

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 21
17. Criterion – V: Student Support and Progression 22
18. Criterion – VI: Governance, Leadership and Management 25
19. Criterion – VII: Innovations and Best Practices 28
20. Abbreviations 30

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

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. 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

1. Details of the Institution

1.1 Name of the Institution

PROVIDENCE COLLEGE FOR WOMEN

1.2 Address Line 1

SPRING FIELD POST

Address Line 2

BIG BANDISHOLA

City/Town

COONOOR

State

TAMIL NADU

Pin Code

643104

Institution e-mail address

providencenr@gmail.com

Contact Nos.

Dr. Sr. Sheela – 9486231604
Dr. Punitha - 9442119262

Name of the Head of the Institution:

Dr. Sr. Sheela V J

Tel. No. with STD Code:

0423-2234084

Mobile:

9486231604

Name of the IQAC Co-ordinator:

Dr. D. Punitha

Mobile:

9442119262

IQAC e-mail address:

iqacpcw21@gmail.com

1.3 **NAAC Track ID** (For ex. MHCOGN 18879): TRACK ID (II) 09736

1.4 Website address:

www.providencecncr.org

Web-link of the AQAR:

<https://www.providencecncr.org/annual-quality-assurance-report>

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	79.00	2004	5 Years
2	2 nd Cycle	B	2.92	2010	5 Years
3	3 rd Cycle	A	3.15	2016	5 Years
4	4 th Cycle				

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

08-07-2004

1.7 AQAR for the year (*for example 2010-11*)

2017-2018

1.8 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 06-05-2017 (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

BHARATHIAR UNIVERSITY, COIMBATORE

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

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

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="8"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="3"/>
2.3 No. of students	<input type="text" value="2"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="7"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="2"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="5"/>
2.8 No. of other External Experts	<input type="text" value="2"/>
2.9 Total No. of members	<input type="text" value="22"/>
2.10 No. of IQAC meetings held	<input type="text" value="25"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="-"/> Faculty <input type="text" value="4"/>
	Non-Teaching Staff <input type="text" value="5"/> Students <input type="text" value="5"/> Alumni <input type="text" value="-"/> Others <input type="text" value="1"/>

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

NAAC Revised Assessment & Accreditation frame work regarding

2.14 Significant Activities and contributions made by IQAC

- College bus mad available,
- orientation to students (Value based & career guidance)
- NAAC Revised Assessment & Accreditation frame work

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
To strengthen quality among staff and students	To have vehicle facility
	Student guidance study material
	To prepare new format for consultancy/best out going student
	Value based orientation for students

* 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

- Value based orientation given for 1st year students
- Vehicle facility arranged for staff and students from Ooty to college
- Organised guest lectures for staff and students separately on stress management
- Biometric attendance system for staff and students installed
- SMS facility made available for all staff & students from the college

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	5	-	-	-
PG	5	-	-	2
UG	7	-	5	2
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	17	-	5	4
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

Pattern	Number of programmes
Semester	All
Trimester	-
Annual	-

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

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

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

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

Following the University syllabus and staff follows it.

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

--

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	31	21	8	-	2

2.2 No. of permanent faculty with Ph.D. 24

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	-	2	-	-	-	-	-	-	-	2

2.4 No. of Guest and Visiting faculty and Temporary faculty - - 26

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	37	88	9
Presented papers	17	34	-
Resource Persons	1	1	7

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

Student exchange programme, LCD, ICT Teaching, Smart Board, Bar coding & Internet

2.7 Total No. of actual teaching days during this academic year 184

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online 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 6 - -

2.10 Average percentage of attendance of students 90

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. History	33	-	32	1	-	100
B.A. Economics	43	-	3	30	10	100
B.A. Eng. Lit	65	-	36	26	3	100
B.Sc. Botany	46	5	29	9	-	92.5
B.Sc. Maths	55	17	25	3	-	100
B.Com.	72	10	49	11	1	97
BCA	45	31	14	-	-	100
M.A. Eng. Lit	27	-	22	5	-	100
M.Sc. Maths	20	2	11	-	-	65
M.Sc. Comp. Sci.	23	23	-	-	-	100
M.Com.	22	4	15	3	-	100

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

- Regular monitoring is done and rectifications are done as and when the need arises.
- Examination Committee is set up which prepares a schedule of invigilation duties for the staff and collects the question papers from all the departments.
- I & II internal examinations
- Model examination on the University pattern
- Feed back: Course feedback & staff evaluation
- Internal audit done every year to check NAAC files

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	6
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	9	8	-	-
Technical Staff	2	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

- Staff are motivated doing Ph.D. and encourage to apply for PDF
- Staff are motivated to organise seminars & workshops
- Staff are also encouraged to attend international, national workshops & seminars and publish papers and also under take major and minor projects

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	49	10	-
Non-Peer Review Journals	-	-	-
e-Journals	15	2	-
Conference proceedings	20	9	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	2	5	1	-	-
Sponsoring agencies	-	-	-	-	-

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

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

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

19

1

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

1

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level District/State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="7"/>		
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="2"/>	Any other	<input type="text" value="-"/>

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

- Teaching tribal children
- NSS camp was conducted for 1 week
- NSS organised rallies to commemorate the anniversary of Dr. APJ Abdul Kalam, world rabies day and Voters day
- Dengue and breast awareness program was organised
- Eye and Dental camp was organised.
- Anti plastic awareness given to students
- Use of mobile app's with reference to Blue Whale
- 56 units of Blood donated by our students and staff to Govt. Lawley Hospital.
- Entrepreneurial workshop organised
- Tree plantation
- Cancer awareness program organised of students by Nakkubetta Foundation
- In Commemorance with golden jubilee valediction college Distributed of 175 saplings.
- Students also provide a helping hand in the public library.
- Remedial coaching class also provided to children in Amman Nagar Village
- Students cater to the needs of the mentally challenged students of ASHIA
- Tribal awareness program was conducted for the people in paniya village Gudalur
- Orientation also given under the Digital Action plan by the government.
- College conducted an alcoholic survey for the people of Pillur Mattam, they were also taught how to use Paytm and recharges by downloading app's.
- College also undertook the record of sanitary condition of the people of the amman nagar which is near by village and gave an awareness on the importance of clean environment.
- College adopted Bombalakombai village and represented the village to the collector reviving the eucalyptus extraction machine and for building a toilet.

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	8.817 acres	-	-	8.817 acres
Class rooms	40	-	-	40
Laboratories	7	-	-	7
Seminar Halls	1	-	-	1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

4.2 Computerization of administration and library

On process

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	37390	-	1010	-	38400	-
Reference Books	6500	-	1054	-	7554	-
e-Books	-	-	-	-	-	-
Journals	27	-	3	-	30	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	60	-	6	-	66	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	157	3	5	1	-	1	7	-
Added	3	-	1 leased line	-	-	-	-	-
Total	160	3	6	1	-	1	7	-

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

- Swayam, SMS, Biometric attendance,
- E-governance for first years

4.6 Amount spent on maintenance in lakhs :

i) ICT	2,80,000
ii) Campus Infrastructure and facilities	1,75,000
iii) Equipments	1,41,000
iv) Others	86,000
Total :	91,96,000

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Carrier guidance for final year students
- Neurolinguistic program for students
- Financial literacy and self employment program
- Igniting the ineerself

5.2 Efforts made by the institution for tracking the progression

- Feedback from students.
- Staff appraisal and internal audit.
- Systematic documentation for judging the best outgoing student and best outgoing player based on criteria.
- Democratic election for student council.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
936	170	10	46

(b) No. of students outside the state

11

(c) No. of international students

-

Men	No	%	Women	No	%
	-	-		-	-

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
154	426	8	620	5	1213	681	278	5	137	5	1106

Demand ratio : 1:1.1 Dropout: 3%

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

Bank coaching, Civil Service training, numerical Aptitude

No. of students beneficiaries

19

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

Career guidance provided by the Placement Cell and by the IQAC

No. of students benefitted

395

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
81	350	220	50

5.8 Details of gender sensitization programmes

--

5.9 Students Activities

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

State/ University level

28

National level

-

International level

-

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	73	5,20,000
Financial support from government	436	22,07,118
Financial support from other sources	3	9,000
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Repair and maintenance of napi vending machine

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

<u>VISION</u>
<ul style="list-style-type: none">• QUALITY EDUCATION AND EXCELLENCE• HOLISTIC PERSONALITY• SERVICE
<u>MISSION</u>
<ul style="list-style-type: none">• TO QUENCH THE STUDENTS INTELLECTUAL THIRST FOR LEARNING AND RESEARCH;• EXPLORING AND NURTURING THEIR POTENTIALITY AND PERSONALITY;• MOULDING INTEGRATED PERSONS;• TRANSFORMING FAMILY, SOCIETY AND NATION THROUGH QUALITY EDUCATION.

6.2 Does the Institution has a management Information System

Regular Meetings, Circulars, SMS through mobile app

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

6.3.1 Curriculum Development

University Designs

6.3.2 Teaching and Learning

ICT teaching and learning, Institutional training, Industrial visit, Court visit, Museum Visit, Exhibition, Press visit, Class tests, Chalk and talk method, Seminars, Assignment, projects, Group discussions, Projects, Field trips.

6.3.3 Examination and Evaluation

University takes care of Semester Examination. Continuous Assessment tests and Model Examination is organised by College Examination committed with systematic Method.

6.3.4 Research and Development

M.Phil (PT & FT)
Ph.D (PT & FT)
Minor & major projects
PG & UG Department Projects

6.3.5 Library, ICT and physical infrastructure / instrumentation

Hostel, community, Cab, Classroom, LCD, OHP, Intercom, Public addressing system, Library, Bar-coding, Smart Board, Indoor Stadium/Gallery, Bio-metric attendance system, UPS, Invertor, Generator,

6.3.6 Human Resource Management

All vacancies are filled with qualified staff.

6.3.7 Faculty and Staff recruitment

A committee with subject expert under the management is affiliated to do the recruitments.

6.3.8 Industry Interaction / Collaboration

Press Visit, RAC visit, PPI visit, Pasteur Institute, Tea museum, IMRF, EDP

6.3.9 Admission of Students

Admission is done as per the govt norms. A committee is formed with the staff to finalise the admission

6.4 Welfare schemes for

Teaching	Staff Welfare Body,
Non teaching	Non-Teaching Welfare Body, Free Dress
Students	Fees, Drop-outs, Day care centre, catering to their needs

6.5 Total corpus fund generated

3 Lakhs

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			✓	Management
Administrative	✓	Mr. Mark D'souza and Co	✓	Management

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Call for suggestions at the meeting of the Board of Studies

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

University encourages the institution to go in for autonomy

6.11 Activities and support from the Alumni Association

Fund Raising towards development of the College, helping in promoting the reputation of the institution, widening the network to work constructively and Sponsors Graduation Ceremony. Organised talk on Stress Management and Role of Women Empowerment for the students.

6.12 Activities and support from the Parent – Teacher Association

PTA strengthens the bond between teachers and parents, valuable suggestions are given by parents towards the growth of the college. The associations lend a helping hand whenever the development need arises. One Parent representative is also a Governing Body member. Organising PTA Meetings twice a year, Parents have the liberty to meet the Principal & Staff anytime and orientation to the First year students and to the parents.

6.13 Development programmes for support staff

Management encourages the support staff for higher Education, trains them for to be effective communicators, sends them for occasional training such as typing, Digitalized Service Register.

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

The Eco Club focuses on keeping the campus green and Plastic free. Creates an awareness on Eco systems, planting trees in the campus. N.S.S volunteers clean the campus twice a week. Vermi composting is done on the campus to promote organic farming, distributed 1000 Tulasi plants.

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.

- Biometric attendance for students
- Communications intimated to parents through SMS system

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

- Golden Jubilee celebration of four departments
- College arranged private bus facility for students
- Extension of events organised by staff and student council

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

- 17 houses under construction for the tribal Paniyas in Nilakotai panchayat, Gudalur.
- PG and Research Department of Commerce released souvenir for the outgoing UG & PG students and also organised an Exhibition cum Sale “Entre Commercia.”

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

7.4 Contribution to environmental awareness / protection

- Eco- Club ., Green – Wing ., Medicinal Garden Tree- Planting ., NSS ., LED Bulbs ., Solar Energy ,Disaster Management workshop Rain Water Harvesting ,Fire Service Demonstration to rescue people from fire accidents and flood

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 college has been ranked under the National Institutional Ranking and stands among the 223rd place (201 to 338 entries) in list of selected PI's under Unnat Bharat Abhiyan (non technical).
- College is also ranked by the top arts and science colleges rated by the Govt. of Tamil Nadu and stands at the 96th place.
- Another feather to the cap of the institution is the organization of the dog show in the college campus conducted by the Nilgiris Kennel Association.

8. Plans of institution for next year

Staff Orientation Programme,(Value Based), Planning to have a collaboration with TNAU for introducing New Courses and plan to go in for Autonomous

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____ *** _____