Address Line 1

VILL:- BHAGOO MAJRA

Address Line 2

City/Town

KHARAR

State

PUNJAB

Pin Code

140301

Institution e-mail address

skrmcollege@yahoo.com

Contact Nos.

98720-23658

Name of the Head of the Institution:

DR. MANINDRA PAL SINGH

Tel. No. with STD Code:

0160-2280839

Mobile:

+9198720-23658

Name of the IQAC Co-ordinator:

PROF. JASPAL KAUR

Mobile:

+919915021444

IQAC e-mail address:

skrmiqac@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

PBCOGN22080

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC (SC)/19/A&A/52.1, DATED 02-12-2016

1.5 Website address:

www.skrmcollge.in

Web-link of the AQAR:

www.skrmcollge.in/AQAR2016-17

For ex. <http://www.ladykeanecollge.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	C	1.84	2016	2021
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

15-02-2017

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

2018-19

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 **2016-17 Submitted to NAAC on 26/04/2018** (DD/MM/YYYY)
- ii. AQAR **2017-18 Submitted to NAAC on //2019** (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) B.Voc (Retail Management)

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	<input type="text" value="X"/>		
University with Potential for Excellence	<input type="text" value="X"/>	UGC-CPE	<input type="text" value="X"/>
DST Star Scheme	<input type="text" value="X"/>	UGC-CE	<input type="text" value="X"/>
UGC-Special Assistance Programme	<input type="text" value="Yes (11 Programmes)"/>	DST-FIST	<input type="text" value="X"/>
UGC-Innovative PG programmes	<input type="text" value="X"/>	Any other ( <i>Specify</i> )	<input type="text" value="X"/>
UGC-COP Programmes	<input type="text" value="X"/>		

**2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="11"/>		
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>		
2.3 No. of students	<input type="text" value="01"/>		
2.4 No. of Management representatives	<input type="text" value="01"/>		
2.5 No. of Alumni	<input type="text" value="01"/>		
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>		
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>		
2.8 No. of other External Experts	<input type="text" value="00"/>		
2.9 Total No. of members	<input type="text" value="18"/>		
2.10 No. of IQAC meetings held	<input type="text" value="03"/>		
2.11 No. of meetings with various stakeholders:	No. <input type="text" value=""/>	Faculty	<input type="text" value="01"/>
	Non-Teaching Staff & Students <input type="text" value="01"/>	Alumni	<input type="text" value="01"/>
		Others	<input type="text" value="---"/>

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

1. Indian Historical Movement
2. Punjabi Language, Literature and Folklore
3. Current Trends in IT

2.14 Significant Activities and contributions made by IQAC

1. Greater Focus on ICT based learning.
2. Medicare for students – Teachers.
3. Newspaper Reading and practicing of Vocabulary Building.

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
Strict policy regarding internal assessment.	To encourage laborious students.
To complete the syllabus of all the classes on time.	So that Revision of the syllabus can be done properly

\* 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

The proposals presented by IQAC before the Management were accepted

## 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	01	---	01	-----
UG	03	----	02	-----
PG Diploma	01	----	01	----
Advanced Diploma	-----	----	-----	01
Diploma	----	-----	-----	04
Certificate	----	----	-----	05
Others	-----	-----	-----	-----
<b>Total</b>	05	----	04	----
Interdisciplinary	---	----	-----	-----
Innovative	-----	-----	-----	-----

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	----
Annual	----

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

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

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

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

No

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

B.Voc (Retail Management)

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
11	08	02	01	---

2.2 No. of permanent faculty with Ph.D.

03

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
--	--	---	--	--	--	--	--	--	---

2.4 No. of Guest and Visiting faculty and Temporary faculty

01      0      11

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	---	---	---
Presented papers	01	01	---
Resource Persons	---	---	---

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

Importance given to remedial classes for slow learners.

Greater use of ICT in the class rooms.

Emphasis given on the preparation of Academic Calendar before the commencement of the session in which each individual teacher plans his/her schedule in advance

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)

As per the rules and regulations of Punjabi University, Patiala.

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

02      ---      ---

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage:

**December 2018**

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. Sem - I	124	--	63.64	36.36	--	26.61
B.A. Sem – III	101	--	30.77	69.23	--	12.87
B.A. Sem - V	75	--	75	25	--	32
B.C.A. Sem - I	19	--	5.26	--	--	5.2
B.C.A. Sem – III	17	--	5.88	--	--	5.8
B.C.A. Sem - V	09	--	44.45	--	--	44.45
B.COM Sem - I	13	--	38.46	--	--	38.46
B.COM Sem - III	13	--	38.46	15.38	--	53.84
B.COM Sem - V	15	--	46.66	13.33	--	60
M.A. Punjabi Sem I	12	--	75	--	--	75
M.A. Punjabi Sem III	16	--	87	--	--	87
PGDCA Sem. - I	24	--	29.1	--	--	29.1

**May 2019**

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. Sem - II	95	--	45.45	51.52	3.03	34.74
B.A. Sem – IV	102	--	56	44	--	24.51
B.A. Sem - VI	71	--	71.43	28.57	--	9.86
B.C.A. Sem - II	17	--	5.8	--	--	5.8
B.C.A. Sem – IV	14	--	28.57	--	--	28.57
B.C.A. Sem - VI	09	--	77.7	--	--	77.7
B.COM Sem - II	13	--	23.07	7.69	--	30.76
B.COM Sem - IV	13	--	30.76	23.07	15.38	69.23
B.COM Sem - VI	15	--	46.66	20	--	66.67
M.A. Punjabi Sem II	11	--	81	--	--	81
M.A. Punjabi Sem IV	15	--	80	--	--	80
PGDCA Sem. – II	21	--	14.2	--	--	14.2

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

Staff meetings are conducted regarding implementation of lesson plans.

Results of House Tests are discussed for further improvements.

Feedback is received from the students at the end of every semester to improve Teaching and Learning process.

The IQAC held meetings with the faculty on Teaching- Learning and evaluation processes.

### 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	05	05	-----	---
Technical Staff	----	-----	-----	----

## Criterion – III

### 3. Research, Consultancy and Extension

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

The institute facilities faculty in action research with appropriate institutional support and flexibility is provided in time schedule.

#### 3.2 Details regarding major projects

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

#### 3.3 Details regarding minor projects

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

#### 3.4 Details on research publications

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

#### 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:

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)

JRF

SRF

Project Fellows

Any other

3.21 No. of students Participated in NSS events:

University level

State level

National level

International level

3.22 No. of students participated in NCC events:

University level

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:

University level

State level

National level

International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

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

1. NSS Unit of our college held a rally in the Village Bhagoomajra on the theme “Save Environment”.
2. Our NSS Unit organised a short drama in collaboration with T.V and Theatre Department of Punjabi University, Patiala to create awareness among the students on the significance of “Healthy body and effects of Drugs on society.”
3. The College organised “Nukkad Natak” for the students for the prevention of Drugs.
4. The College has launched Drug Awareness and Prevention Programme in collaboration with Buddy Programme.

## Criterion – IV

### 4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	20 Acres	-----	-----	-----
Class rooms	15	-----	-----	-----
Laboratories	03	-----	-----	-----
Seminar Halls	01	-----	-----	-----
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	-----	-----	-----	-----
Value of the equipment purchased during the year (Rs. in Lakhs)	-----	-----	-----	-----
Others	-----	-----	-----	-----

#### 4.2 Computerization of administration and library

- Internet facility for staff as well as students is available in library. Electronic publications (CD-ROMS) are also available in the library.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	12699	181269	483	97906	13219	115906
Reference Books	200		37	18000	237	--
e-Books	--	--	--	--	--	--
Journals	01	1600	06	11450	07	11450
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	--	--	--	--	--	--
Others (specify)	--	--	--	--	--	--

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	57	02	02	--	--	03	04	--
Added	--	--	--	--	--	00	--	--
Total	57	02	02	--	--	03	04	--

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

Library and office have computer with internet facilities.

Use of ICT in the classroom.

Wi-Fi enabled campus.

4.6 Amount spent on maintenance in lakhs:

i) ICT	13,482/-
ii) Campus Infrastructure and facilities	20,000/-
iii) Equipments	1500/-
iv) Others	25,000/-
<b>Total:</b>	<b>59,982/-</b>

## Criterion – V

### 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC has an independent system for the students support and mentoring. Accordingly, the mentors and counselling cell extend various support services to the students such as:-

- Grievance Redressal Cell has been set up for listening and execution of complaints of students.
- Placement cell has been set up to provide placement services to the students.
- Cultural events were organised.

5.2 Efforts made by the institution for tracking the progression

- The teachers track the academic performance of the students and good academic progress of every student is appreciated. All possible support is extended to weaker students to consult their teachers and attend remedial classes.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
437	58	---	----

(b) No. of students outside the state

--

(c) No. of international students

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Men	No	%	Women	No	%
	288	58.18		207	41.81

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
					209	219	--	67	--	--	495

Demand ratio

Dropout %

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

No. of students beneficiaries

----

#### 5.5 No. of students qualified in these examinations

NET	01	SET/SLET	----	GATE	----	CAT	---
IAS/IPS etc	---	State PSC	---	UPSC	---	Others	---

#### 5.6 Details of student counselling and career guidance

The Counselling Cell of the college counsels the students regarding different career opportunities available to them.

No. of students benefitted

42

### 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	
---	----	----	----	

### 5.8 Details of gender sensitization programmes

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### 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

**Session 2017-18**

	Number of Students	Amount
Financial support from institution	15	33250
Financial support from government	140	NIL
Financial support from other sources	20	60000
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

5.13 Major grievances of students (if any) redressed: Financial grievances of the needy students are redressed with utmost care.

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

##### **Vision:-**

- Becoming aware of the needs of the students and thus working with enthusiasm, innovation and insight.
- Moving beyond the targeted standard limits through planning and efforts.

##### **Mission:-**

- To provide quality education and spread the benefits of education to students by synchronizing tradition with modernity and vocational education with traditional courses for students.
- To empower the students through need based futurist courses with entrepreneurial skills.
- ‘To enlighten and to excel’ so that all the learners are able to assume positive and fulfilling roles in nation building.

#### 6.2 Does the Institution has a management Information System

The Head of the Institution keeps in touch with the management through correspondence and presentation of reports in the management meetings. He also sends written reports of the growth of the institution and its achievements in various fields both term-wise and annually.

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

##### 6.3.1 Curriculum Development

The IQAC ensures quality in curriculum development through:-

ICT based teaching

Feedback from students and alumni

##### 6.3.2 Teaching and Learning

The institution has adopted various quality improvement strategies. The teachers are encouraged to develop interactive style of teaching in the classes. ICT equipments, presentations, charts are frequently used in classroom teaching.

### 6.3.3 Examination and Evaluation

Various reforms have been initiated in the evaluation system. Special tests for advanced and slow learners are arranged. Answer sheets of the house tests are delivered to and discussed with students to ensure that no favouritism has crept into evolution.

### 6.3.4 Research and Development

The college motivates the faculty members to do research in their respective fields. To promote research, they are encouraged to participate and present papers in various seminars and conferences.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

The college library has evolved a system to ensure purchase and use of current titles and important magazines etc. The college deploys and upgrades its I.T. infrastructure and associated facilities every year to fulfil the needs of the students and to resolve the compatibility issues because there are rapid changes in the I.T. sector within a short period of time.

### 6.3.6 Human Resource Management

The college motivates the faculty for attending workshops, seminars and conferences. The faculty is motivated for further enrichment with research aptitude.

### 6.3.7 Faculty and Staff Recruitment

The recruitment of the faculty is done as per U.G.C. norms and on fair basis. It is ensured that no nepotism has crept into the process of selection.

### 6.3.8 Industry Interaction / Collaboration

The college plans industrial visits for the students. The institution interacts with industry to impart training to the students.

### 6.3.9 Admission of Students

The admission of the students is done on First-Cum-First Serve basis.

6.4 Welfare schemes for

Teaching	Duty leave for attending seminars, conferences etc.
Non teaching	Providing laptops.
Students	Scholarship

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes  No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Punjabi University, Patiala	Yes	Teacher Incharge
Administrative	Yes	D.P.I. Colleges	Yes	C.A.

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 Association provides a platform to the students to interact with their seniors, who are employed. It helps the students to prepare themselves for jobs as per the demand.

#### 6.12 Activities and support from the Parent – Teacher Association

The college conducts PTA meetings from time to time. During these meeting, feedback is obtained from the parents which helps in improving the quality of teaching and working of the college.

#### 6.13 Development programmes for support staff

Modern equipments are provided to ease their work.

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

- Students are instructed to use Eco-Friendly material.
- Energy conservation.

## 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.

Students are encouraged to participate in co-curricular activities.  
Thought of the Day.

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

Academic Calendar is prepared before the commencement of the session.

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

- Book Bank facility is provided to the poor and needy students.
- Very nominal fee structure as compared to the neighbouring colleges.

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

7.4 Contribution to environmental awareness / protection

Swachhata – MOHUA - It is the official application of Ministry of Housing and Urban Affairs. A general lecture was conducted to familiarize the students about this application. The students were told to download this application to help the Government in improving the quality of life in Indian villages, cities and towns.

7.5 Whether environmental audit was conducted?    Yes     No

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

**Strength:-** The college is strengthened with highly qualified staff and sufficient infrastructure to carry out regular classes, practical and seminars.

**Weakness:-** Most of the students are from rural background. Therefore ability level is quite low.

**Opportunities:-** Enhanced infrastructure and rich library.

**Threats:-** Shortage of Funds for up gradation of research and student support programme.

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

To introduce B.Voc (Hardware and Technology) in the College

Name:- Prof. Jaspal Kaur

Name:- Dr. Manindra Pal Singh



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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Annexure I

**S.K.R.M. COLLEGE, BHAGOO MAJRA (KHARAR)**

**ACADEMIC CALENDAR**

**SESSION 2017-18**

**Admission Schedule**

Event	Date
College Re-opening Date	03/07/2017
Admission in all courses (without late fee)	10/06/2017 to 17/07/2017
With the permission of College Principal (Rs. 500 late fee)	18/07/2017 to 29/07/2017
With the permission of Dean Colleges + Department Council (Rs. 1000 late fee)	01/08/2017 to 10/08/2017
With the permission of Vice-Chancellor (Rs. 1500 late fee)	11/08/2017 to 19/08/2017
With the permission of Vice-Chancellor in the hope of approval from Academic Council (Rs. 2000 late fee)	21/08/2017 to 31/08/2017

August

Event	Date
Teej Celebrations	1 <sup>st</sup> week of August
Last date of submission of lesson plans	10/08/2017

## September

Event	Date
Talent Hunt cum Fresher Party	2 <sup>nd</sup> week of September
Hindi Diwas	14/09/2017
Seminar by Computer Science Department	3 <sup>rd</sup> week of September

## October

Event	Date
House Test	Last week of October

## November

Event	Date
-----	----

## December

Event	Date
Winter Break	26/12/2017 to 06/01/2018

## January

Event	Date
Date of Re-opening College after winter Break	08/01/2018
Lohri Celebration	13/01/2018
Last date for submission of Lesson plans	15/01/2018
Seminar by Commerce Department	3 <sup>rd</sup> week of January
College Trip	3 <sup>rd</sup> week of January
National Seminar	Last week of January

## February

Event	Date
College Trip (Computer Science Department)	1 <sup>st</sup> week of February
College Trip (Arts Department)	Last week of February

## March

Event	Date
Shri Sukhmani Sahib Path	1 <sup>st</sup> week of March
House Test	3 <sup>rd</sup> week of March

## April

Event	Date
Annual Function cum Farewell Party	2 <sup>nd</sup> week of April

## May

Event	Date
Free Course in Spoken English, Computer Application and Personality Development	15/05/2018 to 15/06/2018

### Important Note:-

1. The members of Old Students Association should be invited to each and every programme of the college.
2. In the evening, training will be given to the students in various games to prepare them for Inter-College competitions.

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