

*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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*Document revised by: Dr. Ganesh Hegde, Deputy Adviser and B. S. Ponnudiraj, Deputy 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 ([capuaqar@gmail.com](mailto:capuaqar@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.

## **Mandatory Submission of AQAR by IQAC**

So far submission of AQARs was not a Mandatory requirement for Institutions applying to NAAC 2<sup>nd</sup> and subsequent cycles of Assessment and Accreditation (A&A). It has now been decided by the Executive committee of NAAC that **regular submission of AQARs should be made mandatory for 2<sup>nd</sup> and subsequent cycles of accreditation.**

In view of the decision of **Executive Committee of NAAC** the following will be the pre-requisites for submission of LOI for all Higher Education Institutions (HEIs) opting for 2<sup>nd</sup> and subsequent cycles of A& A **with effect from 16<sup>th</sup> September 2016:**

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



## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

#### I. Details of the Institution

1.1 Name of the Institution

M. J. College

1.2 Address Line 1

Kohka-Junwani Road

Address Line 2

Kohka ,Bhilai

City/Town

Bhilai

State

Chhattisgarh

Pin Code

490023

Institution e-mail address

info@mjcit.org

Contact Nos.

0788 2295044, 2295033

Name of the Head of the Institution:

Smt. Shreelekha Virulkar

Tel. No. with STD Code:

0788 2295044, 2295033

Mobile:

9893402536

Name of the IQAC Co-ordinator:

Mrs. Preeti Navin Yadav

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

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:

Web-link of the AQAR:

### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2.32	2015	2020
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

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

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

- i. AQAR 26/July/2016 \_\_\_\_\_ (DD/MM/YYYY)
- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

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

Durg University, Durg (C.G.)

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	<input type="text" value="NA"/>	DST-FIST	<input type="text" value="NA"/>
UGC-Innovative PG programmes	<input type="text" value="NA"/>	Any other ( <i>Specify</i> )	<input type="text" value="NA"/>
UGC-COP Programmes	<input type="text" value="NA"/>		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:

No.	<input type="text" value="03"/>	Faculty	<input type="text" value="05"/>
Non-Teaching Staff	<input type="text" value="05"/>	Students	<input type="text" value="05"/>
Alumni	<input type="text" value="02"/>	Others	<input type="text" value="00"/>

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.	<input type="text" value="08"/>	International	<input type="text" value=""/>	National	<input type="text" value=""/>	State	<input type="text" value=""/>	Institution Level	<input type="text" value="08"/>
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(ii) Themes

SNo	Title of Seminars/Conferences/ Workshops/Symposia
01	01 Day Workshop on Health & Hygiene
02	1 Day Workshop on Banking & Its Operations
03	07 day Workshop on CAMAL Training for Batch-A
05	07 day Workshop on CAMAL Training for Batch-B
06	03 Day Workshop on Teaching Methodology & Applicability in Practical Orientation of the Student
07	Workshop on GST
08	A Carrier guidance seminar to make student aware about "Plastic Currency".

2.14 Significant Activities and contributions made by IQAC

S No	Activities
01	Press Conference about give message in society that M J College announced scholarship of 45Lakhs for B.Ed. Course for session 16-17
02	Vividha Mahila Samvay 2016 -A National Level social summit to know the problems of working women's at workplace , financial problems etc.
03	A session by Expert on " Art of Living "
04	Preparation guidance on Banking & other Competitive exams by "Empower Academy "
05	A Seminar on " Current Issues of Kashmir"
06	Dandiya & Graba Competition at College Campus
07	College Organized Sector Level Handball Competition
08	1 week NSS Camp Organized at Kutelabhata village
09	A seminar is organized by Raksha Team at College to make aware girls students about Self Protection against women violence
10	Campus Placement by Avish Educomp
11	AIDS day celebration
12	Human Rights Day Celebration
13	A Promo organized for Chhattisgarh Cricket Premier League 2016

14	Annual Sports Day Celebration
15	Annual Function
16	A Workshop on Swacha Bharat by Nagar Nigam,Bhilai

### 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the academic year (2016-2017) towards quality enhancement is executed as per the suggestions recommended during the advisory meetings of the IQAC and during the course of the academic year 2016-2017. Feed back is obtained from participants for all sessions.

Plan of Action	Achievements
To organize Teacher Effectiveness Programmes for Faculty Members	FDP sessions organized time to time by experts of University/Higher Education etc.
Enhance learning through ICT	MOOCs \ NPTEL and internet in Library enhances learning through better & quicker access to digital information
To consolidate and strengthen Outreach	The outreach programmers of the College are institutionalized and streamlined to work in three different areas: <b>1. Outreach for the urban poor</b> through M J College for Inclusion and Vocational Enrichment –DRIVE <b>2. Outreach for the rural poor</b> through M J College Extension Project Centre Work with the rural poor and through LIONS Club (A Social Group) <b>3. Outreach for marginalized groups</b> (mentally disable children's, Old Age Homes, Deaf & Dumb Children's etc) through Social Awareness Programme .

*\* 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

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	03			
UG	05			
PG Diploma	01			
Advanced Diploma				
Diploma	01	01		
Certificate				
Others				
<b>Total</b>	07	01		
Interdisciplinary				
Innovative				

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	06
Trimester	
Annual	04

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.

It is done time to time by affiliating university.

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
	40	30	01	01	08

2.2 No. of permanent faculty with Ph.D. 03

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

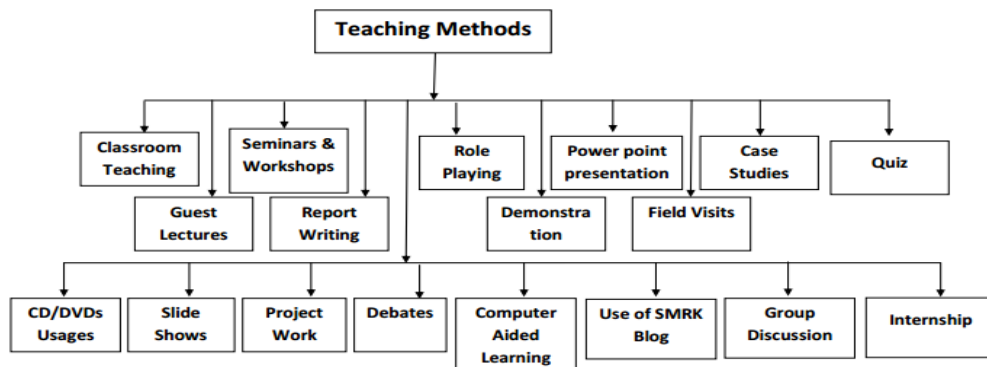
2.4 No. of Guest and Visiting faculty and Temporary faculty 02 00 19

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	Nil	04	01
Presented papers	nil	07	nil
Resource Persons	Nil	Nil	Nil

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

To make the teaching learning process more interesting and effective, all the faculty members exploited various innovative teaching methods. A blend of following methods was used



Participation in restructuring workshops at the University level, preparation of question banks, active involvement of staff in the Board of Studies; were instrumental in bringing reforms in the existing curriculum design.

2.7 Total No. of actual teaching days 185 during this academic year.



2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

University Exam Pattern

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

Nil Nil Nil

2.10 Average percentage of attendance of students

85%

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.Com. I Year	85	00	12	47	02	71.76
B.Com. II Year	47	00	05	33	02	85.10
B.Com. III Year	86	00	20	48	04	83.72
B.C.A I Year	05	00	01	00	00	20.0
B.C.A.II Year	03	00	02	00	00	66.66
B. Sc. II Year	03	00	00	02	00	66.66
B.Sc.III Year	05	00	01	03	00	80.0
B.B.A.II Sem	03	00	01	01	00	66.66
B.B.A. IV	01	00	01	00	00	100
B.Ed. II Sem	175	01	18	119	22	91.42
B.Ed. IV Sem	104	01	59	34	00	90.38
M.Com. II Sem	24	00	07	12	00	79.16
M.Com.IV Sem	21	00	07	12	00	90.47
M.Sc.II (Sem Maths)	10	00	03	02	00	50.0
M.Sc. IV Sem ( Maths)	10	00	05	02	00	70.0
P.G.D.C.A. II Sem	19	00	02	08	00	52.63
D.C.A. II Sem	31	00	08	06	00	45.0

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

Teaching- Learning process is monitored by IQAC in following ways:

- i. Preparation of Annual Planning of each subject by teacher.
- ii. Submission of Monthly Progress Report at the end of month to Head of the Department.
- iii. Submission of these reports to head of Institution for further needful.
- iv. Appraisal of Staff by Students at the end of term for each subject.
- v. Analysis of these Appraisal forms submitted to Head of Institution in consolidated report format.
- vi. Reflection of performance of teacher is shown in confidential report.

- vii. Faculty development program is organized every year.
- viii. Faculty training program is organized for newly recruited staff.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	Nil
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	Nil
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	To be mutually decided after discussion
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	05		2016	02
Technical Staff	03		2016	

## Criterion – III

### 3. Research, Consultancy and Extension

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

NA
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#### 3.2 Details regarding major projects

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

#### 3.3 Details regarding minor projects

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

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	01	01	NA
Non-Peer Review Journals	NA	NA	NA
e-Journals	NA	NA	NA
Conference proceedings	NA	NA	NA

#### 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	NA			
Minor Projects	NA			
Interdisciplinary Projects	NA			
Industry sponsored	NA			
Projects sponsored by the University/ College	NA			
Students research projects <i>(other than compulsory by the University)</i>	NA			
Any other(Specify)	NA			
Total				

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

Sno	Book Name	Faculty Name	ISBN NO
01	Environment Education	Mrs Archana Tripathi	81-80-244-02-07
02	Assessment in Learning	Mrs Archana Tripathi	978-93-86213-56-3

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	NA	NA	NA	NA	NA
Sponsoring agencies	NA	NA	NA	NA	NA

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

In 2016-17, college has developed four new linkages

-MOU with TATA Institute of Social Sciences is an NGO working for training & placement of students.

- MOU with 'Arpan School' sector -01 Bhilai, which is a local organization serving for special children's .

- MOU with Mather Teresa Old Age Home' Shantinagar Bhilai, which is a local organization serving for old aged males.

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	NA
	Granted	NA
International	Applied	NA
	Granted	NA
Commercialised	Applied	NA
	Granted	NA

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
NA	NA	NA	NA	NA	NA	NA

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  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	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text" value="NA"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="NA"/>	State level	<input type="text" value="NA"/>
National level	<input type="text" value="NA"/>	International level	<input type="text" value="NA"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="NA"/>	College forum	<input type="text" value="04"/>
NCC	<input type="text" value="NA"/>	NSS	<input type="text" value="04"/>
		Any other	<input type="text"/>

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

1.	9 <sup>th</sup> May	Mother's day celebration
2.	From 16 <sup>th</sup> to 21 <sup>st</sup> may	summer camp organized
3.	22 <sup>nd</sup> June	One day workshop on health and hygiene
4.	4 <sup>th</sup> July	Press conference "Announced new course"
5.	10 <sup>th</sup> July	One day workshop on banking and its operations
6.	27 <sup>th</sup> July	Vividha Mahila Samanvay
7.	6 <sup>th</sup> August	Art of living demo session
8.	13 <sup>th</sup> August	"Shiva yoga" session by Lions club Bhilai Pinnacle for 10 days
9.	From 3 <sup>rd</sup> Oct to 9 <sup>th</sup> Oct	Seven day Workshop on Camal Training
10.	17 Oct	Student's election oath ceremony
11.	From 19 Oct to 21	Students participated in youth festival organized by Durg

	Oct	university
12.	From 20 Oct to 22 Oct	College organized sector level Handball competition
13.	7 Nov	Introduction about "Tiss" was organized
14.	9 <sup>th</sup> Nov	"Tiss" Orientation programe
15.	From 19 Nov 25 Nov	Campaign organized at "Kotelabhata"
16.	21 Nov	Seminar was organized by Rakha team where Monika Pandey(TI) and Surekha Choubey (ASP)
17.	29 <sup>th</sup> Nov	Career guidance seminar by "Dainik Bhaskar"
18.	30 Nov	Campus placement by "Avish Educom"
19.	1 Dec	AIDS day celebration
20.	10 <sup>th</sup> Dec	Seminar on "Current issues of Kashmir"
21.	10 Dec	Celebrated Human Rights Day by Dr. Shakeel Hussain Govt college Patan
22.	09/08/16	Breastfeeding awareness champ
23.	09/08/16	200 saplings plantated in Kutelabhata primary school
24.	12/08/16	10 teachers and 50 students has been participated in Vrihad Vrikharopan Champaign by C.G. govt. in Kodiya village.
25.	27/09/16	Blood donation champ organized with the help of red cross society
26.	22/06/17	Three days workshop organized on World Yoga Day
27.	24/07/17	50 Sapling planted in Sector 6 Police Station
28.	29/07/17	Rally organized on Sadabhawna Diwas
29.	31/07/17	Vrikhamitra karyakram organized by NSS
30.	25/10/16	The college has been selected two students as brand ambassador to promote digital cashless transactions as per the guideline given by Durg dist. Election officer.
31.	19/11/16 to 25/11/16	7 days champ organized in Kutelabhata
32.	24 Jan	Annual sport day was organized
33.	27 Jan	Annual function was organized

34.	8 Feb	Swachta Abhiyan Workshop
35.	18 Feb	Press Conference
36.	14 <sup>th</sup> March 2017	Workshop on NACC according to new documentation & evaluation format

- To create awareness and interest among the P.G. students about research, a two day workshop on —Research Methodologyl was organized on 20<sup>th</sup> and 21<sup>st</sup> Sept.2016.
- Guidance is provided by the IQAC and research cell for organizing conferences, seminars and workshops at National/ State Level to keep the updates in research area.
- Industrial Visits, Guest Lectures, study-tours are organized to promote research activity in the institution.
- The staff is motivated to present their research work in the conferences, seminars and also to publish their research work in the research journals/ proceedings.

## 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 in acre	4.735368			
Class rooms Sq.F.	16X39			
Laboratories Sq.F	39X20			
Seminar Halls Sq.F	45X20			
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

Our library is fully computerized & equipped with **Library Software** to Issue, Return & search books by single bar coded system.

Our Library also has free "**Internet Access Center**" for students & faculties, so that students & faculties can draw digital information with the use of internet.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Book	8665+	1077982	2000	275957	11415	1471296



	750 (donated)	117330				
Reference Book	750	105000	400	60000	1150	165000
E-Book	Nil	Nil	Nil	Nil	Nil	Nil
Journal	41	45000	3	5000	44	50000
E-Journal	Nil	Nil	Nil	Nil	Nil	Nil
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD-Video	Nil	Nil	Nil	Nil	Nil	Nil
Others	7	40000	5	6108	7	47060

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	40	02	Yes	02	01	01	04	
Added								
Total	40	02	Yes	02	01	01	04	

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

NA
----

#### 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

A Orientation programmes were conducted at the beginning of the academic year for the II and III year students to make them aware of the student support programmes.

A orientation programme was also conducted for the I year students on the opening day and all Student support Services were enlisted in detail

#### 5.2 Efforts made by the institution for tracking the progression

Students' progress was tracked both academically and in extracurricular activities. Academically, the students were tracked by the Continuous Internal Assessment (CIA), mentoring, parent teacher meet etc. In the area of sports, Intramural games were conducted to select the students for representing the college, university, state and country. The college Annual fest was conducted with the aim of providing a platform to the students to showcase their innate talents

#### 5.3 (a) Total Number of students : **684**

(b) No. of students outside the state

56

(c) No. of international students

00

Men	No	%	Women	No	%
	280			404	

Last Year 2015-16						This Year 2016-17					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
286	36	27	146	00	495	356	51	43	234	00	684

Demand ratio

Dropout %

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

NA

No. of students beneficiaries

#### 5.5 No. of students qualified in these examinations

NET

NA

SET/SLET

NA

GATE

NA

CAT

NA

IAS/IPS etc  State PSC  UPSC  Others

5.6 Details of student counselling and career guidance

No. of students benefitted

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
NA	NA	NA	NA

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  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	170	45 lakhs
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.	9 <sup>th</sup> May	Mother's day celebration
2.	From 16 <sup>th</sup> to 21 <sup>st</sup> may	summer camp organized
3.	22 <sup>nd</sup> June	One day workshop on health and hygiene
4.	10 <sup>th</sup> July	One day workshop on banking and its operations
5.	27 <sup>th</sup> July	Vividha Mahila Samanvay
6.	6 <sup>th</sup> August	Art of living demo session
7.	13 <sup>th</sup> August	"Shiva yoga" session by Lions club Bhilai Pinnacle for 10 days
8.	From 19 Nov 25 Nov	Campaign organized at "Kutelabhata"
9.	21 Nov	Seminar was organized by Raksha team where Navi Monika Pandey (TI) and Suresha Choubey (ASP)
10.	1 Dec	AIDS day celebration
11.	10 Dec	Celebrated Human Rights Day by Dr. Shakeel Hussain Govt college Patan and Vijay Soni at Durg Court
12.	8 Feb	Swachta Abhiyan Workshop
13.	09/08/16	Breastfeeding awareness champ
14.	09/08/16	200 saplings plantated in Kutelabhata primary school
15.	12/08/16	10 teachers and 50 students has been participated in Vrihad Vrikharopan Champaign by C.G. govt. in Kodiya village.

16.	27/09/16	Blood donation champ organized with the help of red cross society
17.	22/06/17	Three days workshop organized on World Yoga Day
18.	24/07/17	50 Sapling planted in Sector 6 Police Station
19.	29/07/17	Rally organized on Sadabhawna Diwas
20.	31/07/17	Vrikhamitra karyakram organized by NSS
21.	25/10/16	The college has been selected two students as brand ambassador to promote digital cashless transactions as per the guideline given by Durg dist. Election officer.
22.	19/11/16 to 25/11/16	7 days champ organized in Kutelabhata

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

To become one of the premier education institutes in the country and abroad delivering excellent professional education, creating value based globally competitive professional. **M J College** has a vision of permuting an environment where faculty, staff and students can conduct result oriented research and meet social needs.

The institute strives for providing a technically advanced academic environment and achieving a national recognition through acquiring a well-directed and honest effort.

#### 6.2 Does the Institution has a management Information System

No

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

##### 6.3.1 Curriculum Development

Course Curriculum is regulated by the affiliating university.

##### 6.3.2 Teaching and Learning

Curricular and lesson plans were designed by the staff of each department with lecture outlines. Teaching diary and teaching notes were prepared before going for the classes. PPTs for important topics were prepared and used for effective teaching by lecturers After completion of the topic, notes and handouts are given to the students.

##### 6.3.3 Examination and Evaluation

Revised the Continuous Internal Assessment pattern by including Weekly tests, Mid-semester, Prefinal, Assignment/seminar and Viva-voce for theory papers.

##### 6.3.4 Research and Development

NA

##### 6.3.5 Library, ICT and physical infrastructure / instrumentation

Campus Wifi facility, E Learning & E Resource centre is established for students & faculties.

##### 6.3.6 Human Resource Management

As a part of HRM about 10 teaching staff members were given a chance to participate and present papers in various State, National and International seminars, conferences etc.

6.3.7 Faculty and Staff recruitment

Recruitment of faculty is done as per university guidelines by paper advertisement followed by an interview by the recruitment committee comprising of university nominee, subject experts, and members of management.

6.3.8 Industry Interaction / Collaboration

Every Department of the college has interactions with the industries in framing the syllabi, for projects, industry internship, placements etc

6.3.9 Admission of Students

College takes admission by merit cum basis to fulfil all their courses seats & few of professional courses like D.El.Ed. & B.Ed. state professional Examination Board takes entrance examination & allocate students by counselling process.

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	Scholarship by Management

6.5 Total corpus fund generated

5 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	no		Yes	Academic Audit Cell
Administrative			Yes	College Auditor

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?

Continuous Internal Assessment system is followed by conducting weekly tests, mid-semester, pre-final, assignment/seminar and viva-voce, and external evaluation is done for Semester End Examination

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

The university inspects the college and evaluates its functioning to extend the autonomy status

6.11 Activities and support from the Alumni Association

Meeting of the Alumni association of M J College is conducted every year in September month. This year the meeting was conducted on 8<sup>th</sup> sept-2017

6.12 Activities and support from the Parent – Teacher Association

Parent – Teacher meet is organised by each department once in a semester for appraising the parents about the performance of their ward.

6.13 Development programmes for support staff

1. All the members of supporting staff are the members of ESIC (Employees State Insurance Corporation). Under this the members are getting medical benefit.
2. Benefit of PF is also provided to the staff

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

Saplings were planted where ever necessary in the vast green campus of the college. Efforts were taken to make the campus plastic free with the help of the students.



## 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.

1. Semester wise Internal Auditing by the Academic Audit Cell for all the departments.
2. for enhancing the extra abilities in students compulsory Personality Development & English Classes has been included in there time table.

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

The institution created the awareness in students about cleanness of college premises through “SWACHTA ABHIYAN”.

“KAMAL TRAINING PROGRAMMES” has been conducted by SCERT for enhancing the level of education department teachers as well as students.

College organised sector level Handball Competition for creating awareness about sports in students.

TISS (TATA INSTITUTE OF SOCIAL SCIENCE) training programme organised in college for students.

NSS champ was organised in village KUTALLABHATA for social work.

A seminar was conducted against women harassment by ASP (Suresha choubey)

Career guidance seminar conducted by local lading newspaper DAINIK BHASKAR.

For placement purpose Campus placement programme organised.

One day Seminar organised to make students aware regarding the current tissues of KASHMIR.

NGAR NIGAM BHILAI organised one day workshop on SWACHTA ABHIYAN.

The preparation for NACC accreditation one day workshop was conducted in college under IQAC cell.

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

1. College is funding to ARPAN school which is specially for mentally disabled students, for maintaining the health of these MR children the college organize the health checkups as per their requirements and needs. For them the college management distribute sweets in festivals, provide additional fund (for additional activities) and provide all kinds of help for their betterment and better future.

2. College is adopted a village named "kutelabhata". Here the college management continuously working to improve villagers social, educational & physical health by understanding the present scenario the college organize health camps ,workshops & nukkad natak for awareness purpose time to time.

#### 7.4 Contribution to environmental awareness / protection

Saplings were planted where ever necessary in the vast green campus of the college.  
Efforts were taken to make the campus plastic free with the help of the students.

7.5 Whether environmental audit was conducted? Yes No

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

<b>STRENGTH</b> <ul style="list-style-type: none"><li>● Well dedicated and hard working staff</li><li>● Well equipped labs and computers</li><li>● Existence of a well structured calendar activities</li><li>● Organize faculty development programmes as per requirement</li><li>● Institute organize social and cultural events to bring out the talent of the faculty members as well as students</li></ul>	<b>WEAKNESS</b> <ul style="list-style-type: none"><li>● Lack of research environment</li><li>● Weak policy implementation at the institution</li><li>● Ineffective monitoring strategies</li><li>● Lack of permanent staff in specialized areas</li><li>● I resources for staff to be enriched</li><li>● Budget challenges</li><li>● library facilities to be enriched more</li></ul>
<b>OPPORTUNITY</b> <ul style="list-style-type: none"><li>● High demand for teacher education and technical programmes</li><li>● Improved equipment and other infrastructure</li><li>Organize placement activities according to needs and requirement of students</li></ul>	<b>THREATS</b> <ul style="list-style-type: none"><li>● Competing with other private institutions</li><li>● Frequent moving out of competent staff</li><li>● Technology challenges that effect the future growth and productivity</li></ul>

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

Will try to conduct Gender equality programme

Will organize Faculty development programmes to enchasing their knowledge

Will conduct social and cultural activities under best practice

Will organize National or State level Seminar and workshop

In future Parent teacher meeting will organize according to the needs of students


Alumni meetings will organise to maintain social awareness.

Will conduct Personality development programme for students

Campus Placement activity will be conduct in institution.

Name : Mrs. Preeti Naveen Yadav

Name \_ Dr. K.S. Gurupanch



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

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