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

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*)

. Details of the Institution	on
1 Name of the Institution	SREE NARAYANA GURU COLLEGE
.2 Address Line 1	P.L.LOKHANDE MARG
Address Line 2	CHEMBUR[West]
City/Town	MUMBAI
State	MAHARASTRA
Pin Code	400089
Institution e-mail address	sngccmumbai@gmail.com
Contact Nos.	022 25250926/022 25254018
Name of the Head of the Institut	Dr.Ravindran Karthadai
Tel. No. with STD Code:	022 25254018
Mobile:	9773497630

Name of the IQAC Co-ordinator:	Mrs. Jayasree Venkitachalam	
Mobile:	9833528340	
IQAC e-mail address:		

1.3 NAAC Track ID (For ex. MHCOGN 18879)

9) | 13313

1.4 NAAC Executive Committee No. & Date:

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

1.5 Website address:

Sngcollege.org

Web-link of the AQAR:

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

1.6 Accreditation Details

S1 No	Cycle	Grade	CGPA	Year of	Validity	
Sl. No.	Cycle	Grade	COPA	CULA	Accreditation	Period
1	1 st Cycle	В		2004	05	
2	2 nd Cycle	В	2.73	2012	05	
3	3 rd Cycle					
4	4 th Cycle					

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

09/11/2004

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 2010-11submitted to NAAC on 12-10-2011)

i. AQAR <u>14/03</u>		
ii. AQAR		
iii. AQAR iv. AQAR		
IV. AQAK		
1.10 Institutional Status		
University	State 🗸 Central	Deemed Private
Affiliated College	Yes 🗸 No]
Constituent College	Yes No 🗸]
Autonomous college of UGC	Yes No V]
Regulatory Agency approved I	institution Yes	No 🗸
(e.g. AICTE, BCI, MCI, PCI, N	ICI)	
` Type of Institution Co-educ	cation 📝 Men 🗸	Women
Urban	Rural	Tribal
Financial Status Grant	-in-aid UGC 2(f) \bigvee UGC 12B \checkmark
Grant-ir	n-aid + Self Financing	Totally Self-financing
1.11 Type of Faculty/Programme		
Arts Science	e Commerce V I	Law PEI (Phys Edu)
TEI (Edu) Enginee	ring Health Scienc	e Management
Others (Specify)	 B.Sc. Information Technology, 	
1.12 Name of the Affiliating Univ	versity (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			
University with Potential for Excellence		UGC-CPE	
DST Star Scheme		UGC-CE]
UGC-Special Assistance Programme		DST-FIST]
UGC-Innovative PG programmes		Any other (<i>Specify</i>)	
UGC-COP Programmes	•		
2. IQAC Composition and Activit	ies		
2.1 No. of Teachers	07		
2.2 No. of Administrative/Technical staff	02		
2.3 No. of students	01		
2.4 No. of Management representatives	02		
2.5 No. of Alumni	01		
2. 6 No. of any other stakeholder and	01		
community representatives			
2.7 No. of Employers/ Industrialists	Nil		
2.8 No. of other External Experts	01		
2.9 Total No. of members	15		
2.10 No. of IQAC meetings held	3		
2.11 No. of meetings with various stakeholders:	No.	Faculty	

Revised Guidelines of IQAC and submission of AQAR

Non-Teaching Staff1Alumni01Others01
2.12 Has IQAC received any funding from UGC during the year? Yes V No If yes, mention the amount Rs 3,00,000
2.13 Seminars and Conferences (only quality related)
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC
Total Nos. 01 International National 01 State Institution Level
(ii) Themes Academic Excellence – Current Challenges
(11) Themes Academic Excellence –Current Challenges 2.14 Significant Activities and contributions made by IQAC
2.15 Plan of Action by IQAC/Outcome
The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

	Plan of Action	Achievements
	* Attach the Academic Calendar of	the year as Annexure.
2.15	Whether the AQAR was placed in stat	utory body Yes 🖌 No 🗌
	Management Syndica	
	Provide the details of the action	taken

Criterion – I

I. Curricular Aspects

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	01	Nil	01	Nil
UG	06	Nil	05	Nil
PG Diploma(IPR)	01			
Advanced Diploma				
Diploma				
Certificate	01			
Others		01[NUSSD]		
Total				
Interdisciplinary				
Innovative				

1.1 Details about Academic Programmes

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

Pattern	Number of programmes
Semester	7 (6+1 P.G)
Trimester	
Annual	(Repeaters')

 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. Yes, Syllabus is revised regularly by University as per Industry requirements.

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
07	18	02	01	01

01

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Ass	•	Associa	ite	Profes	sors	Others	5	Total	
Prof	essors	Profess	ors						
R	V	R	V	R	V	R	V	R	V
Nil		Nil		Nil	01				

2.4 No. of Guest and Visiting faculty and Temporary faculty

15

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended			
Presented papers	01	03	
Resource Persons		01	02

* Mrs.Bhise - Resource person for expert guidance lecture in T.Y.B.Com

*Mr. Hinduja – Recourse person for ICMA Training.

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

1.	Use c	f ICT	In Tea	ching

- 2. Remedial Coaching for weak students.
- 2.7 Total No. of actual teaching days during this academic year
- 2.8 Examination/ Evaluation Reforms initiated by Photocopy system 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

*(Chairperson of T.Y.B.Com University Exam Business Economics)

2.10 Average percentage of attendance of students

2.11 Course/Programme wise

distribution of pass percentage :

Title of the Programme	Total no. of students	Division				
	appeared	Distinction %	I %	II %	III %	Pass %
B.Com						

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

- IQAC encourages faculties to use ITC method for teaching
- Regular feedback is taken from students
- Faculties are encouraged to attend seminars/present papers
- 2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	Nil
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	Nil
Faculty exchange programme	Nil
Staff training conducted by the university	01
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others[Training programme by TISS]	04

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	8	1	NIL	
Technical Staff	6	2	NIL	
Librarian	1	0		

Criterion – III

3. Research, Consultancy and Extension

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

Presentation of Research Paper by Faculty twice in Semester.

Organising seminar on research paper presentation.

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	01.		
Non-Peer Review Journals			
e-Journals			
Conference proceedings		04	

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 (other than compulsory by the University)				
Any other(Specify)				
Total				

3.7 No. of books published	i) W	ith ISE	3N No.	04	Chapters	in Edited B	ooks	
3.8 No. of University Depa	-		ISBN No					
	UGC-	SAP		CAS		DST-FIST	-	
	DPE					DBT Sche	me/funds -	
3.9 For colleges	Auton	omy		CPE		DBT Star	Scheme	
	INSPI	RE		CE		Any Other	(specify)	
3.10 Revenue generated th	rough c	consult	ancy		-			
3.11 No. of conferences		Lev	el	Internation	al Nation	nal State	University	College
· 11 /1 T //	<i>.</i> .	Numl	ber		01			
organized by the Institu	ition	-	soring					
		agenc	cies					
3.12 No. of faculty served	as expe	erts, ch	airpersor	ns or resourc	e persons			
3.13 No. of collaborations		I	nternatio	nal	National	Any	other 01	(TISS)
3.14 No. of linkages create	d durir	g this	year					
3.15 Total budget for resea	rch for	curren	nt year in	lakhs:				
From funding agency			From M	Management	of Univer	sity/College		7
Total]					-
L								
3.16 No. of patents receive	ed this	year	Туре	of Patent		Nu	mber	
			Nationa	1	Applied Granted			
International Applied								
			memat	iollal	Granted			
			Comme	rcialised	Applied Granted			
			1		Granteu			

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

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them	
3.19 No. of Ph.D. awarded by faculty from the Institution	
3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)	
JRF SRF Project Fellows Any other]
3.21 No. of students Participated in NSS events:	
University level 100 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	7
National level International level]

3.25 No. of Extension activities organized

University forum	 College forum			
NCC	 NSS	07	Any other	

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

- •
- •

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				
Class rooms	12931.86			
Laboratories	1576.50			
Seminar Halls	1710.83			
No. of important equipments purchased $(\geq 1-0 \text{ lakh})$ during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

Library Circulation, Issuing, Returning, Accession Entry,

4.3 Library services:

	Existing		Newly	y added	Total		
	No.	Value	No.	Value	No.	Value	
Text Books	2638		1078	1,18,651	3716		
Reference Books	4498		39	3863	4537		
e-Books							
Journals	11						
e-Journals	Infonet	5,000			Infonet		
Digital Database							
CD & Video	100				100	5000	
Others (specify)							
General Book Bank	679	1,47,082	475	49,765	1154	1,96,838	
SC/ST Book Bank	357	83,385	215	24,156	572	1,07,541	

4.4 Technology up gradation (overall)

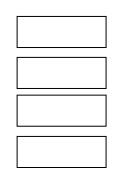
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart- ments	Others
Existing		2						
Added								
Total								

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



4.6 Amount spent on maintenance in lakhs:

- i) ICT
- ii) Campus Infrastructure and facilities
- iii) Equipments
- iv) Others



Total:

Criterion – V 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Regular Staff meeting to review the activities and to invite suggestions for improvement

5.2 Efforts made by the institution for tracking the progression

5.3 (a) Total Number of students PG UG Ph. D. Others 683 108 ----(b) No. of students outside the state 04 (c) No. of international students No % No %

	Men	386		117	omen	297	43				
				Last Ye	ear				Т	his Yea	ır
-	General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged
					1		618	134	14	25	Nil

Demand ratio

Dropout %

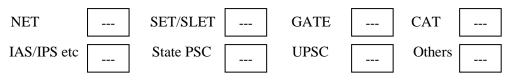
5.4 Details of student support mechanism for coaching for competitive examinations (If any)

No. of students beneficiaries	

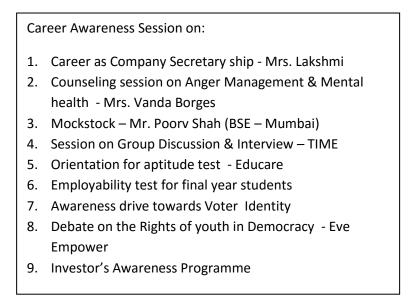
Total

791

5.5 No. of students qualified in these examinations



5.6 Details of student counselling and career guidance



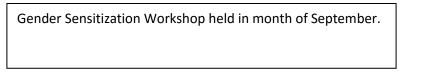
No. of students benefitted

150

5.7 Details of campus placement

	Off Campus		
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
10	80	35	

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	40	National level	 International level	

No. of students pa	articipated in	cultural events
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State/	University level		National level		International level	
5.9.2 No. of	f medals /awards w	on by stu	dents in Sports,	Games and	other events	
Sports : State	/ University level		National level		International level	
Cultural: State,	/ University level	01	National level		International level	

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government		
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 \$	Student	organised /	initiatives
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Fairs	: State/ University level		National level		International level
Exhibition	a: State/ University level		National level		International level
5.12 No	of social initiatives under	taken by	the students	07	
5.13 Majo	r grievances of students (i	f any) red	ressed:	Nil	

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: Empowerment through Higher Education to all strata of Society. Mission: Quality Education to all irrespective of caste, creed, socio- economic status and uplift the poor and downtrodden. Enhancing the personality by fostering moral and ethical values and to produces dynamic and able minded youth.

6.2 Does the Institution has a management Information System

Yes,

- 1. Administrative procedures including Finance.
- 2. Students Admission
- 3. Students records
- 4. Examination procedures
- 5. Others
- A. Maintenance of records in conventional forms for submission to University and Government whenever required.
- B. Display Merit list of students admitted in College on the notice board.
- C. Students' details, Parents profile are also maintained in conventional files.

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

- 6.3.1 Curriculum Development
 - 1. Introduction of new professional courses
 - 2. Enhance competence building College has tied up with TISS which is organizing NUSSD programme as part of Skill Development program.
 - 3. University approved Certificate course in Computer Application (Data Care Management)

6.3.2 Teaching and Learning

- 1. Bridge Course for new entrance at F.Y.B.Com level especially in English and Maths.
- 2. Study materials in simple English are prepared by faculty to enable students from vernacular medium.
- 3. ICT enabled teaching.
- 4. Remedial coaching for SC / ST / OBC/ Non-creamy layer by UGC
- 5. Project work (Skit/survey) as part of assignments.
- 6. Designing Syllabus for certificate courses by faculty.
- 7. Feedback mechanism.
- 8. Students' Associations (Commerce & English)

6.3.3 Examination and Evaluation

- 1. Continuous internal assessments
- 2. College follows norms stipulated by the University for Semester end exams.
- 3. Class tests.
- 4. Centralized Assessments Procedure.
- 5. Rechecking and Revaluation for students benefit.

6.3.4 Research and Development

- 1. Teachers regularly to present / participate in conferences / seminars at National / International Seminars levels.
- 2. Faculty members have authored text books.
- 3. College research cell conducts monthly seminars for teachers.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- 1. Area in Sq.ft –
- 2. Number of titles /books 9979
- 3. Number of Secondary source 9979
- 4. Number of dailies 15
- 5. Number of magazines 11
- 6. Number of Journals 10 *
- 7. Institutional Membership No
- 8. Number of Computers 05
- 9. Interconnectivity Yes
- 10. Software available Inhouse develop software available
- 11. CDs' 100
- 12. ICT no. Of computer old lab 36 New lab 61 Total 97
- 13. Number of Laptops 2
- 14. Number of LCD projector 1

6.3.6 Human Resource Management

6.3.7 Faculty and Staff recruitment

- 1. Recruitment of Faculty and Staff for administration is purely on merit.
- 2. College follows norms of selection procedures.
- 3. For unaided courses, College appoints a panel of experts to recruit the right candidate.
- 6.3.8 Industry Interaction / Collaboration
 - 1. College organises Industrial Visits/ field Trips to enable the students to gain practical knowledge of Industries.
 - Expert lectures in the classrooms are arranged were experts from Industries / Corporate are invited to give valuable insights about actual corporate practices
 - 3. Guest faculties are at times from corporate

6.3.9 Admission of Students

- 1. S.Y & T.Y admission of students are strictly on merit
- 2. For First Year Students University has introduced online system
- 3. College follows the norms stipulated by University

6.4 Welfare schemes for	Teaching	Staff Picnic
0.4 Wenare senemes for	Non teaching	 Staff Picnic Uniforms are provided for Class IV Employees Loans are provided to Non- teaching staff
	Students	 To encourage meritorious students, Students' Aid fund is provided. Students were benefitted and were given Rs.1000/- each Book Bank Schemes for General / Backward category Earn while Learn Scheme is introduced.

6.5 Total corpus fund generated	Rs.33, 000/-	
6.6 Whether annual financial audit	has been done	Yes 🔨 No
6.7 Whether Academic and Admin	istrative Audit (A	AAA) has been done?

Yes

Yes

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

For UG Programmes

V No

For PG Programmes



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

- 1. Credit base semester system.
- 2. Continuous evaluation system
- 3. Grading system
- 4. Introduction of Additional Exam for each semester
- 5. Internal Assessment

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



6.11 Activities and support from the Alumni Association

1. Alumni Meet is organized every year

- 6.12 Activities and support from the Parent Teacher Association
 - 1. PTA meeting are conducted An Orientation programme was organized for Parents to make them familiar with the new Credit base Semester system and the other facilities provided by the College.
 - 2. Parents are individually called if their ward face specific issue / problems
- 6.13 Development programmes for support staff

- 6.14 Initiatives taken by the institution to make the campus eco-friendly
 - 1. Tree plantation drive in the campus
 - 2. Saplings were planted in the campus in Association with BPCL.
 - 3. Use of paper cups instead of plastic in the canteen.

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.

Monthly seminars for teachers – as part of faculty improvement initiative, College have started conducting seminar every month for the faculty members of the College.

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

Monthly staff meetings and term end meetings are conducted to review the plan of action / the activities held

- 7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)
 - 1. Students Council played an active role in organizing extra circular activities.
 - 2. Oasis inter- collegiate fest was organized by the Council. BMM student designed the brochure of the fest.
 - 3. BMM students designed the Cover page for College magazine.

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

7.4 Contribution to environmental awareness / protection

1. 2	
2. 3.	
4.	Pulse Polio Drive
5.	Road safety campaign
6.	Energy conservation campaign
7.	Anti-addiction campaign
8.	No plastic campaign

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

8. Plans of institution for next year

- 1. Four New courses at Undergraduate level
- 2. Remedial coaching in Maths and Accountancy
- 3. Frequent PTA meetings
- 4. Research cell
- 5. Internal Seminar twice in a year
- 6. Mentoring system at T.Y level
- 7. Summer inter –ships for students
- 8. Encourage more sports activities
- 9. Organize workshop to enhance skills
- 10. Entrepreneurship programmes
- 11. Produce skilled employable Human Resources
- 12. Procure more learning resources at library
- 13. Teaching staff to undertake minor research
- 14. Institutional membership
- 15. More welfare schemes for students
- 16. Enchantment of software available
- 17. Special importance to staff , faculty and student welfare

Name	Name
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
