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*

Contents

Document revised by: Dr. Ganesh Hegde, Assistant Adviser and B. S. Ponmudiraj, Assistant Adviser, NAAC

<div align="center">

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

</div>

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) The relevance and quality of academic and research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution

2. A few senior administrative officers

3. Three to eight teachers

---

4. One member from the Management

5. One/two nominees from local society, Students and Alumni

6. One/two nominees from Employers /Industrialists/stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which

each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

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

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

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

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name or EC number. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

AQAR for the year *(for example 2013-14)*   2014-15

1. Details of the Institution

1.1 Name of the Institution   Shivprasad Sadanand Jaiswal College

1.2 Address Line 1   Near Railway Station Arjuni/Mor.

Address Line 2   At. Po. Ta. Arjuni/Mor
Dist. Gondia (M.S.) 441701

City/Town   Arjuni/Mor

State   Maharashtra

Pin Code   441701

Institution e-mail address   ssjcollege@rediffmail.com

Contact Nos.   07196-220158

Name of the Head of the Institution: Dr. Sanjeev D. Patankar

Tel. No. with STD Code: 07196-220158

Mobile: 09890201620

Name of the IQAC Co-ordinator: Prof. Shrikant P. Nakade

Mobile: 09423527360

IQAC e-mail address: ssjcollegeiqac@rediffmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*   MHCOGN10820

OR

1.4 **NAAC Executive Committee No. & Date:**
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address: www.ssjaiswalcollege.com

Web-link of the AQAR:

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	1st Cycle	B	72.5 %	2004	2004-09
2	2nd Cycle	B	2.24	2014	2014-19
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   15/03/2004

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*(for example AQAR 2010-11submitted to NAAC on 12-10-2011)*
   i.   AQAR _____ _____ (DD/MM/YYYY)4
   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) [   ]

1.11 Name of the Affiliating University *(for the Colleges)*   R.T.M.Nagpur University Nagpur, NAGPUR

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

Autonomy by State/Central Govt. / University   NA

University with Potential for Excellence   NA   UGC-CPE   NA

DST Star Scheme   NA   UGC-CE   NA

UGC-Special Assistance Programme [ ]   DST-FIST [ ]

UGC-Innovative PG programmes [ ]   Any other (*Specify*) [ ]

UGC-COP Programmes [ ]

2. IQAC Composition and Activities

2.1 No. of Teachers | 07

2.2 No. of Administrative/Technical staff | 01

2.3 No. of students | 01

2.4 No. of Management representatives | 02

2.5 No. of Alumni | 01

2. 6 No. of any other stakeholder and community representatives | 01

2.7 No. of Employers/ Industrialists | 01

2.8 No. of other External Experts | 01

2.9 Total No. of members | 15

2.10 No. of IQAC meetings held   05

2.11 No. of meetings with various stakeholders: No. [ ]   Faculty [02]

Non-Teaching Staff Students [02]   Alumni [02]   Others [03]

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

If yes, mention the amount [3,00,000/-]   [✓]   [ ]

2.13 Seminars and Conferences (only quality related)

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

Total Nos. [01] International [0] National [0] State [00] Institution Level [01]

(ii) Themes [Food Security , Input Output Analysis, District wise Horticulture]

2.14 Significant Activities and contributions made by IQAC

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1) Academic excellence:- To improve the result it was planed to check the attendance. The emphasis must be given on conduct of programms to improve the result in English to install ICT facilities in the class rooms.	1) The attendance was increased by 40% Programmes on teachers day in dependence day etc. were conducted in English. Result in English was increased 50%. The LCD projectors are installed in 80% class rooms. Faculty members thus started using ICT method of teaching
2) For AQAR submission in time the criterion wise committees were formed & asked to submit the reports to IQAC on each criteria related activity.	2) Thus AQAR was prepared in time
3) It was decided to submit the proposals for seminars & conferences to UGC & other agercies.	3) They were submitted & are in process.
4) Research project & Quality research publications. a) It was planned to submitt proposals for research project to UGC & other agencies. b) Staff members were told to publish papers	4) The minor research projects were submitted to UGC. Also major project submitted to DST. Three UGC minor research project are sanctioned but amount is yet to be received. The DST proposal is at stage 2 i.e. under peer review. The number of research papers published is 26.
5) As the number of girls are more in the college it was decided to install sanitary napkin vending machine.	5) The sanitary napkin vending machine is installed and thus girls are benifitted.
6) The NSS activities were planned	Fifteen activities were conducted

* Attach the Academic Calendar of the year as Annexure.

RASHTRASANT TUKDOJI MAHARAJ NAGPUR UNIVERSITY
NOTIFICATION

<div align="right">Nagpur, dated 16 May 2014</div>

It is notified for general information of all the University conducted/ constituent/affiliate colleges and Post-Graduate Teaching /departments of the University that the Academic Calendar for the session2014-2015, will be us under:

A) ACADEMIC CALENDER4 FOR THE COURSES CONDUCTED AS PER ANNUAL PATTERN FOR SESSION 2014-2015

1. Terns and Vacation

i)	First Term	:	17.06.2014 to20.10.2014
ii)	Winter vacation	:	21.10.2014TO20.11.2014
iii)	Second Term	:	21.11.2014 to30.04.2015
iv)	Summer Vacation	:	01.05.2015to14.06.2015

2. Admissions

i)	Last date of Admission	:	4TH August, 2014
ii)	Last date for Admission with prior Permission of the vice-Chancellor	:	4TH September, 2014

3) Last date of submission of Enrolment : Within Fifteen days form the last notified
Forms to University   date of Admission

4) Examination

Winter Examination

1)	Commencement of Exam	:	05.10.2014
2)	Last date of receipt of Exam form		
a)	Regular student	:	15.07.2014
b)	External Student	:	15.05.2014
c)	Old Ex-Student	:	15.05.2014
d)	Ex-student of immediately previous examination	:	Within 15 days from the date of declaration of the result of summer exam

Summer Examination

1)	Commencement of Exam	:	05.03.2015
2)	Last date of receipt of Exams form		
a)	Regular student	:	01.12.2014
b)	Old Ex-Student	:	15.10.2014
c)	External Student	:	15.10.2014
d)	Ex-student of immediately previous examination	:	Within15days from the date of declaration of the. result of Winter exam As per governing. Provisions of the Act .

5) Declaration of Result

B) ACADEMIC CALENDER FOR THE COURESES CONDUCTED AS PER SEMESTER PATTERN FOR SESSION 2014-2015

1) Terms and Vacation

First Term (Old semesters)	:	17.06.2014 to 20.10.2014
Diwali Holidays/Winter Vacation	:	21.10.2014.to 20.11.2014
Second Term (Even semesters)	:	21.11.2014 to 30.04.2015
Summer vacation	:	01.05.2015 to 14.06.2015

2) Admissions

a) Last date of Admission (first term odd sem)	:	4TH August,2014
b) Last date for Admission with prior permission of the vice-chancellor	:	4th September,2014

2.15 Whether the AQAR was placed in statutory body   Yes ☐   No ☐

Management ☐   Syndicate ✓   Any other body ☐

Provide the details of the action taken

1) Academic excellence: To improve the result was planed to check the attendance. The emphasis must be given on conduct of programms in English to improve the result in English. To install ICT facilities in the class rooms.
2) For AQAR submission in time. The criterion wise committees were formed & asked to submit the reports to IQAC on each criteria related activity.
3) It was decided to submit the proposals for seminars & conferences to UGC & other agercies.
4) Research project & Quality research publication.
a) It was planned to submitt proposal for research project to UGC & other agencies.
5) As the number of girls are more in the college to install sanitary napkin vending machine.

Part – B

Criterion – I
1. Curricular Aspects

1.1 Details about Academic Programmes

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

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	B.Sc.
Trimester	
Annual	B.A. & B.Com.

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.

| B.A. I & B.Com.I |

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
29	21	08	00	

2.2 No. of permanent faculty with Ph.D.

| 15 |

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
21	03	08							

2.4 No. of Guest and Visiting faculty and Temporary faculty

| | | 03 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	09	19	16
Presented papers	05	10	01
Resource Persons	01	01	00

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

| LCD Projectors were installed in all most all Class Rooms |

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 University Rules |

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

| 2 | | |

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.A.III	53		0.88	7.54	20	25
B.Com.III	28		3.57	42.85	10.11	16
B.Sc.III	26		26.92	42.30	15.38	22

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

- IQAC is keeping keen obsevations to enhance the academic results via taking regular classes and practicals, extra classes, bridge courses, remedial coaching classes and educational tour. It gives a view of teaching and learning process upliftment.
- It is monitored by taking test examinations, group discussion, presentations and assignments.
- The process is evaluated by taking students feedback.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	01
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	02
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	09	01		
Technical Staff	04	01	02	

Criterion – III

3. Research, Consultancy and Extension

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

1) It was decided to submit the proposals for seminars & conferences to UGC & other agercies.
2) Research projects & Quality research publication.-
- It was planned to submitt proposal for research project to UGC & other agencies.
3) As the number of girls are more in the college to install sanitary napkin vending machine.
4) The management body of the institution has sanctioned Rs. 10000 /- for workshops, Seminars and Conferences & Rs10000/- for educational tours in the meeting.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	NIL	01
Outlay in Rs. Lakhs	NIL	NIL	NIL	Rs 45,00000/- approximately

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	NIL	03
Outlay in Rs. Lakhs	NIL	NIL	NIL	Rs. 3,48,000 /-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	16	07	
Non-Peer Review Journals			
e-Journals			
Conference proceedings			16

3.5 Details on Impact factor of publications:

Range   SJIF 5.114 ICV5.19-5.72 Scimego(IF) 6.62 UIF 3.4052   Average 5.455   h-index 13   Nos. in SCOPUS 02

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	NIL	NIL	NIL	NIL
Minor Projects	NIL	NIL	NIL	NIL
Interdisciplinary Projects	NIL	NIL	NIL	NIL
Industry sponsored	NIL	NIL	NIL	NIL
Projects sponsored by the University/ College	NIL	NIL	NIL	NIL
Students research projects *(other than compulsory by the University)*	NIL	NIL	NIL	NIL
Any other(Specify)	NIL	NIL	NIL	NIL
Total	NIL	NIL	NIL	NIL

3.7 No. of books published   i) With ISBN No. | 01 | Chapters in Edited Books | NIL |

ii) Without ISBN No. | 01 |

3.8 No. of University Departments receiving funds from

UGC-SAP | NIL | CAS | NIL | DST-FIST | NIL |

DPE | NIL | DBT Scheme/funds | NIL |

3.9 For colleges   Autonomy | NIL | CPE | NIL | DBT Star Scheme | NIL |

INSPIRE | NIL | CE | NIL | Any Other (specify) | NIL |

3.10 Revenue generated through consultancy | NIL |

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	00	00	00	00	01
Sponsoring agencies	00	00	00	00	00

3.12 No. of faculty served as experts, chairpersons or resource persons | 03 |

3.13 No. of collaborations   International | NIL | National | NIL | Any other | NIL |

3.14 No. of linkages created during this year | NIL |

3.15 Total budget for research for current year in lakhs :

From Funding agency | NIL | From Management of University/College | 50,000/- |

Total | NIL |

3.16 No. of patents received this year

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

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
NIL	NIL	NIL	NIL	NIL	NIL	NIL

3.18 No. of faculty from the Institution
  who are Ph. D. Guides   `01`
  and students registered under them   `01`

3.19 No. of Ph.D. awarded by faculty from the Institution   `01`

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

JRF `NIL`   SRF `NIL`   Project Fellows `NIL`   Any other `NIL`

3.21 No. of students Participated in NSS events:

University level `00`   State level `05`

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 `00`

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 `15`   Any other `00`

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

- Various activities were arranged and organised by the college to spread awareness among the people, such as- Blood Donation Camp, Camp on Emergency Management, Literacy Day, Kashmir Flood Relief rally, Voting Awareness Camp, Sadbhawana Week. We also organized different programme

on health and aware people about the infection of Ebola and H1N1 virus in public place like main squares and public transport plaza.

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	18008.58sq miter			18008.58sq miter
Class rooms	12			12
Laboratories	07			07
Seminar Halls	01			01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	01Generator (2011-12)		UGC	01
Value of the equipment purchased during the year (Rs. in Lakhs)	499701			499701
Value of the equipment purchased (Rs. in Lakhs)	4704373	376990	UGC and Non Salary	5081363
Others				

4.2 Computerization of administration and library

Administration has been computerized. Use of computer software for Pay-roll, fee collection, Online student's enrolment submission of university Examination forms of the students. Students Scholarship online submission of student practical and internal assessment marks.

Computerization of Library is under Process.

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	5337	804960.75	385	91869	5722	896829.75
Reference Books	6548	1897468.17	179	73131	6727	1970599.17
e-Books						
Journals	11	8700.00	13	10510.00	24	19210
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	58	20	58	08	00	04	12	
Added	07	---	07	--	--	--	07	
Total	65	20	65	08	--	04	19	

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

- Eight computer with Wi-Fi connectivity for student
- Wi-Fi college campus
- Classroom and seminars Hall with LCD Projector
- ICT training for teaching staff.

4.6 Amount spent on maintenance in lakhs :

i) ICT
0.21325

ii) Campus Infrastructure and facilities
0.31639

iii) Equipments
0.24711

iv) Others
0.00180

Total :
0.77855

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Bridge course, database generation for various courses placement cell career counseling, improvement of English, English text books were provided. prvided ICT facility in classroom, student feedbacks. Campus interviews were conducted, seminar on opportunities for basic science & life sciences.

5.2 Efforts made by the institution for tracking the progression

ICT facilities. career course counseling registered maintain improving result. Career placeent and bridge courses were planned

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
974			

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men

No	%
360	36.96

Women

No	%
614	63.03

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
13	248	127	352	NIL	740	15	256	114	457	NIL	842

Demand ratio   1410   Dropout % 41.12

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

NIL

No. of students beneficiaries

NIL

`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

The college has vision and mission for the overall development of the student. We organize lectures series of the prominent personalities on burning issues of the world.   We also updated the knowledge of the students about competitive exams and provide test papers and books.

No. of students benefitted

19

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations	Number of Students Participated	Number of Students Placed	Number of Students Placed

Visited			
01	19	07	07

5.8 Details of gender sensitization programmes

```
01


```

5.9 Students Activities

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

State/ University level | 60 | National level | NIL | International level | NIL |

No. of students participated in cultural events

State/ University level | NIL | National level | NIL | International level | NIL |

    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 (2014-15)

	Number of students	Amount
Financial support from institution	NO	NO
Financial support from government	805	Scholarship Amount yet not
Financial support from other sources	NO	Received for the year 2014-15
Number of students who received International/ National recognitions	NO	NO

5.11   Student organised / initiatives - NIL

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: _____

Criterion – VI
6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

<div style="border:1px solid">

Vision
- To impart higher education, specifically to financially and educationally deprived and to every aspirant in general, to make the capable in countering the challenges of poverty, superstition, casteism, regionalism and to install into them factual culture of india.
- The institution has volition based on the noble concept which is derived from the Rigveda ''आनोभद्रः ऋतुवोयन्तुविश्वतः'' it mean "Let all knowledge in the world come to us." So as to enable our college to spread and impart it to the stakeholders.

Mission
- All round personality development of the student.
- To spread education that helps the learners to purify their mind, body and soul.
- The encourage the student to analyses their hidden potential
- To inculcate the student the value of character and morally as the integral part of true education,
- To collaborate with the society for the sustenance of human values and balanced neighborhood networking.
- To promote awareness among the students and the masses that they are responsible and accountable citizens of India.
- To promote methods of innovations in the students.
- To develop practical wisdom in the students to make their life successful.

</div>

6.2 Does the Institution has a management Information System

> Yes, Available

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

6.3.1 Curriculum Development

> Some College staff members are in Board of studie. Suggestion are given through these members.

6.3.2 Teaching and Learning

> Traditional lectures method, use of OHP, LCD Projector, Interactive Board and Internet Facility are used in teaching- Learining Process.

6.3.3 Examination and Evaluation

> Conduction of unit tests, Preliminary Exam, oral Test. Evaluation through University Eamination is done.

6.3.4 Research and Development

Ph.D. Registered Condidate : Nil
Research Project:
Research Publication : 32

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library advisory committee – Give suggestion for development purchasing books, journals ICT- in each class room. Internet facility for teachers & students.

6.3.6 Human Resource Management

IQAC- forms the committees and allotted the resposbilities to each committee. various avctivities for public were conducted through NSS.

6.3.7 Faculty and Staff recruitment

Recruitment in 2015
Teaching :02
Non Teaching :02

6.3.8 Industry Interaction / Collaboration

MOU with :   1) National toxicology centre,Pune.

6.3.9 Admission of Students

	Boys		Girls		Total
Arts-	166	+	375	=	541
Commerce	113	+	077	=	190
Science	081	+	162	=	243
					974

6.4 Welfare schemes for

Teaching	NO
Non teaching	NO
Students	YES- Student aid fund, nutrious supplement for sports' girls, facility of GOI scholarships

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	IQAC
Administrative				

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?

> NA

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

> NA

6.11 Activities and support from the Alumni Association

> Meeting of alumni organised twice year participation of alumni in annual social gathering

6.12 Activities and support from the Parent – Teacher Association

> There is parent – Teachers association shri shriram Gahane in IQAC committee.
> Accepting suggestion from parent regarding discipline, Attendance and their problems.

6.13 Development programmes for support staff

> NIL

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

> There is a pit for garden waste disposal dust bins installed for disposal work week
> eradication done use of plastic polythete is prohibited in campus.

Criterion – VII

7. <u>Innovations and Best Practices</u>

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> We have started to maintain teachers diary, teaching plan, regularity of teachers and students, and prizes to students for their encouragement. We have taken students feedback, so we understood the problems of the learners.

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

> To improve the subjectwise result of the college, the has started question bank facility, unit tests and home assignments.

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

1. Oganised blood donation camp

ANNEXURE
Best Practice No:01
Title of the practices: Blood donation camp
Goal :
       Blood donation camp was organized to make aware the students about their health. in It also promotes the sense of social responsibilities among the students by donating blood.
The context :
       College has organized blood donation camp for students and other citizens of village. In last session 2014-15 camp was organized twice. One camp in village Bondgaon (Devi) by the NSS unit of our college and other within college on the occasion of inaugural function of silver jubilee.
The Practice The blood donation camp was organized in association with Rural Hospital Bhandara. There were Many blood samples are collected from student and local villagers. Hospital issue the certificate for them and on that certificate donor will be issue the blood on free of cost from any hospital. This program was organized by Dr.R.M.Chandak, NSS District co-ordinator , District – Gondia and Mr.Sharad Meshram, Dr,S.B.Borkar, Dr. Soniya Ingle all are NSS program officers.
       On the occasion of inaugural faction of silver jubilee year organized blood donation camp in our college in collaboration with Gangabai Raktapedhi Gondia(MS). Three was blood sample collected. In this blood donation camp the member of parliament Mr.Nanabhau Patole donated the blood.
Evidences of Success :
       All students are aware about health and show social responsibility by donating blood sample are collected and preserved in hospital and that blood samples are useful for persons that have need. We have certificate from hospital.
Problem Face : Durring motivation of students/donners some supperstitions affected active participation. Such supperstitions were irradicated through counselling & converted non-donners to donners.

2. **Sanitary Napkins vending machine installed for girls students**

Title of the Practice : Sanitary Napkins vending machine installed for girls students
Goal
To aware girls students about good sanitary habits.
To aware girls students about health problem.
To provide sanitary napkins at low cost and easily available.
The Context :
College always take decision to solve the problems of students. In our college 75% girls are present out of total enrolled student. For solving the problem of girls student, college purchased sanitary napkin vending machine.
The practice :
       College installed the sanitary napkin vending machine to solve the problem of girls in girls common room. Dr.Megha Gadekar (Gen. Physician & Gynaecologist), Dr. Minakshi Tadas, Ku.Kalpana Sangole were present. Gynaecologist informed to girls about sanitary habits & use of sanitary napkins . This facility is helpful to girls students. Sanitary napkins are provided at cheaper cost.
Evidences of Success :
       Most number of girls are using the sanitary napkins from college .
Problem Faced. :
       Girls feel shy for using sanitary napkins

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

7.4 Contribution to environmental awareness / protection

> We organised various competition, such as- poster making, debate , elocation competition on environment to make them aware and to create interest.

7.5 Whether environmental audit was conducted?   Yes ☐   No ✔

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

> NIL

8. Plans of institution for next year

> 1) To apply for permanent affiliation of Commerce, Science & Home Economics to RTM Nagpur University Nagpur.
> 2) Improvement of result.
> 3) Constitution of RUSA committee to prepare proposal for RUSA.
> 4) Proposal for seminars & Conference.
> 5) Conduction the internal Lecture series by faculty members.
> 6) To encourage the girls to take admission in girls hostel of college.

Co-ordinator
IQAC, S.S.J. College
Arjuni/Mor. Dist. Gondia.

Chairman
IQAC, S.S.J. College
Arjuni/Mor. Dist. Gondia.

Name :- Prof. Shrikant P. Nakade   Name:- Dr.Sanjeev D. Patankar

_____ *** _____

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

****