

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) by Accredited Institutions
(For Autonomous Colleges)

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



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

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, Bengaluru - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value 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 quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, institutions need to channelize its efforts and measures towards promoting the holistic academic excellence including the peer committee recommendations.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives.

Its success depends upon the sense of belongingness and participation in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies by IQAC to remove deficiencies and enhance quality like the "Quality Circles" in industries.

IQAC – Vision

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

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

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

- b) Relevant and quality academic/ research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of assessment and evaluation process;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks
- b) Parameters for various academic and administrative activities of the institution;
- c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters to all stakeholders;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Periodical conduct of Academic and Administrative Audit and its follow-up
- j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

Benefits

IQAC will facilitate / contribute to

- a) Ensure clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;
- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

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

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

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

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

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

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of the Coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and

exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

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

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

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

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

Revised Accreditation Framework

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

Educational Institutions for creating a good database at Institutional level for enhancing the quality culture.

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

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

Mandatory Submission of AQAR by IQAC

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

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

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

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

- Phone no. /Alternate phone no. : 07538-275635
- Mobile: 9977986444
- IQAC e-mail address: principal.pgc.ambah@gmail.com
- Alternate Email address: dr.vivekalka@gmail.com

3. Website address: www.ambah pg college.org
 Web-link of the AQAR: (Previous Academic Year): <http://www.pgcollegeambah.org/aqar2014-15.doc>
 For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

4. Whether Academic Calendar prepared during the year?

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

Weblink: www.ambah pg college.org

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	B	2.31	2009	from:2009 to: 2014
2 nd	B	2.30	2014	from:2014 to: 2019

6. Date of Establishment of IQAC: **DD/MM/YYYY: 12/09/2008**

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
Metting of IQAC	1- 06/10/2017	22
	2- 20/03/2018	16
Academic Audit	3- 04/04/2018	16
Administrative Audit	4- April 2018	06

Note: Some Quality Assurance initiatives of the institution are:

(Indicative list)

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

8. Provide the list of Special Status conferred by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc. **-NA-**

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

*upload latest notification of formation of IQAC

10. No. of IQAC meetings held during the year: **02**

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

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

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

If yes, mention the amount: Year:

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

- *Feedback collected from students and visitor during the session
- *Continuance of Research Journals from the department of Geography
- *Various cultural, Literary and scientific activities were conducted under the directives of IQAC
- *Minimizing environmental degradation and promotion of pollution free atmosphere
- *Use of Interactive Techniques in class rooms, cashless and digital transitions

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

Plan of Action	Achievements/Outcomes
1. Academic Audit of the Department	Academic audit was done by the principal with the help of IQAC and self appraisal report was collected from the staff and the teachers.
2. Digitization	a. E-file system to promote paperless office. b. Online fee payment c. Online admission
3. Minimizing environmental degradation	a. Decreased use of paper and plastic b. Tree plantation c. Optimization of existing
4. Development Programmes	a. Participation in workshops, conferences, seminars by faculty stb. b. Counselling and carrier awareness for students.

5.Fulfilling social services	c. orientation programme for faculty & students on digitization. a. Coaching classes for weaker students. b. Blood donation programme by NSS. c. Book and clothes donation by NCC
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14. Whether the AQAR was placed before statutory body? Yes /No: **Yes**

Name of the Statutory body : Management Date of meeting(s):

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

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

Year: **2018**

Date of Submission: **21 Feb. 2018**

Part-B

CRITERION I – CURRICULAR ASPECTS			
1.1 Curriculum Design and Development			
1.1.1 Programmes for which syllabus revision was carried out during the Academic year			
Name of programme			Dates of revision
Course Name	Branch Name	Programme Code	
M.A.	Economics	C005	21/08/2017
	Geography	C007	21/08/2017
	Hindi	C008	21/08/2017
B.A.	Arts	C028	21/08/2017
B.Com	Commerce	C032	21/08/2017
Special Courses	PG Diploma in Computer Applications	C034	21/08/2017
M.Sc.	Chemistry	C044	23/08/2017
	Mathematics	C050	23/08/2017
	Zoology	C056	23/08/2017
B.Sc.	Botany-Chemistry-Microbiology	C080	23/08/2017
	Botany-Chemistry-Zoology	C085	23/08/2017
	Chemistry-Mathematics-Physics	C116	23/08/2017
	Chemistry-Microbiology-Zoology	C118	23/08/2017
	Computer Application-Mathematics-Physics	C129	23/08/2017
	Electronics-mathematics-Physics	C144	23/08/2017
1.1.2 Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year			
Programme with Code	Date of Introduction	Course with Code	Date of Introduction
M.A. GEOG. IV SEM.	05/01/2018	B.A. VI SEM.	05/01/2018
M.A. HINDI IV SEM.	05/01/2018	B.Sc. VI SEM.	05/01/2018
M.A. ECO. IV SEM.	05/01/2018	B.COM VI SEM.	05/01/2018
M.Sc. CHEM. IV SEM.	05/01/2018		
M.Sc. ZOOL. IV SEM.	05/01/2018		
M.Sc. MATH IV SEM.	05/01/2018		

1.2 Academic Flexibility				
1.2.1 New programmes/courses introduced during the Academic year -			NIL	
1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year. -			NO	
1.3 Curriculum Enrichment				
1.3.1 Value-added courses imparting transferable and life skills offered during the year - NIL				
1.3.2 Field Projects / Internships under taken during the year -				
Project/Programme Title			No. of students enrolled for Field Projects / Internships	
BLOOD DONATION AWARENESS PROGRAMME			50	
SWACHH BHARAT ABHIYAN PROGRAMME			60	
SWACHH BHARAT INTERNSHIP			10	
1.4 Feedback System				
1.4.1 Whether structured feedback received from all the stakeholders.				
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	Yes	No	Yes	No
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution?				
<p>The college has a formal mechanism to obtain feedback from the students regarding curriculum in the programmes offered. The feedback report is collected from the students of the college and students of outer college at the time of examination. This feedback is made available to all the concerning department. After due analysis by the department, it is placed in the Board of Studies for further discussion and modifications, it necessary, are made at the local level to make it more impactful. The feedback reports, collected from students inspired us to do our work in a better way. Conclusion of the report of lat academic year is enclosed with this. Enclosed (I)</p> <p>With this the college obtains feedback on the curriculum from national and international faculty through workshops, seminars and mutual discussions whenever the faculty from outside visit the college. The faculty from outside visit the college. The faculty of the college is generally connected to their external peers through different special networks on the web. Most of the teachers share their views on different aspects of the course content and teaching methodologies through their E-mails etc.</p>				
CRITERION II -TEACHING-LEARNING AND EVALUATION				
2.1 Student Enrolment and Profile				
2.1. 1 Demand Ratio during the year				
Name of the Programme	Number of seats available	Number of applications received	Students Enrolled	
B.A.	600	CENTRALIZED ADMISSION PROCESS	172	
B.Sc.	360		305	
B.COM	180		17	
M.A. HINDI	60		5	
M.A. GEO.	60		3	
M.A. ECO.	60		5	
M.Sc. CHEM.	30		9	
M.Sc. ZOOL.	30		11	
M.Sc. MATHE	30		13	
PGDCA	120		15	

2.2 Catering to Student Diversity -

CATEGORY	BOYS	GIRLS	TOTAL
GEN.	315	414	729
SC	97	81	178
ST	01	03	04
OBC	102	96	198

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017-18	1083	106	16	-	22

2.3 Teaching - Learning Process -

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

Number of teachers on roll	Number of teachers using ICT (LMS, e-Resources)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
39	24	SMART BOARD LAPTOP LANGUAGE - LAB	11	06	VARIOUS SOFTWARE USED IN MANY DEPARTMENTS

2.3.2 Students mentoring system available in the institution? Give details.

The mentoring of students, institution counselled the students through guidance cell placement cell and alumni cell. Specific programmes for mentoring the students are organized by various forums like NCC, NSS, YOUTH RED-CROSS and Cultural activities in the college. To boost up their moral, competitions are specially organized for them and the incentives are given. To make them self reliant, entrepreneurship development training programs are organized. All the circulars of the state/central Govt. containing information and schemes for their welfare are made available to them. Students are continuously monitored through their overall performance in CCEs, practical sessions, class assignments, project works, group's discussions and the participations in extension and other extra-curricular activities. The faculty of the college keeps in constant touch of the alumni, employers, industry experts and community through various forums. Our employers hold regular interaction with the faculty and usually they meet quarterly. Meeting of Alumni Association are held time to time and all the topics of academic interests are discussed. Industry experts are invited, though not quite often, to share their knowhow. Through field work and surveys community in general is also kept in regular touch and discussions are organized to seek their opinion on how the system can be made more effective in its deliberations.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
796	15	53:1

2.4 Teacher Profile and Quality				
2.4.1 Number of full time teachers appointed during the year				
No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
42	39	03	-	18
2.4.2 Honours and recognitions received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)				
Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies	
2017-18	Dr. S.B. Sharma	Asst. Pro./ NSS officer	Best programme officer in NSS by State Govt.	
2017-18	Dr. V.K. Jain	Asst. Pro./ NCC officer	Achieved Major Rank	
2016-17	Dr. Manoj Sharma	Asst. Pro./ NCC officer	Achieved Captain Rank	
2016-17	Dr. (Smt.) Manju Tomar	Asst. Pro./ NCC officer	Completed pre-commission Course & got Lt. Rank	
2016-17	Dr. D.Rawat	Asst. Pro.	Entitled Ph.D. guide by university	
2.5 Evaluation Process and Reforms				
2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year - Academic Calendar Enclosed - (II)				
2.5.2 Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year <i>*Do not include re-evaluation/ re-totalling</i>				
Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage		
NIL	NIL	NIL		
2.6 Student Performance and Learning Outcomes				
2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink) -www.ambahpgcollege.org				
Program me Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final Semester /year examination	Pass Percentage
	B.Sc VI SEM.	170	134	78.82%

B.A. VI SEM	22	21	95.45%
B.COM VI SEM	24	24	100%
BCA VI SEM.	01	01	100%
M.A. HINDI IV SEM.	04	01	33.33%
M.A. ECO. IV SEM.	02	02	100%
M.A. GEO IV SEM.	03	03	100%
M.Sc. CHEM. IV SEM.	13	13	100%
M.Sc. ZOOL. IV SEM.	04	04	100%
M.Sc. MATHE IV SEM.	05	05	100%
PGDCA II SEM.	12	10	91%

2.7 Student Satisfaction Survey - NA-

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

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Promotion of Research and Facilities

3.1.1 The institution provides seed money to its teachers for research, - **NO**

3.1.2 Teachers awarded National/International fellowship for advanced studies/ research during the year - **NO-**

3.2 Resource Mobilization for Research - **NO**

3.2.1 Research funds sanctioned and received from various agencies, industry and other organisations **NO**

3.2.2 Number of ongoing research projects per teacher funded by government and non-government agencies during the years- **NO**

3.3 Innovation Ecosystem

3.3.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year - **NO -**

3.3.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year - **NO**

3.3.3 No. of Incubation centre created, start-ups incubated on campus during the year -**NO-**

3.4 Research Publications and Awards

3.4.1 Ph. Ds awarded during the year - **NO-**

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

	Department	No. of Publication	Average Impact Factor, if any
National	GEOGRAPHY	06	
	CHEMISTRY	02	
International	CHEMISTRY	01	
	ZOOLOGY	01	

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

Department	No. of publication
GEOGRAPHY if=dk ½	ANNUAL PATTERN

3.4.4 Patents published/awarded during the year - **NO-**

3.4.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index - **NO-**

3.4.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science) **NO**

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

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	CHEMISTRY 04	HISTORY 01 HINDI 02 ECONOMICS 01 COMMERCE 01 CHEMISTRY 02		
Presented papers	-	CHEMISTRY 01	-	-
Resource Persons	-	-	-	-

3.5 Consultancy

3.5.1 Revenue generated from Consultancy during the year - **NO**

3.5.2 Revenue generated from Corporate Training by the institution during the year - **NO**

3.6 Extension Activities

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

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated in such activities	Number of students participated in such activities
Blood donation programme	NSS	06	50
Swachh Abhiyan programme	NCC	06	60
Honour to Handicap man	Red- Cross	04	100
Digitization programme	NCC with SBI officer	06	250
Self Defence programme	Rama Martial Art - Surat	04	400
Self -Employment programme	ft yk 0; ki kj , oam ks dhrz & ej suk	04	200

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

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
Drill Competition	Best Rifle Drill	Sub-Divisional Magistrate	24
Youth Festival programme	1st position	Jiwaji University	02
Nehru Youth Programme	2nd Position	State Govt.	01

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

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers co-ordinated such activities	Number of students participated in such activities
Swachh Bharat	NCC/NSS/Red-Cross	Awareness rally	12	210
Aids Awareness	1. NCC	Anti tobacco rally	03	60
	2. NSS	Aids Awareness	06	60
Blood Donation	NSS with medical officers	Blood Donation	04	50

		camp		
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3.7 Collaborations -

3.7.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year - **NO**

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	participant
As per the prescribed scheme of examination	Internship project	Higher secondary school Banks/LIC/Hospital	05 Jan.-04 Feb 2018	212 UG 44 PG

3.7.3 MoUs signed with institutions of national, international importance, other institutions, industries, corporate houses etc. during the year - **NO**

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
132000/=	348000/=

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	5.1 acres	-
Class rooms	20	-
Laboratories	10	-
Seminar Halls	02	-
Classrooms with LCD facilities	04	-
Classrooms with Wi-Fi/ LAN	10	-
Seminar halls with ICT facilities	07	-
Video Centre	01	-
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	NIL	-
Value of the equipment purchased during the year (Rs. in Lakhs)	NA	-
Others	-	-

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL 2.0	Partially	2.0	2016

4.2.1 Library Services:

	Existing	Newly added	Total
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	No.	Value	No.	Value	No.	Value
Text Books	42580	1276304	320	116810	42900	139314
Reference Books	725	26081	-	-	725	26081
e-Books	-	-	-	-	-	-
Journals	10	12000	-	-	10	12000
e-Journals						

4.2.2 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc -NO-

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available bandwidth (MGBPS)	Others
Existing	124	02	Each Dept. of the College has internet Facility	09	01	02	all department are technically upgraded	02	01
Added	-	-	-	-	-	-	-	-	-
Total	124	02		09	01	02		02	01

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

256 /MBPS Bharat Sanchar Nigam Ltd./ Bharti Airtel MBPS

4.3.3 Facility for e-content -

NO-

4.4 Maintenance of Campus Infrastructure

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

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
10000/=	-	-	-

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

1. Since its inception, the college is delivering for what it is meant and providing shelter to scores of teachers and thousands of students in the town and the surrounding areas, the college has become a knowledge tree. The value added programs and courses like computer application and competitive preparation work have been initiated for skill development and employability. Throughout its autonomy tenure, the college tried its best to maintain transparency in all affairs

even in relation to examination work. The college library has a collection of more than 46254 books. The college lands latest editions and titles of books on the recommendation of the departmental heads. Research journals, popular magazines and news papers are also subscribed to help students preparing for various competitions. Library is also equipped with ICT facilities along with INF LIB NET software. To use all such facilities a spacious reading room is also available for the students and staff. The college has established a network resource centre having a server of its own. Externally almost all the departments are interring connected through LAN using BSNL connectivity so that flow of information could be made easy. At present, the college has more than 120 computers and a well furnished computer centre. All the sports facilities that exist in the college are available to them and sport event are arranged according to sport-calendar of university. Enough infrastructures are available for organizing sport, scientific and cultural events. Cultural activities are also arranged by the college. Under "YUVA UTSAV" by the calendar provided by university. Fire fighting equipment like gas cylinders (fire distinguishers) are installed in each lab and the departments. Well secured premises equipped with CCTV ensure safety and security to girls students, class-room teaching and discipline of students are monitored by CCTV as all the classroom are connected with CCTV.

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	Staff Ward student	05	1500 /= for each students of staff ward
Financial support from other sources			
a) National	1- Lo- I B Athq; ky vxdky , oa Lo- Jherh dykorh vxdky Lefr Nk=oflk 2- foØekfnR; ; kst uk 3- xkø dh cVh ; kst uk 4-eq; eæ-h eßkkoh Nk= ; kst uk 5. Centre sector scholarship 6. Inspire Awards	21 - 45 67 05 03	3000-5000/ per student - 5000/ per student 392135/= 50000/= 180000/=
b) International	-	-	-

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Yoga Day Celebration	Since starting	200	NCC
Coaching Classes	Since 2016	100	IQAC Cell

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

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2017	Carrier counselling Mela (Morena)	105	10	-	10

2017	;pk &m keh tlx: drk f'kfoj ¼tyk 0; kikj ,oa m k& dlnz & ej&k½	210	12	-	12
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5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year - **NO Case has been reported**

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus		Off Campus	
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	04	PG Chemistry student are placed in Pharmacy Company

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
	120	B.Sc. B.A. M.Sc.	Chemistry Math Physics Zoology Botany Computer Applied Geography Economics	Jiwaji University RGPV Dr. B.R.Ambadkar University	M.Sc. M.C.A. PGDCA Research Work

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

1. One research Scholar has selected as Lecture in U.P. Higher Education

2. One research scholar working in ISRO

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

Activity	Level	Participants
YUVA UTSAV SPORTS	UNIVERSITY UNIVERSITY	

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)- **List Enclosed (III & IV)**

5.3.2 Activity of Student Council & representation of students on academic & administrative

bodies/committees of the institution.	
The College has a student council which is formed into two phases. Phase one consists of the election of class representatives and the elected representatives participate for the main. Portfolios of the student's council by election. After a long period student council has come in functionally by election. Specific attention is paid to maintain the ambience of the college. The advisor of student council works and planning for the betterment of students with student council. They decide to arrange the programme for the student's of academic year's. Prize distribution, college annual function, sports activities, cultural activities, motivation lectures, job orientated guest lectures series are the main programmed which are arranged for the students with student council. The college keeps in view the fact that the college is meant for preparing qualified, well trained and spilled citizens and hence, it provides its students necessary assistance so that they can play their roles in a positive way. They are acquainted with all the necessary processes that have much significance in the global perspective. Therefore, the college has assessed its role to function as a catalyst helping its pupils to polish themselves.	
5.3 Alumni Engagement	
5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details :	
The college has an alumni association which is named as "Old Boys Association". At present Shri. Mukesh Shriwas is in-charge of this association. The association organizes its meet annually. While meeting old student's discuss matters relating to progress and development of the college. Various department and the students with one another and with the authorities of the college. Suggestions from them are welcomed and incorporated in the institution system for the betterment of the college.	
5.3.2 No. of registered Alumni:	23
5.3.3 Alumni contribution during the year (in Rupees) :	Rs.100/ as registration fee
5.3.4 Meetings/activities organized by Alumni Association :	Meeting on September 2017 & January 2018
CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT	
6.1 Institutional Vision and Leadership	
6.1.1 Mention two practices of decentralization and participative management during the last year. The college promotes a culture Of participative management" The members on the roll of covering body and the faculty members maintain a good relationship, giving importance to human intellect and values. The management of the college understands how significant the faculty rennumbers are who acting as facilitators and deal with students and other stakeholders directly. These important assets maintain peace, discipline and work culture in the entire campus. That is why they value their innovative ideas, concepts and thoughts and encourage them to come forward with. Our managers believe that frankness in communication always yields good results; freedom and transparency in decision-making helps in enhancing working capability. To make participation more effective. Our management meets out the psychological needs of the employees and the faculty in particular. They try to inculcate in them a feeling of equality and fair treatment. In short, a democratic approach is maintained in all matters of unusual dealing.	
6.1.2 Does the institution have a Management Information System (MIS)? Yes/No/Partial:	
6.2 Strategy Development and Deployment	
6.2.1 Quality improvement strategies adopted by the institution for each of the following	
❖ Curriculum Development During last five years, the curriculum has been made more practicable by adding project work and internship to its contents. The students of the final year, both in UG and PG, were made to opt for this exercise and students gained practical experience of teaching, facing problems and getting them resolved. Students were made more aware of the fact that the future laid in appropriate use of modern technology and with the same faculty members used SMART BOARD teaching, OHP for delivering their lectures. PG students of all the departments are also prepared themselves to represent the class-room seminars with these learning things.	

<p>❖ Teaching and Learning The entire teaching programme of the session is planned on the basis of academic calendar of the college provided in the prospectus, which designed taking into account the calendar provided by the Higher Education Department of the State Government. Teachers are encouraged to use modern teaching aids in delivering their classroom instruction. Almost all the PG classes are equipped with smart / interactive boards and LCD projectors along with computers with internet connections to make teaching more lucrative. The faculty continuously updates through the literature, books/ journals, newspapers and with the use of network etc to keep pace with the modern trends and to deliver it to its students.</p>
<p>❖ Examination and Evaluation The Examination system has been made more transparent. Provision has been introduced that a student, if he/she desires so, can view his / her valued answer book. To assist the students how they should prepare for their examinations, question bank was published covering the entire syllabus meant for them separately. Parents of those students who performed poorly in their exams were continuously informed during the year and suggesting them how their wards could make-up themselves. Students are monitored through their performance in CCE, practical session, class assignments, project work and other extra-curricular activities.</p>
<p>❖ Research and Development Faculty members of all departments were encouraged to participate in conferences, seminar and workshops. The result was visible when some of the faculty members of the college from different departments participated in the seminars and conferences. The main and ultimate task of the institution of higher learning is to contribute in the research. To monitor research activities, research committee has been instituted, which works for providing necessary assistance to researchers and to collect feedback to determine needs and requirements in the context of the changing times. On the recommendation of the research committee, almost all members of the faculty were provided with Computer/ Laptop that they used to enhance their research endeavours.</p>
<p>❖ Library, ICT and Physical Infrastructure / Instrumentation The central library has 42315 books, reference books and average ratio of the books and the students has been enhanced to 33:1. The library was equipped with computers, internet connection and INFLIBNET facility by installing SOUL 2 Software. Research journals, popular magazines and newspapers are also subscribed to help students preparing for various competitions. To use all such facilities spacious reading room is also available for the students used staff.</p>
<p>❖ Industry Interaction / Collaboration Ambah is a town place in semi urban area. The main occupation of that area is farming and their main focus to join army service and police service. Although institution approaches them regularly in the selection of right direction. Institution arranges the job oriented programme regularly for their students such as career counselling programme, Yuva udyami training programme and to provide the chance to join the industry. A placement cell is also working for the same in the institution and with chemistry department, a no. of science students are regularly placed in pharma company under placement cell.</p>
<p>❖ Admission of Students Admission is done online by the state entity, the department of Higher Education, M.P. Government. The basis of the admission is merit in the qualifying examination on according to the filled up status of the student and choice based system, opted by the students. At present the total strength of the college is 1109 which contain 594 girls and 515 boys. The percentage of the girls is 54% which shows how the college cares for them. The no. of SC and OBC students are 178 & 198 respectively which again</p>

shows how the interests of weaker sections of society are taken care of.

6.3 Faculty Empowerment Strategies

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Feb. 2016	Dr. Ramakant Sharma	National seminar on Impact of climate change on Biodiversity Govt. P.G. College - Morena	-	500/=
Sep. 2016	Dr. Ramakant Sharma	International conference on Biomedical Engineering and supportive Technologies, Bundalkhand Institute of Engineering and Technology- Jhansi (U.P.)	-	2000/=

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2016	Computer training	-	2 Days programme Dec. 2016	32	10

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

6.3.4 Faculty and Staff recruitment (no. for permanent recruitment): **NIL**

6.3.5 Welfare schemes for

Teaching -	All Govt. Schemes such as loan, provision of CPF, pension, medical reimbursement, leave etc are implemented and fees concession provision for teaching staff ward .
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Non teaching -	All Govt. schemes as above for teaching staff and fee concession are also provided for non-teaching staff.
Students -	Govt. Scholarships of various category and fee waivers for economically backward are given to various categories of the eligible students. With this coaching classes are also provided for weaker students.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly -

The college has provision for both the internal audit as well as external audit. The principal forms separate committees for the departments for their annual audit and they submit their findings to the principal before the session concludes. Finally external audit is done by local audit fund with the help by a registered practices C.A.

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

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
1. Managements	5185626/=	Salaries for non-grantee teaching & non-teaching staff.
2. Individuals (Lt. Shri Narayan kumar Agrawal)	75000/=	Arrange the fees for economically backward students.
3.MP/MLA Fund	1000000/=	Infrastructure development.

6.4.2 Total corpus fund generated

6.5 Internal Quality Assurance System

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

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

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

* Parent-teacher Association through its annual meet provides an opportunity to the parents and guardians to come close to the teachers of their wards and better understand their progress.

*Through them, we come to know of the institution weaknesses.

*Dr. D. Rawat is the adviser of parent-teacher association.

6.5.3 Development programmes for support staff (at least three)

* ICT Basic programmes are organized.

*They are involved in Renovation of Campus programme.

*They are encouraged to become conversant with modern techniques and their uses.

*All the financial transactions in the college are being done by cashless for digital mode.

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

*Staff members are motivated to attend seminar, workshop and orientation programme for their academic development.

*To use modern technology in teaching.

*To publish their research paper in UGC recognized journal and college also providing facilities for this.

6.5.5

a. Submission of Data for AISHE portal : **(Yes)**

b. Participation in NIRF : **(No)**

c. ISO Certification	: (No)
d. NBA or any other quality audit	: (No)

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from----- to-----)	Number of participants
2016	Computer trading programme for teaching and non-teaching staff	December 2016	Two Days	42
2016	Orientation programme for newly appointed teacher	17-27 June 2016	Ten Days	36

CRITERION VII - INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Title of the programme	Period (from-to)	Participants	
		Female	Male
ഗവേഷണ പ്രവർത്തനങ്ങൾ	വർഷം 2018	350	280
Cultural Activities	Sep.-Oct. 2017	42	28
Sport Activities	Sep.-Oct. 2017	22	28

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources

NA

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	NO	-
Provision for lift	NO	-
Ramp/ Rails	YES	02
Braille Software/facilities	NO	-
Rest Rooms (FOR GIRLS)	YES	01
Scribes for examination	-	-
Special skill development for differently abled students	-	-
Any other similar facility	Awareness programme are arranged with Red-cross/NSS/NCC	

7.1.4 Inclusion and Situatedness

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

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
Prospectus of the college	June 2018	Enclosed (v)

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration	Number of participants
Blood Donation Camp	04 January 2018	50
Anti-Tobacco Rally	01 December 2017	60
International day of the Girl Child	11 October 2017	110
Conference on world water day	22 March 2017	140
Handicap Awareness rally	26 January 2018	24
International Yoga Day	21 June 2018	200

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

*Greenery is maintained in the campus. Plantation is done annually of in the rainy season.

*Fresh Grass is being planted in all the lawns to enhance ambience.

*To keep neat and clean campus has the policy of the college.

*To established wi - fi System in College

*Swachhta abhiyan has also started from this years with their students under NCC, NSS and Red-Cross at every Friday and Saturday

7.2 Best Practices

1- Smart class and computer basics Training -

- To make the entire staff computer literate
- To make them familiar with smart class techniques
- To make them acquaint to operate interactive board
- To provide them opportunity to enhance their skills.

2- Enhancement of capacity building in the students-

The objective of the practice is to encourage and motivate the students to enhance their capacity building to improve their level of skills in different areas of their interest. The main target of the practice was to make them aware of the latest trends and techniques prevalent in the market and in the society.

7.3 Institutional Distinctiveness

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

The mission of our institution is to deliver quality education and hence, all of us are whole-heartedly devoted to this. We ensure regular classes; substitute teaching to cause least loss to the students and completion of the

entire course. Free and fair treatment is ensured to all the students irrespective of their class, creed and sex. They feel free in consulting their difficulties with their teachers. The best of efforts are put in to make them self-confident, reliant and good performer. Opportunities of exposure are provided to them through various programmes/platforms. Additional reading material is made available to the advanced learners. We encourage achievers by making their names appearing on the notice board, thus encouraging others. The college tries to generate in them a feeling of competitiveness so that they can put in their efforts in right directions.

Our college is one of the college in the Chambal region who adopted dress-code for their students since lat years, which help us to maintain discipline and feel to our students as familiar. The college keeps in view the fact that the college is meant for preparing qualified, well trained and skilled citizens and hence, it provides its students necessary assistance so that they can play their roles in a positive way. They are acquainted with all the necessary processes that have much significance in the global perspective. Therefore, the college has assessed its role to function as a catalyst helping its pupils to polish themselves.

8. Future Plans of action for next academic year.

Name - **Dr. Vivek Kumar Jain**

Name - **Dr. Shivraj Singh Tomar**

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____*_*_*_____

Annexure I

Abbreviations:

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence

For Communication with NAAC

The Director

National Assessment and Accreditation Council (NAAC)

(An Autonomous Institution of the University Grants Commission)

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