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*

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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

1. Details of the Institution

1.1 Name of the Institution

> A.G.Teachers College.

1.2 Address Line 1

> Commerce Six Road

Address Line 2

> University Road, Navrangpura.

City/Town

> Ahmedabad

State

> Gujarat

Pin Code

> 380009

Institution e-mail address

> agteachers1952@gmail.com

Contact Nos.

> 079-26442451

Name of the Head of the Institution:

> Dr.Chaturbhai P. Patel

Tel. No. with STD Code:

> 079-26442451

Mobile:

> 09428491517

Name of the IQAC Co-ordinator: Dr. Kaushalben H.Yadav

Mobile: 09377333302

IQAC e-mail address: khyadav@yahoo.co.in

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*   GJCOTE13028

1.4 **NAAC Executive Committee No. & Date:**   EC/41/115 Dated: 10/02/2007
    (For Example EC/32/A&A/143 dated 3-5-2004.
    This EC no. is available in the right corner- bottom
    of your institution's Accreditation Certificate)

1.5 Website address: www.agteacherscollege.ac.in

Web-link of the AQAR: http://agteacherscollege.ac.in/category/aqar-report/

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	"A"	86.10	2007	5 Year
2	2nd Cycle	-	-	-	-
3	3rd Cycle	-	-	-	-
4	4th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   12-8-2008

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 __AQAR-2008-09   22/08/2009_____ (DD/MM/YYYY)4
   ii. AQAR__AQAR-2009-10   10/02/2011_____ (DD/MM/YYYY)
  iii. AQAR__AQAR-2010-11   29/08/2012_____ (DD/MM/YYYY)
  iv. AQAR__AQAR-2011-12   27/09/2012_____ (DD/MM/YYYY)

1.10 Institutional Status

Univesity   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)* | Gujarat University |

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 (*Specify*) | - |

UGC-COP Programmes | - |

2. IQAC Composition and Activities

2.1 No. of Teachers | 02 |

2.2 No. of Administrative/Technical staff | 02 |

2.3 No. of students | 02 |

2.4 No. of Management representatives | 01 |

2.5 No. of Alumni | 01 |

2. 6 No. of any other stakeholder and

   community representatives | 01 |

2.7 No. of Employers/ Industrialists | - |

2.8 No. of other External Experts | 01 |

2.9 Total No. of members | 10 |

2.10 No. of IQAC meetings held :   02

2.11 No. of meetings with various stakeholders: No. | 06 | Faculty | 04 |

    Non-Teaching Staff Students | 01 | Alumni | 01 | Others | - |

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) : No

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

Total Nos. | - | International | - | National | - | State | - | Institution Level | - |

(ii) Themes | - |

2.14 Significant Activities and contributions made by IQAC

- Academic calendar was prepared for the proper time management and smooth administration
- Uniform format regarding to question paper, time table, reporting etc. was framed out.

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
- Organising various activity for alround development of teacher training - Promoting research culture in the institute - Promoting use of ICT in all facets of functioning - Proper utilisation of CTE grant. - Planning for the function for CTE	- We could arrange Programme which benefited our trainees - Action research was conducted by all teaching faculty - Teaching, Accounting and Administrative work was managed by use of ICT. - CTE programme for in service teachers training were organised

 * *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

| - |

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	-	-	-	-
UG	1	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	1	-	-	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

Pattern	Number of programmes
Semester	2
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.

> As the college is affiliated to Guj Uni, syllabus revision/update is not in the perview of college

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

> No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
06	02	03	-	01

2.2 No. of permanent faculty with Ph.D. | 06 |

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
02	02	00	00	00	00	00	00	02	02

2.4 No. of Guest and Visiting faculty and Temporary faculty | 01 | | 00 | | 01 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	1	2	2
Presented papers	-	2	-
Resource Persons	-	-	1

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

> ➢ Use of presentation while teaching was done 100%
> ➢ More and more interaction mode was opted to make teaching learning process live.
> ➢ Demonstration lessons of each subjects for various skills were given by lectures and Lesson plans were distributed for better understanding.
> ➢ Question bank was prepared.

2.7 Total No. of actual teaching days during this academic year | 209 Days |

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 | 1 | | 1 | | 02 |

2.10 Average percentage of attendance of students | 80% |

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.Ed	90	62	25	03	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-

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

   IQAC contributes at planning & execution level. IQAC provides technical support as and when needed.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	1
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	2
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	02	09	00	00
Technical Staff	00	01	00	00

Criterion – III

3. Research, Consultancy and Extension

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

> ⇨ Faculties are motivated to attend research activity oriented seminars, Workshops, conferences etc.
> ⇨ Necessary guidance and flexibility in workload is provided.
> ⇨ College runs CTE centre college faculty is motivated to conduct research under the banner of CTE

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	00	00	00
Outlay in Rs. Lakhs	00	00	00	00

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	00	01	01
Outlay in Rs. Lakhs	**0.55**	-	0.32	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	4	1	2
Non-Peer Review Journals	-	-	-
e-Journals	1	4	-
Conference proceedings	1	-	-

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	2013	UGC	0.56	0.32
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	2013	CTE	3.00	3.00
Total	-	-	3.56	3.32

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	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons   [1]

3.13 No. of collaborations   International [-]   National [-]   Any other: CTE [√]

3.14 No. of linkages created during this year   [1]

3.15 Total budget for research for current year in lakhs : 5

From Funding agency   [0.55 lakhs]   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

01

06

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

02

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 - 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 - College forum 2

NCC - NSS - Any other -

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

- As a part of ISR college participated in creating the awareness about the website www.owomaniya.com addressing health, social, personal issue of women in the society. This also led to gender sensitization.
- College participated in the literacy programme in the direction of RTE as a part of ISR.
- College organise a small workshop relating to extension activity. Guest D. B.K.Jain explored the direction for RUSA skill.

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	107639.10 sq fit	-	Management	107639.10 sq fit ss
Class rooms	1298.7 sq fit	-	Management	1298.7 sq fit
Laboratories	432.90 sq. fit	-	Management	432.90 sq. Fit
Seminar Halls	1882.9 sq.fit	-	Management	1882.9 sq.fit
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	0.79	-	Management	0.79
Value of the equipment purchased during the year (Rs. in Lakhs)	0.79	-	Management	0.79
Others	-	-	-	-

4.2 Computerization of administration and library

> ⇨ Efforts are put to computerize major administration process. Admission process, creating MIS, accountings etc. is computerized. Library automation is under process.

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	28533	-	-	-	28533	-
Reference Books	230	-	-	-	230	-
e-Books	-	-	42	-	42	-
Journals	40	-	-	-	40	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	10	-	-	-	10	-
Others (specify)	5	-	-	-	5	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	11	-	8	-	-	3	6	2
Added	25	-	-	-	25	-	-	-
Total	36	-	8	-	25	3	6	2

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

Computer Training is given to the student as foundation paper. Internet access is available for teaching staff, Admin staff & Library

4.6 Amount spent on maintenance in lakhs :

  i)   ICT

  0.43

  ii) Campus Infrastructure and facilities

  -

  iii) Equipments

  0.04

  iv) Others

  -

  Total :

  0.47

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> ⇨ In promoting students support service effective orientation is conducted in both the semester. As the admission process is centralized by university, trainees get admission in 2 or 3 phases, bridge course is conducted,

5.2 Efforts made by the institution for tracking the progression

> - Regular counseling and orientation related to activities is done.
>
> - Trainees are grouped so proper tracking of progression is effective
>
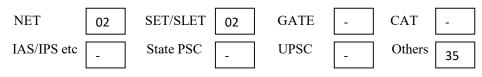> - Internal marks are based on participation in activites and hence maximum participation is sought

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
100	-	-	-

(b) No. of students outside the state

2

(c) No. of international students

-

No	%	
		33Men

No	%	
		Women 67

Last Year 2013-14						This Year 2014-15					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
40	13	12	34	1	100	42	9	14	32	3	100

Demand ratio -   Dropout % -

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

> ⇨ Necessary coaching is provided to students for TET and TAT exams.
> ⇨ Material for same is provided as and when need.
> ⇨ Resource persons are invited and trainees get a change to interact with them for coaching.

No. of students beneficiaries

100

5.5 No. of students qualified in these examinations

NET [02]   SET/SLET [02]   GATE [-]   CAT [-]

IAS/IPS etc [-]   State PSC [-]   UPSC [-]   Others [35]

5.6 Details of student counselling and career guidance

> Detailed information and guidance was provided regarding TAT and TET exam. Regular guidance as a part of preparation was conducted. Various awareness programs related to carrier guidance were organized. CSR head of sharda trust was invited to guide trainees.

No. of students benefitted   [100]

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01	90	05	18

5.8 Details of gender sensitization programmes

> ⇨ As a part of gender sensitization ,college participated in creating the awareness about the website www.owomaniya.com addressing health, social, personal issue of women in the society..
> ⇨ Speaker Dr.Gaurang Jani was invited to deliver an interaction session on "AIDS" awareness.

5.9 Students Activities

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

State/ University level [-]   National level [-]   International level [-]

No. of students participated in cultural events

State/ University level [4]   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	1	2150/-
Financial support from government	-	-
Financial support from other sources	-	-
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 | 1 |

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> - **Vision:** Qualitative contribution through teaching-learning process for the empowerment of the nation.
> - **Mission:** To contribute highly professional, highly challengeable highly ethical teachers through rigorous training for comprehensive development of the nation.

6.2 Does the Institution has a management Information System

> Yes

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

6.3.1 Curriculum Development

> College implements stipulated Gujarat University, B.Ed syllabus; few faculty members are involved in curriculum framing. Teaching days are chalked out in academic calendar for better planning. Various resource person are invited to provide enriched experience addressing emerging were in global relevance.

6.3.2 Teaching and Learning.

⇨   Incorporation of technology in teaching learning process is motivated.
⇨   Bilingual mode of teaching is accepted by faculty.
⇨   Varied classroom interaction process is motivated.
⇨   Trainees are guided to explore library resources and e-resources.

 6.3.3 Examination and Evaluation

⇨   All stated objectives of B.Ed degree are evaluated
⇨   Academic calendar directs trainees for regular submission of practical work original practical
      Work is appreciated. As per CBCS, continues comprehensive evaluation method is adopted.
      Trainees are evaluated on the basic of examination practice teaching and practice work.
⇨   Records of all these are well maintained. ICT is used at all stages.

6.3.4 Research and Development
=>   Infrastructural and ICT based facility are provided.
=>   College has an upgraded status of CTE under the banner of CTE, grant is received and more
      Faculty members are motivated to take the benefit of the grant.
=>   Participation in paper presentation and workshop is always encouraged.
=>   Content based action research were conducted in partnering school

6.3.5 Library, ICT and physical infrastructure / instrumentation
=>   College seeks grant under UGC XII plan to upgrade its infrastructure facilities.
=>   Library automation is process.
=>   ICT equipments are purchased, maintained and stake holders are motivated to use them.
=>   Optimum use of infrastructure is made.

6.3.6 Human Resource Management
=>   Due to CBCS pattern, adhoc based faculty is recruited so trainees get chance for max.
      Selection of subjects.
⇨   Annual appraisal of faculty is done.

6.3.7 Faculty and Staff recruitment
=>   Timely reminder for faculty recruitment to the government. Shortfalls in the recruitment are
compensated by the management. Management was provided us 1 teaching faculty and 3 non teaching
staff.

6.3.8 Industry Interaction / Collaboration
=> Promote gender sensitivity various programme. For empowerment and women health awareness is
      Organized.
⇨   Corporate sector is invited to deliver the trends and need of teacher as a part of CSR activity.

6.3.9 Admission of Students
=>   Students are strictly admitted through central admission procedure conducted by university.
=>   Proper MIS is maintained for of trainees.

6.4 Welfare schemes for

Teaching	-
Non teaching	-
Students	Poor Students Fund.

6.5 Total corpus fund 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	No	-	No	-
Administrative	-	-	-	-

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

For UG Programmes   Yes -   No -

For PG Programmes   Yes -   No -

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

College is not autonomous

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

• Alumni meet was organized once in 2013-14.

6.12 Activities and support from the Parent – Teacher Association

-

6.13 Development programmes for support staff

> ICT training and income tax software training was organised for support staff.

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

> ⇨ Use of plastic bag was banned.
> ⇨ Program was organised on solid waste management in collaboration with Municipal Corporation.

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.

> ⇨ Trainees have to pass out exam to get govt job. College had put rigorous daily effort regarding the same. Quiz was placed in assembly to strengthen their knowledge.

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

> ⇨ Maximum use of ICT was incorporated
> ⇨ Staff was motivated to involve themselves in professional growth activity.
> ⇨ Max. transparency in functioning was achieved.

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

> • Innovative assembly in college
>
> • Generating e- content

7.4 Contribution to environmental awareness / protection

> ⇨ Solid waste management programme was organized.

7.5 Whether environmental audit was conducted?   Yes | - | No | √ |

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

> -

8. **Plans of institution for next year**

- Present teachers association will be formed for quality enhancement.
- Diversified programs need to be framed regarding gender sensitivity, awareness etc.
- Alumni association will involved rigoursly.
- Seeking and utilization of UGC grants will be concentrated.
- Concentrated efforts will be put on refurbishing the infrastructure.
- IQAC plans to organise seminars, conferences and brainstorming sessions related to quality enhancement.
- Faculty exchange program with other B.Ed colleges will be worked out.
- Restructuring of Science laboratory will be given priority.
- Promoting activities like e-newsletter
- Website up gradation will be done
- CTE centre activities needs to be more concrete.

Name _____   *Name* _____

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____ *** _____

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

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