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. 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

> Carmel College of Arts, Science and Commerce for Women

1.2 Address Line 1

> Nuvem

Address Line 2

> Salcete

City/Town

> Margao

State

> Goa

Pin Code

> 403604

Institution e-mail address

> carmelcollege64 @gmail.com

Contact Nos.

> 0832-2790714; 0832-2790959; 0832- 2790190

Name of the Head of the Institution:

> Dr. Sr. Aradhana A.C.

Tel. No. with STD Code:

> 0832-2790714

Mobile:

> 9960917301

Name of the IQAC Co-ordinator: Dr. Manoj R. Borkar

Mobile: 9850641163

IQAC e-mail address: carmeliqac@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)* EC/39/RA/17 Carmel College of Arts Science and Commerce for Women, Nuvem, Goa

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)

EC/39/RA/17 dated 21/05/2006

1.5 Website address: www.carmelcollegegoa.org

Web-link of the AQAR: www.carmelcollege.org/AQAR2012to2013.html

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	3 Star	-	1999	5 Years
2	2nd Cycle	B++	-	2006	5 years
3	3rd Cycle	-	-	-	-
4	4th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC : DD/MM/YYYY 08/04/2006

1.8 **AQAR for the year** *(for example 2010-11)* 2012-13

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 submitted to NAAC on 12/08/2008**
   ii. AQAR_____**AQAR submitted to NAAC on 19/05/2014**

iii. AQAR_____**AQAR submitted to NAAC on 12/07/2014**
iv. AQAR_____**AQAR submitted to NAAC on 15/07/2014**

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)   MA in Counselling Psychology; MCom in Accounts and Management

1.12 Name of the Affiliating University *(for the Colleges)*   Goa 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   8

2.2 No. of Administrative/Technical staff   1

2.3 No. of students   1

2.4 No. of Management representatives   2

2.5 No. of Alumni   1

2. 6 No. of any other stakeholder and

    community representatives   1

2.7 No. of Employers/ Industrialists   Nil

2.8 No. of other External Experts   1

2.9 Total No. of members   15

2.10 No. of IQAC meetings held :   1

2.11 No. of meetings with various stakeholders: No.   0   Faculty   1

    Non-Teaching Staff Students   0   Alumni   0   Others   0

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. | 1 | International | - | National | - | State | 1 | Institution Level | - |

(ii) Themes

Institutional Leadership and Critical Thinking Skills

2.14 Significant Activities and contributions made by IQAC

Id Cards for Staff and Students

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 statutory body   Yes | | No | ✔ |

Management | - | Syndicate | - | Any other body | - |

Provide the details of the action taken

Nil

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	0	0	0	0
PG	2	0	0	0
UG	3	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	0	0	0	4
Total	5	0	0	4

Interdisciplinary	0	0	0	1
Innovative	0	0	0	5

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

Pattern	Number of programmes
Semester	5
Trimester	0
Annual	0

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.

> Revision by some departments on instruction of respective Boards Of Studies.

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

> Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
34	13	21	Nil	-

2.2 No. of permanent faculty with Ph.D. | 11 |

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
29	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

2.4 No. of Guest and Visiting faculty and Temporary faculty | 8 | | 18 | | 11 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	3	9	36
Presented papers	2	19	01
Resource Persons	Nil	4	12

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

Movies, Videos, case studies

2.7 Total No. of actual teaching days
      during this academic year | 180 |

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

2.9 No. of faculty members involved in curriculum
      restructuring/revision/syllabus development | 10 | | 15 | | 19 |
      as member of Board of Study/Faculty/Curriculum Development workshop

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 appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA	94	26	32	27	6	93
BCom	62	20.6	34.9	30	7	94
BSc	57	47	45	5	1	100
MA	23	47	34	-	-	82
MCom	32	12.5	46.8	59	-	100

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

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	2
UGC – Faculty Improvement Programme	Nil
HRD programmes	3
Orientation programmes	Nil
Faculty exchange programme	Nil
Staff training conducted by the university	3
Staff training conducted by other institutions	4
Summer / Winter schools, Workshops, etc.	16
Others	1

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	9	Nil	Nil	Nil
Technical Staff	2	1	1	Nil

Criterion – III

3. Research, Consultancy and Extension

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

Nil

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	1
Outlay in Rs. Lakhs	0	0	0	1,50,000

3.4   Details on research publications

	International	National	Others
Peer Review Journals	1	0	0
Non-Peer Review Journals	0	0	0
e-Journals	2	0	0
Conference proceedings	0	1	0

3.5 Details on Impact factor of publications:

Range   0.6 – 1.1   Average   0.8   h-index   0   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) With ISBN No.   [0]   Chapters in Edited Books   [0]

ii) Without ISBN No.   [2]

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   [8]

3.13 No. of collaborations   International [0]   National [1]   Any other [2]

3.14 No. of linkages created during this year   [0]

3.15 Total budget for research for current year in lakhs :

From Funding agency [0]   From Management of University/College [0]

Total [0]

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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
0	0	0	0	0	0	0

3.18 No. of faculty from the Institution
who are Ph. D. Guides

2

and students registered under them

2

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

0

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

JRF [   ]   SRF [0]   Project Fellows [0]   Any other [1]

3.21 No. of students Participated in NSS events:

University level [0]   State level [200]

National level [0]   International level [0]

3.22 No. of students participated in NCC events:

University level [0]   State level [23]

National level [1]   International level [0]

3.23 No. of Awards won in NSS:

University level [0]   State level [0]

National level [0]   International level [0]

3.24 No. of Awards won in NCC:

University level [0]   State level [0]

National level [0]   International level [0]

3.25 No. of Extension activities organized

University forum	0	College forum	0		
NCC	2	NSS	7	Any other	0

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

- **Visit to sister Valentina's home for the destitute, Colva (NCC)**
- **Ecological awareness trek to Chandreshwar Parvat, Pavado (NCC)**
- **103 NSS volunteers join rally to observe International day against drug abuse and drug trafficking**
- **135 NSS volunteers visit the government old age home in Margao**
- **Assistance during Nakshatrazz 2012 – 11 NSS volunteers deputed**
- **Assistance during the animal Census Project by 22 NSS volunteers. A government sponsored project.**
- **Visit the St. Anthony's Home, an orphanage in Verna – 182 volunteers**
- **Blood donation camp – 31 donors**
- **250 NSS volunteers as part of rally conducted by the college on awareness regarding violence women**
- **Campal beach cleaning in co ordination with the Corporation of the city of Panaji**
- **Sorting/segregation of garbage with, under the supervision of the commissioner Mr. Sanjit Rodrigues and corporators Patricia Pinto and Kabir Pinto Makheja**
- **Plastic cleaning drive in the Altinho area**
- **Visit to mother Teresa's home, Panaji**

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	34acres	-	-	34acres
Class rooms	35	-	-	35
Laboratories	11	-	-	11
Seminar Halls+UGC Network Resource centre	1+1	-	-	2
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	6	NSG; UGCXI Plan	6
Value of the equipment purchased during the year (Rs. in Lakhs)	67,39,677	63,103	UGC XI Plan; NSG	68,02,780
Others	1981nos	222	NSG; UGC XI Plan	52,21,734 2203nos

4.2 Computerization of administration and library

LIBSYS installation in library

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	26628	+++	1272	+++	27900	+++
Reference Books	4280	71,86,386	20	3,52,197	4300	75,38,584
e-Books	-	-	-	-	-	-
Journals	25	29,653	5	4,750	30	34,403
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	500	-	-	-	-	-
Others (specify)	60	12,365	-	-	60	12,365

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	90	-	Wi Fi	4	-	-	-	-
Added	19	5	-	-	-	-	8	2
Total	109	5	-	4	-	-	8	2

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

Nil

4.6 Amount spent on maintenance in lakhs :

  i) ICT
-

  ii) Campus Infrastructure and facilities
9,600

  iii) Equipments
1,13,531

  iv) Others(+MA & MCom)
8,427 + 1,58,820

Total :
3,64,202

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Orientation, self renewal, admission assistance, notice boards(general and departmental), website, intercom

5.2 Efforts made by the institution for tracking the progression

Nil

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
694	108	0	0

(b) No. of students outside the state | 11 |

(c) No. of international students | 1 |

Men

No	%
5	0.67

Women

No	%
797	99.32

	Last Year					This Year				
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
640	10	59	30	0	739	686	12	59	45	0	802

Demand ratio 3:5   Dropout % 1.01

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

> Coaching classes for banking services examination through Gurukul
> (by ex-banker Mr. Maruti Aiyar, SBI)

No. of student beneficiaries

| 20 |

5.5 No. of students qualified in these examinations

NET | 1 | SET/SLET | 0 | GATE | 0 | CAT | 0 |

IAS/IPS etc | 0 | State PSC | 0 | UPSC | 0 | Others | 40 |

5.6 Details of student counselling and career guidance

> Counselor appointed, mentor system, outside agencies

No. of students benefitted | 745 |

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
4	20	0	0

5.8 Details of gender sensitization programmes

Through college Women's Cell

5.9 Students Activities

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

State/ University level | 36 | National level | 0 | International level | 0

No. of students participated in cultural events

State/ University level | 0 | National level | 0 | International level | 0

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

Sports : State/ University level | 17 | National level | 0 | International level | 0

Cultural: State/ University level | - | National level | - | International level | 0

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	38	56,700
Financial support from government	32	3,35,611
Financial support from other sources	23	1,72,500
Number of students who received International/ National recognitions	0	0

5.11 Student organised / initiatives

Fairs : State/ University level | 0 | National level | 0 | International level | 0

Exhibition: State/ University level | 0 | National level | | International level |

5.12 No. of social initiatives undertaken by the students | 10

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

Criterion – VI

6. Governance, Leadership and Management

6.1 Sta

VISION : **"Holistic development of women through education"**
MISSION :
o To work for the faith formation of our Catholic students
o To have value-based and quality oriented learning
o To prepare women to play a dynamic role in a multi cultural global society
o To inculcate in the students a sense of integrity and service and mould them into leaders
o To bring first generation rural learners into higher education to inculcate in them the strength to demand their due from family and society
For the realisation of these goals the management expects the collaboration and co operation of all stakeholders

6.2 Does the Institution have a management Information System

No

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

    6.3.1   Curriculum Development

- Department Meetings
- Conducting workshops for difficult subjects

    6.3.2   Teaching and Learning

- Use of ICT encouraged
- LCD provided for each Department
- Notice boards provided in each classroom
- New black boards and chalk boards installed

    6.3.3   Examination and Evaluation

- Group assignments
- ISA test days assigned with no regular lectures
- Use of library encouraged
- Assignment tasks made more practical, requiring first hand information gathering(eg: Commerce/Banking/Insurance related)

6.3.4 Research and Development

- e- journals made available to faculty
- magazines and newspapers archived and made available

6.3.5 Library, ICT and physical infrastructure / instrumentation

- LIBSYS used in library
- New cupboards and storage provided in library
- New photocopying machine installed
- Bar coding of books in library ongoing
- Computers bought for students
- Guest toilet adjacent to hall completed
- Water filters/coolers installed outside sports room and in Physics department

6.3.6 Human Resource Management

- Library annexe for study, reading and research
- Counsellor on campus everyday
- One day seminar cum workshop on Teenage Suicide
- New block made handicapped compliant
- Notice boards added, revamped
- New Christmas tree to add to the festive spirit
- Women to women mentoring relationships strengthened
- Extra counsellor appointed

6.3.7 Faculty and Staff recruitment

As per University guidelines
Student feedback and teacher evaluation taken very seriously

6.3.8 Industry Interaction / Collaboration

- Industry representatives invited to talk to students and conduct programmes

6.3.9 Admission of Students

- Help provided by faculty volunteers to students during admission to the first year aspirants for filling form and choosing subjects

Teaching	-

Non teaching	-
Students	-

6.4 Welfare schemes for

6.5 Total corpus fund generated

14,48,791.18

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	No	No
Administrative	No	No	No	No

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?

NA

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

NA

6.11 Activities and support from the Alumni Association

- Conducting singing competition
- Ex students stall during college festival
- Cake(16kgs) distributed to students on the day of the college feast by the Alumni

6.12 Activities and support from the Parent – Teacher Association

- Encouraged entrepreneurship efforts of students during the Christmas vacation
- Attended the MA program conducted in the Hall

6.13 Development programmes for support staff

- Uniforms provided
- Medical expenses reimbursed
- Shoes/uniform laundry expenses reimbursed
- Child care leave granted
- Books provided for children/costs reimbursed

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

- Tree plantation
- Painting of Biology department

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.

- One day workshop - training cum demo on domestic waste management, planning and maintenance of kitchen gardens by Mr. Ashok Dande
- Building and designing of low cost instruments and teaching aids for the laboratory courses and class teaching.
- Chrysalis – college bulletin launched
- A fund raising event for the college golden jubilee celebrations of the college – evening at Carmel's on 1st May 2013.

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

- Prospectus upgraded on time before the admission process starts
- New ID cards made for faculty and staff members
- Work on facelift of the entrance of the college and a separate walking pathway for the students commenced

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

- SMS attendance facilities for parents
- Provided the campus to other institutions to conduct their examinations
- Aid from philanthropists sought to sponsor economically weak students
- Management sponsorship of economically weak students

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

7.4 Contribution to environmental awareness / protection

- Student participated at the UN students conference on environment at Shangai, China
- Harita Bhoomi – an agri-horticulture expo in the college campus
- Lectures on rain water harvesting and renewable sources of energy
- Street play on mining in the seventeenth Yuva Mahotsav competition
- Field trip to pre-historic sites, petroglyphs, rock art at Pansaimal and visit to Neravali
- Field trip to Dande's Garden

7.5 Whether environmental audit was conducted?   Yes [ ]   No [✔]

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

Nil

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

- To establish a research centre in the department of Zoology
- To enhance Wi Fi/internet connectivity
- Laminated ID card for each student
- To go in for ISO certification
- Revamp stage and back stage area
- Fund raising for the Golden Jubilee celebrations
- To install water filter/cooler in staff room
- Redo and renovate a few of the old departments
- Set up a few cubicles for the arts departments
- Enhance subscription to journals for the library
- Provide faculty access to e journals

*Name :***Dr. Manoj R. Borkar**   *Name :* **Dr. Sr. M. Aradhana A.C.**

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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