

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

	Page Nos.
1. Introduction 4
2. Objective 4
3. Strategies 4
4. Functions 5
5. Benefits 5
6. <i>Composition of the IQAC</i> 5
7. The role of coordinator 6
8. Operational Features of the IQAC 6
9. Monitoring Mechanism 7
10. The Annual Quality Assurance Report (AQAR) of the IQAC 8

Part – A

11. Details of the Institution 9
12. IQAC Composition and Activities 12

Part – B

13. Criterion – I: Curricular Aspects 14
14. Criterion – II: Teaching, Learning and Evaluation 15
15. Criterion – III: Research, Consultancy and Extension 17
16. Criterion – IV: Infrastructure and Learning Resources 20
17. Criterion – V: Student Support and Progression 22
18. Criterion – VI: Governance, Leadership and Management 24
19. Criterion – VII: Innovations and Best Practices 27
20. Abbreviations 29

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

Introduction

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

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

Objective

The primary aim of IQAC is

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

Strategies

IQAC shall evolve mechanisms and procedures for

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

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

Functions

Some of the functions expected of the IQAC are:

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

Benefits

IQAC will facilitate / contribute

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;

- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

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

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

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

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

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

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

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

The role of coordinator

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

Operational Features of the IQAC

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

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

Monitoring Mechanism

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

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

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

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (naac.aqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc 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

I. Details of the Institution

1.1 Name of the Institution

LALA LAJPATRAI COLEEGE OF COMM. & ECO.,

1.2 Address Line 1

MAHALAXMI

Address Line 2

City/Town

MUMBAI

State

MAHARASHTRA

Pin Code

400 034

Institution e-mail address

principal.llc@gmail.com

Contact Nos.

022 2354 8240/41

Name of the Head of the Institution:

Dr. (Mrs.) Neelam Arora

Tel. No. with STD Code:

022 2354 8240

Mobile:

9869140130

Name of the IQAC Co-ordinator:

Prof. (Mrs.) Vidya Bhide

Mobile:

9819514236

IQAC e-mail address:

principal.llc@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

MHCOGN10079

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)

March 31, 2007/RA/037

1.5 Website address:

www.lalacollege.edu.in

Web-link of the AQAR:

www.lalacollege.edu.in/AQAR2013-14.docx

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C		2000	5 Years
2	2 nd Cycle	B++		2007	5 Years
3	3 rd Cycle	Applied			
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

2000

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

2013-14

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

- i. AQAR 2007-08 submitted to NAAC on 29.08.2008 (DD/MM/YYYY)
- ii. AQAR 2008-09 submitted to NAAC on 18.06.2009 (DD/MM/YYYY)
- iii. AQAR 2009-10 submitted to NAAC on 22.07.2010 (DD/MM/YYYY)
- iv. AQAR 2010-11 submitted to NAAC on 29.06.2011 (DD/MM/YYYY)
- v. AQAR 2011-12 submitted to NAAC on 06.07.2012 (DD/MM/YYYY)
- vi. AQAR 2012-13 submitted to NAAC on 16.07.2013 (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

UNIVERSITY OF MUMBAI

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

Autonomy by State/Central Govt. / University	<input type="text" value="NO"/>		
University with Potential for Excellence	<input type="text" value="NO"/>	UGC-CPE	<input type="text" value="NO"/>
DST Star Scheme	<input type="text" value="NO"/>	UGC-CE	<input type="text" value="NO"/>
UGC-Special Assistance Programme	<input type="text" value="NO"/>	DST-FIST	<input type="text" value="NO"/>
UGC-Innovative PG programmes	<input type="text" value="NO"/>	Any other (<i>Specify</i>)	<input type="text" value="NO"/>
UGC-COP Programmes	<input type="text" value="NO"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="06"/>		
2.2 No. of Administrative/Technical staff	<input type="text" value="03"/>		
2.3 No. of students	<input type="text" value="02"/>		
2.4 No. of Management representatives	<input type="text" value="01"/>		
2.5 No. of Alumni	<input type="text" value="01"/>		
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>		
2.7 No. of Employers/ Industrialists	<input type="text" value="NIL"/>		
2.8 No. of other External Experts	<input type="text" value="NIL"/>		
2.9 Total No. of members	<input type="text" value="14"/>		
2.10 No. of IQAC meetings held	03		
2.11 No. of meetings with various stakeholders:	No.	<input type="text"/>	Faculty <input type="text" value="03"/>
	Non-Teaching Staff	<input type="text" value="03"/>	Students <input type="text"/>
	Alumni	<input type="text" value="03"/>	Others <input type="text"/>

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Applications of CAS were forwarded to the concerned authorities in the University.
- Regular meetings of IQAC were held during the year.

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
<ul style="list-style-type: none"> • Workshop for Research Cell. • To complete the CAS procedure of eligible candidates. 	<ul style="list-style-type: none"> • CAS of librarian was completed successfully.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

- Improvement in infrastructure, CCTV's were installed in Exam Room.
- Separate examination room was created to maintain high secrecy & Smoothing the examination process.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	NIL	NIL	NIL	NIL
PG	01	NIL	NIL	NIL
UG	01	NIL	06	NIL
PG Diploma	NIL	NIL	NIL	NIL
Advanced Diploma	05	NIL	05	NIL
Diploma	05	NIL	05	NIL
Certificate	05	NIL	05	NIL
Others	NIL	NIL	NIL	NIL
Total	17	NIL	21	NIL
Interdisciplinary	NIL	NIL	NIL	NIL
Innovative	NIL	NIL	NIL	NIL

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	√
Trimester	
Annual	√

1.3 Feedback from stakeholders* (On all aspects)

Alumni Parents Employers Students

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

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

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

AS PER THE UNIVERSITY NORMS

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

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
37	22	03	NIL	12

2.2 No. of permanent faculty with Ph.D.

13

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
01	Nil							01	Nil

2.4 No. of Guest and Visiting faculty and Temporary faculty

103 01

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	14	17	09
Presented papers	07	10	08
Resource Persons		01	

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

Teachers started using innovative smart board techniques for teaching.

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)

Masking, Photocopy, Multiple Choice Questions,

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

NIL

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	O	A	B	C	D	E	F
		F. Y. B.com Sem I	463	NIL	25	71	96	60
F. Y. B.com Sem II	463	01	35	79	100	74	14	160
S. Y. B. Com Sem III	366	NIL	37	54	75	57	2	141
S. Y. B. Com Sem IV	366	NIL	58	61	80	49	3	115
T. Y. B. Com Sem V	371	8	121	102	49	18	4	69
T. Y. B. Com Sem VI	370	30	191	85	18	04	00	42
F. Y. B.M.S Sem I	198	4	42	34	30	4	0	84
F. Y. B.M.S Sem II	198	8	49	30	26	16	1	68
S. Y. B.M.S Sem III	202	5	62	45	32	11	0	47
S. Y. B.M.S Sem IV	202	2	63	42	40	10	2	41
T. Y. B.M.S Sem V	187	01	61	80	34	01	00	10
F. Y. B.B.I Sem I	59	1	2	12	7	5	1	31
F. Y. B.B.I Sem II	59	0	18	16	8	1	0	16
S. Y. B.B.I Sem III	37	2	11	15	8	0	0	1
S. Y. B.B.I Sem IV	37	1	12	13	9	0	0	2
T. Y. B.B.I Sem V	45	0	11	20	11	0	0	3
F. Y. B.SC. I. T. Sem I	47	0	5	14	8	1	1	18
F. Y. B.SC. I. T. Sem II	47	1	14	10	3	3	1	15
S. Y. B.SC. I. T. Sem III	57	3	10	10	6	3	3	22
S. Y. B.SC. I. T. Sem IV	57	6	21	8	8	3	0	11
T. Y. B.SC. I. T. Sem V	34	3	16	2	1	1	0	11
T. Y. B.SC. I. T. Sem VI	33	0	16	9	1	0	0	7
F. Y. B.AF Sem I	66	4	16	15	5	3	0	23
F. Y. B.AF Sem II	66	9	14	12	6	0	0	25
S. Y. B.AF Sem III	64	3	36	11	3	0	1	10

S. Y. B.AF Sem IV	64	8	32	10	2	1	0	11
T. Y. B.AF Sem V	54	8	28	10	1	1	0	6
F. Y. B.MM Sem I	69	0	7	10	15	8	1	28
F. Y. B.MM Sem II	69	0	5	14	9	6	0	35
S. Y. B.MM Sem III	49	0	4	10	10	2	1	22
S. Y. B.MM Sem IV	49	0	2	12	11	2	0	22
T. Y. B.MM Sem V	64	1	23	26	12	0	0	2
T. Y. B.MM Sem VI	64	0	17	28	15	2	0	2
S. Y. B.Sc. C. S Sem III	17	4	5	1	1	1	0	5
S. Y. B.Sc. C. S Sem IV	17	2	5	2	2	1	0	5
T. Y. B.Sc. C. S Sem V	25	0	1	4	3	0	0	17

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

- Student's feedback were taken to evaluate teachers performance.
- Improvement in infrastructure, CCTV's were installed in Exam Room.
- Separate examination room was created to maintain high secrecy & Smoothing the examination process.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	04
Faculty exchange programme	-
Staff training conducted by the university	02
Staff training conducted by other institutions	04
Summer / Winter schools, Workshops, etc.	09
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	33	04	03	
Technical Staff	03	NA	NA	NA

Criterion – III

3. Research, Consultancy and Extension

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

- Professors are encouraged to take up Minor & Major research projects.
- They are motivated to present research papers.
- National level seminar was organised for professors from different universities in India.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		01		
Outlay in Rs. Lakhs		8.48 lakhs		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	04	01	-	
Outlay in Rs. Lakhs	60,000/-	25,000/-		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	05	17	Nil
Non-Peer Review Journals	09	26	02
e-Journals	02	01	Nil
Conference proceedings	01	04	02

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2 yrs	ICSSR, New Delhi	8.48 lakhs	7.48 lakhs
Minor Projects	1 year	University of	1.10 Lakhs	1.10 Lakhs

		Mumbai		
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 <i>(other than compulsory by the University)</i>	Nil	nil	nil	nil
Any other (Specify)	Nil	nil	nil	nil
Total			9.58 lakhs	8.58 lakhs

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences
organized by the Institution

Level	International	National	State	University	College
Number	01	01	-	-	-
Sponsoring agencies	Self Funded	Self Funded			

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	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
and students registered under them

02

04

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

NIL

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

82

State level

National level

International level

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

University level

State level

National level

International level

3.23 No. of Awards won in NSS:

University level

01

State level

Nil

National level

Nil

International level

Nil

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

University level	<input type="checkbox"/>	State level	<input type="checkbox"/>
National level	<input type="checkbox"/>	International level	<input type="checkbox"/>

3.25 No. of Extension activities organized

University forum	<input type="checkbox" value="NO"/>	College forum	<input type="checkbox" value="NO"/>
NCC	<input type="checkbox" value="NO"/>	NSS	<input type="checkbox" value="YES"/>
		Any other	<input type="checkbox" value="DLLE"/>

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

- Free ships & Scholarships for needy students (Economically backward) were given by management.
- Admission to handicapped students were given.
- Giving support of writers to LD, Visually Impaired Students.

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	1.25 ACRE	-	-	
Class rooms	28	-	-	28
Laboratories	03	-	-	03
Seminar Halls	01	-	-	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	NIL	NIL	-	NIL
Value of the equipment purchased during the year (Rs. in Lakhs)	NIL	NIL	-	NIL
Others	NIL	NIL	-	NIL

4.2 Computerization of administration and library

- 1) Five computers have been replaced with latest configuration to carryout library management and services used by library staff.
- 2) Library Blog has been created in the year 2013 & has been using for communication with students and teachers and also for feedback.
- 3) Library website is updated with new sections and made resourceful.
- 4) Separate section for UGC books has been created in library stack room.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1123	121775/-	821	77053/-	1944	198828/-
Reference Books	1036	852982/-	1159	763182/-	2195	1616164/-
e-Books	-	-	-	-	-	-
Journals	68	92278/-	68	97368/-	136	189646/-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	47	15415/-	102	212737/-	149	228152/-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	22	03	YES	YES	YES	01	15	YES
Added	02	nil				01	NIL	
Total	24	03				01	15	

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

- i) 16 Laptops provided to the teachers for teaching and research purpose in 2012-13.
- ii) Computer projector, speaker and screens fixed in 17 classrooms on 3rd, 4th & 5th Floor under UGC grants.

4.6 Amount spent on maintenance in lakhs :

i) ICT

NIL

ii) Campus Infrastructure and facilities

NIL

iii) Equipments NIL

iv) Others 12,000/-

Total : 12,000/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Notices are issued to students about scholarships, free ships, concessions.

5.2 Efforts made by the institution for tracking the progression

- Results of the students are monitored.
- Parent teacher meeting are conducted where they are informed about students' performance.
- Counselling for students on academic, emotional aspects is provided to the students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2474	218	nil	Nil

(b) No. of students outside the state 70

(c) No. of international students 02

	No	%		No	%
Men	1537	62.08	Women	939	37.92

Last Year 2012-13								This Year 2013-14							
General	SC	ST	OBC	NT	SBC	Physically Challenged	Total	General	SC	ST	OBC	NT	SBC	Physically Challenged	Total
2361	45	02	94	08	40	Nil	2550	2268	38	04	115	09	40	Nil	2474

Demand ratio 2.96 times

Dropout 24.89 %

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

UGC XI & XII PLAN UNDER CCES Scheme more than 200 Students enrolled and appeared MPSC/UPSC (Prelim) Exam

No. of students beneficiaries

Around 200

5.5 No. of students qualified in these examinations

NET N.A SET/SLET N.A GATE N.A CAT N.A
 IAS/IPS etc N.A State PSC N.A UPSC N.A Others N.A

5.6 Details of student counselling and career guidance

The Students of B. Com & Self Financing courses are counselled by college student counsellor Ms. Asha Aggarwal in the areas of career guidance, emotional issues, financial aspects, personality issues, etc.

No. of students benefitted

Around 150 students

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
26	Around 600	97	38

5.8 Details of gender sensitization programmes

- Poster making Competition on Women Related Issues was organized on 23rd Aug., 2013
- Organized free medical checkup for Girl students and Staff members on 3rd Sept., 2013 in collaboration with “Young Concepts”.
- Seminar on Banking Schemes for Empowerment of women was organized on 6th Sept., 2013.
- Visit to Old Age Home for Women “All Saints Home, Mazgaon on 4th Jan., 2014.

5.9 Students Activities

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

State/ University level YES National level YES International level NIL

No. of students participated in cultural events

State/ University level YES National level YES International level NIL

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

Sports : State/ University level NIL National level NIL International level NIL

Cultural: State/ University level NIL National level NIL International level NIL

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	43	2,32,825/-
Financial support from government	14	13,09,752/-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level Nil National level Nil International level Nil

Exhibition: State/ University level Nil National level Nil International level Nil

5.12 No. of social initiatives undertaken by the students Nil

5.13 Major grievances of students (if any) redressed: NIL

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: “ To provide state of art education and to train students to reach global standards”.

Mission: “ To educate and train students in the field of commerce, trade, industry, management and information technology and to have collaboration with industry for equipping students with relevant knowledge, skill and attitude.”

6.2 Does the Institution has a management Information System

No. Preparation of MIS is ongoing.

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

6.3.1 Curriculum Development

Professors participate in syllabus revision workshops & recommend upgrading the syllabus.

6.3.2 Teaching and Learning

- 1) Laptops are provided to the teachers.
- 2) Class Rooms are well equipped with computers, projectors Screen & Speakers.
- 3) Smart boards, scanners are provided to the teachers for teaching purpose to improve the quality of teaching.
- 4) Students are allowed to make presentations on the topics related to the syllabus for internal assessment.
- 5) Group discussion, question answer pattern, seminars for students are organised to improve the quality of teaching and learning.

6.3.3 Examination and Evaluation

- 1) College has computerised result declaration system.
- 2) In order to conduct examinations smoothly CCTV cameras are also installed in the classrooms to avoid unfair means.
- 3) To keep transparency during assessment answer books are masked and stamped.
- 4) The answer papers are assessed by the teachers in the centralised assessment room.

6.3.4 Research and Development

- 1) Separate research cell and research committee has been constituted.
- 2) Research committee promotes the teachers for minor & major research projects.
- 3) In 2013-2014, two minor research projects were completed successfully and one major research project is ongoing.
- 4) For research purpose college provides internet facility, information facility under UGC NRC and library facility.
- 5) Separate space is provided in the library for research work.
- 6) Two teachers got the approval as research guides. Dr. S. V. Lasune from University of Mumbai & Dr. Neelam Arora from Mahatma Gandhi University, Meghalaya.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- 1) Computerised Library system, Book Bank, Separate Reference book section, Separate space for research work. Thesis section has been developed in library.
- 2) The computerized system has been developed for information and technology.
- 3) Renovation was done for UGC room, Ground floor & Second floor office, principal's cabin.
- 4) Water purifiers for students, staff members, fire extinguishers, micro waves in the staff room, office and library were provided.

6.3.6 Human Resource Management

- 1) Teachers were allowed to attend orientation and refresher courses to have quality improvement. The following people completed courses.

Sr. No.	Name	Course
01	Dr. S. V. Lasune	Refresher Course
02	Dr. Vinay Pandit	Refresher Course
03	Ms. Munmy C. B.	Refresher Course
04	Ms. Kranti Ukey	Orientation Course
05	Mr. Darshan Pagdhare	Orientation Course
06	Mr. Nimesh G. Punjani	Orientation Course
07	Dr. Divya Nigam	Orientation Course

- 2) College had organised skill development seminars and workshop for teachers & Students.

6.3.7 Faculty and Staff recruitment

- 1) One full time faculty in Maths department was appointed.
- 2) One faculty was continued on CHB basis.
- 3) One class III and class IV employees were recruited in the college office.
- 4) 05 temporary non-teaching staff members were appointed in the aided and self-financing section.

6.3.8 Industry Interaction / Collaboration

College is pursuing to develop collaboration with industry in order to improve quality of students and to get the placement.

6.3.9 Admission of Students

- 1) College follows the rule and regulations laid by University of Mumbai and Govt. of Maharashtra to admit the students.
- 2) College uses computerized system for admission process.

6.4 Welfare schemes for

Welfare Scheme for teachers:

- 1) Free health care facilities are provided to teachers & other Staff Members.
- 2) Free internet facilities in college premises.
- 3) Subsidised canteen facility for teachers.
- 4) Intercom facility is provided to the teachers.

Welfare Scheme for non-teaching staff members:

- 1) Interest free loans are provided.
- 2) Subsidised canteen facility for non-teaching staff members.
- 3) Intercom facility is provided to the non-teaching staff members.

Welfare Scheme for students:

- 1) Economically backward students get scholarships & fee waivers.

6.5 Total corpus fund generated

No corpus funds are generated.

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic				
Administrative	√	Advocate Milind Pokle (C. A.)	√	College Administrative Staff

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?

University of Mumbai introduced scaling down of internal marks in 60-40 CBGS examination at F. Y., S. Y. & T. Y. Level.

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

University of Mumbai provides the guidelines to colleges regarding administration & examinations.

6.11 Activities and support from the Alumni Association

College is having well organized Alumni Association which actively participates and supports cultural and academic activities of the college.

6.12 Activities and support from the Parent – Teacher Association

College is planning to constitute Parent Teachers Association. However parents actively support the academic and cultural activities.

6.13 Development programmes for support staff

College organises various training and skill development programs for teaching as well as non-teaching staff members.

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

Every year NSS unit of college organises tree plantation programme. College also maintains the garden in front of college premises.

Criterion – VII

7. Innovations and Best Practices

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

College is maintaining up to date website giving the details about the college activities.

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

Every year at the beginning & at the end of the academic year head of the institution calls the meeting of all staff members including teaching & non-teaching for knowing the details of activities conducted throughout the years by various committees/Associations.

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

College conducts HIV awareness and Thalassemia awareness programs. College also organises visits to old age home.

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

7.4 Contribution to environmental awareness / protection

College organised Green Ganesha Project. College organises various program related to environmental awareness and protection like green garden, nature club, electronic wastage, control on using plastic bags.

7.5 Whether environmental audit was conducted? Yes No

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

The strength of the college – IQAC observed the following strength of organisation

- Highly qualified teaching staff
- Very good infrastructure
- High and moral support from the management
- Well established library
- Good Auditorium

Weakness of the institutions

- College faces the sports ground problem
- College does not have space for extension of the building

Opportunities

- New courses can be introduced & opportunities can be provided to the students as per current demands.
- Collaboration with industries & educational institutions at national & international level.

Threats

- Less autonomy to develop curriculum & examination regulation.
- Increasing demand of self-financing courses compared to traditional education system.
- Increased importance of coaching classes which affects the regular attendance of the student in the college lectures.

8. Plans of institution for next year

- 1) Maximum participation of college teaching staff in curriculum development.
- 2) For developing teaching & learning skill, to organise more skill development programmes, seminars guest lectures & Workshops.
- 3) To simply evaluation system using electronic system.
- 4) To help more & more teaching staff members to undertake minor & major research projects.
- 5) To organise conference & seminars at national & international level for teachers and students.
- 6) To set up the virtual classrooms with the help of UGC.
- 7) To develop video recording classroom.
- 8) To constitute parent's teacher's association & environmental audit committee.
- 9) To equip college website for communication with the college teaching staff to solve students queries on line.
- 10) To develop centralise information system.

Name Mrs. Vidya Bhide

Name Dr. Neelam Anra

N.V. Bhide

Neelam

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I

Abbreviations:

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