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.

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). The file name needs to be submitted with Track ID of the institution and College Name or EC number. 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

AQAR for the year *(for example 2013-14)*

2014 - 2015

1. Details of the Institution

1.1 Name of the Institution

K.B. College of Arts and Commerce for Women

1.2 Address Line 1

Kopri

Address Line 2

City/Town

Thane (East)

State

Maharashtra

Pin Code

400603

Institution e-mail address

kbprincipal2010@gmail.com

Contact Nos.

022 - 25326062, 25326088

Name of the Head of the Institution:

Dr. Renu Trivedi

Tel. No. with STD Code:

022-25326062

Mobile:

9821167075

Name of the IQAC Co-ordinator:

Seema Jha

Mobile:

9821678716

IQAC e-mail address:

kbiqac@gmail.com

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

IEQA - 13391

OR

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/62/A & A/099

1.5 Website address:

www.kbacw.in

Web-link of the AQAR:

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	3.03	2012	2012-2017
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

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

22/11/2011

1.8 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 2013-2014 submitted to NAAC on 31-10-2013 (DD/MM/YYYY)
  ii. AQAR 2014-2015 submitted to NAAC on 03-11-2014 (DD/MM/YYYY)
 iii. AQAR_____ _____ (DD/MM/YYYY)
 iv. AQAR_____ _____ (DD/MM/YYYY)

1.9 Institutional Status

University   State [√] Central [ ] Deemed [ ] Private [ ]

Affiliated College   Yes [√] No [ ]

Constituent College   Yes [ ] No [√]

Autonomous college of UGC   Yes [ ] No [√]

Regulatory Agency approved Institution   Yes [√] No [ ]

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

Type of Institution   Co-education [ ] Men [ ] Women [√]

               Urban [√] Rural [ ] Tribal [ ]

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

             Grant-in-aid + Self Financing [√] Totally Self-financing [ ]

1.10 Type of Faculty/Programme

Arts [√] Science [ ] Commerce [√] Law [ ] PEI (Phys Edu) [ ]

TEI (Edu) [ ] Engineering [ ] Health Science [ ] Management [ ]

Others (Specify)   [. . B.SC (I.T) Self Financing]

1.11 Name of the Affiliating University *(for the Colleges)*   [University of Mumbai]

1.12 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 | 09

2.2 No. of Administrative/Technical staff | 01

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 | 00

2.7 No. of Employers/ Industrialists | 01

2.8 No. of other External Experts | 02

2.9 Total No. of members | 17

2.10 No. of IQAC meetings held | 04

2.11 No. of meetings with various stakeholders: No. | -- | Faculty | 12 |

Non-Teaching Staff Students | 03 | Alumni | 02 | Others | 01 |

2.12 Has IQAC received any funding from UGC during the year?   Yes [   ]   No [√]

If yes, mention the amount | -- |

2.13 Seminars and Conferences (only quality related)

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

Total Nos. [   ]   International [   ]   National [   ]   State [   ]   Institution Level [1]

(ii) Themes | Value Education |

2.14 Significant Activities and contributions made by IQAC

1. Students feedback

2. Quality Sustenance

3. Academic Audit

4. Planning and execution of all the activities

5. Soft skill workshop

6. Expert lectures

7. Skill development through various workshops

8. Promotion of research activities

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
Academic Calendar of 2014-15	Most of the activities planned were executed successfully.

* Attach the Academic Calendar of the year as Annexure.

The academic calendar is attached as **Annexure - i**   √

2.15 Whether the AQAR was placed in statutory body   Yes   No

Management   √   Syndicate ☐   Any other body ☐

Provide the details of the action taken

Add on course in soft skills

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	01			
UG	02		04	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	03		04	

Interdisciplinary				
Innovative				03

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	√
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
 Analysis of the feed back is annexed as **Annexure - ii**

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

> Syllabus of SYBMS, TYBAF was revised from June 2015.
>
> For SYBMS specialization was introduced for management course such as Marketing, HR and Finance.

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

> -------

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
14	13	----	01	----

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   ---   15   06

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	19	
Presented papers			
Resource Persons			

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

- Regular class test and surprise test
- Student mentors for weak students
- Field visits on topic related to syllabus, presentations
- Guest or Expert lecture
- Use of multimedia in teaching
- Career Guidance lecture

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

184

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

1) Open book test for G.K in TYBA (History).

2) Remedial batch for the academically weak students.

3) Moderation of answer sheets by external experts.

4) Rechecking of answer sheet.

5) Photocopy and revaluation of answer sheet if required.

6) Model answers paper prepared for assessment.

7) University examinations question papers referred.

8) Subject wise question bank prepared.

2.9 No. of faculty members involved in curriculum
     restructuring/revision/syllabus development

----	----	03

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

$>$ 75%

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Total no. of students passed	Pass Percentage
F.Y.B.COM (SEM II)	377	276	73.21
F.Y.B.A (SEM II)	55	53	96.36
F.Y.B.M.S (SEM II)	67	22	32.84
F.Y.B.SC (I.T) (SEM II)	61	32	52.46
F.Y.B.A.F. (SEM II)	69	53	76.81
S.Y.B.COM (SEM IV)	312	282	90.38
S.Y.B.A (SEM IV)	25	25	100
S.Y.B.M.S (SEM IV)	48	29	60.42
S.Y.B.SC (I.T) (SEM IV)	34	34	100
S.Y.B.A.F. (SEM IV)	60	42	70.00
T.Y.B.COM	259	170	65.64
T.Y.B.A (HIST)	19	15	79.00
T.Y.B.A (ECO)	08	--	25.00
T.Y.B.M.S	51	32	62.75
T.Y.B.SC (I.T)	50	26	52.00
T.Y.B.A.F	57	51	89.47

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

For the development of Quality culture in the institution IQAC contributes through the various activities such as -

1. Academic Diary is maintained.

2. Semester wise lesson plan prepared and followed by faculty.

3. Remedial Teaching for academically weak students.

4. Tutor ward system for all First Year and Third Year students.

5. Annual Academic Audit.

6. Attendance monitoring.

7. Peer feedback.

8. Students feedback.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	01

UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	01
Faculty exchange programme	
Staff training conducted by the university	03
Staff training conducted by other institutions	02
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	12			03
Technical Staff				01

Criterion – III

3. Research, Consultancy and Extension

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

> R & D committee promotes research initiatives taken by the students as well as faculty. Students participate in inter-collegiate paper presentations, projects displays etc. Faculty present and publish research papers at National and International level conference. Many faculty members have enrolled for PhD Course.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1		1	1
Outlay in Rs. Lakhs				

3.4   Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals		1	
e-Journals	1		
Conference proceedings	2	19	

3.5 Details on Impact factor of publications:

Range | 0.7 to 2.5 | 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	2014-15	University of Mumbai	25,000	25,000
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. | 01 | 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		01			01
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons | 04 |

3.13 No. of collaborations   International | | National | | Any other | |

3.14 No. of linkages created during this year | |

3.15 Total budget for research for current year in lakhs :

From Funding agency | | From Management of University/College | 25,000/- |

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

2

and students registered under them

1

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 1   SRF   Project Fellows   Any other

3.21 No. of students Participated in NSS events:

University level 50   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 [01]

NCC [ ] NSS [03] Any other [ ]

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

- Swachchta Abhiyan for cleanliness.

- Teaching and guiding the students in orphanage by Maths Department.

- Financial help to the needy students.

- Save electricity campaign by NSS students.

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	6700 sq mtrs			6700 sq mtrs
Class rooms	26			
Laboratories	01			01
Seminar Halls	01			01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		03	Management	03
Value of the equipment purchased during the year (Rs. in Lakhs)		78,000	Management	78,000
Others				

4.2 Computerization of administration and library

> New Software is purchased for the computerization of examination system, administration and library.
>
> Technical staff is appointed for the maintenance of the computers and other instruments.
>
> CCTV has been installed in every classroom, library, office and corridors.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	7775	1429100	35	4463	7810	1433563
Reference Books	3040	551838	160	35537	3200	587365
e-Books						
Journals	20	40200			20	40200
e-Journals						
Digital Database						
CD & Video	140				140	
Others (specify)	26	6000			26	6000

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing						10	---	2
Added						---	---	---
Total						10	---	2

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

Training to use new software for examination, result and administrative work to teaching and non teaching staff.

4.6 Amount spent on maintenance in lakhs :

i) ICT   2.87

ii) Campus Infrastructure and facilities   21.24

iii) Equipments   7.85

iv) Others   4.13

Total :   36.09

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Annual Planning and execution of activities by all the departments and committees.

- Regular feedback from the students on teaching methodology and problem faced by them.

- Counseling and guidance to students.

- Organising career guidance lectures, workshops, seminars etc for the students.

- Encouraging research activities.

- Academic monitoring.

5.2 Efforts made by the institution for tracking the progression

Institution provides quality education to the students. It has the perfect mechanism to assess the progress of the students through various curricular, co-curricular and extracurricular activities. Tutor ward system, career and placement cell.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1686	86		

(b) No. of students outside the state

10

(c) No. of international students

Men

No	%
--	--

Women

No	%
17721	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1457 81	44	1	81 03	---	1583 84	1549 82	50	--	87 04	---	1686 86

Demand ratio   Dropout %   1.00% UG   1.16% PG

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

> All the departments provide guidance to their students for the competitive examinations on regular basis. For example - Maths Dept. - MPSC, History - B.Ed, M.A, Commerce - CA, CS, MBA, English - G.D.P.I

No. of students beneficiaries   > 150

5.5 No. of students qualified in these examinations

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

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

5.6 Details of student counselling and career guidance

> Number of lectures conducted by career and placement cell to provide the necessary information regarding the industry placement, corporate employment, entrepreneurship etc.
>
> Companies like Frankfinne, IMS conducted series of lectures to various classes to guide the students about Aviation industry, civil services, public sector, banking, law and other career options.

No. of students benefitted   >500

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
03	30	---	20

5.8 Details of gender sensitization programmes

> Being a girls college, gender sensitization programmes are regular feature of the institution. Women development cell organizes various talks, debate, drama and other activities to promote women empowerment.

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 | 25 | National level | --- | International level | 01 |

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 | 01 | National level | --- | International level | --- |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	---	---
Financial support from government	65	449448
Financial support from other sources (University)	05	10750
Number of students who received International/ National recognitions	---	---

5.11   Student organised / initiatives

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

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

5.12   No. of social initiatives undertaken by the students | 5 |

5.13   Major grievances of students (if any) redressed:

There has been no grievances of the students reported during the academic session. The environment of the institution is very healthy and there is complete co-operation on all angles. Presides all the minor issues are resolved by various systems and committees in the institution.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

  Samskritha Stree Parashakti

- The enlightened woman is the true strength of the society and nation.

Mission

- To create quest for learning in young minds.
- To prepare them for competitive environment.
- To ahead towards excellence in every field.
- To sensitize them towards social, ethical and national issues.
- To imbibe a strong value based ideology.
- To make them competent and creative to match the modern technological world.
- To believe in liberty, equality and justice for women.
- To create confident women to face all challenges in professional and personal lives.
- To provide educational technologies to enrich learning experience.

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

Curriculum is decided and developed by the board of studies of every subject as per the norms of University of Mumbai. However, faculty members of the institution are in regular contact with the Board of study of each subject and give their feedback and suggestions for the improvement in course content. They also participate in the workshop and seminar/conferences conducts by board of studies from time to time.

6.3.2 Teaching and Learning

IQAC conducts the meeting of each department and committee with the Principal for the improvement in the teaching and learning methods. Feedback of the students are analyzed and appropriate measures are suggested. Realizing the needs of the current trend, more emphasis is given on the use of audio-visual aids, PPT Presentations, assignments and interaction. Students' participation in teaching is also encouraged.

6.3.3 Examination and Evaluation

Central Assessment of papers

For the academic development of the students

1) Regular class test

2) Special remedial batch for the academically weak students

3) Intensive coaching for meritorious students

4) Analysis of internal assessment marks

5) Compilation of attendance record during examination period

6) Moderation of answer sheets by external experts.

6.3.4 Research and Development

To inculcate the research aptitude Research and Development Cell encourages students to participate in research activities at institution and also at University level. Minor research projects were completed by the faculty funded by the University.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- ✓ Automation process initiated.
- ✓ Book bank facility provided for the students.
- ✓ Improvement in physical infrastructure.

6.3.6 Human Resource Management

Various committees formed for academic, co-curricular and research activities. Decentralization and empowerment of faculty and students for conduction of various activities. Involvement of students and non-teaching staff in every committee.

6.3.7 Faculty and Staff recruitment

All the non-teaching and teaching position for the aided section are filled. Appointment of staff and faculty for the unaided section as per norms. Appointment of full time counsellor in the campus.

6.3.8 Industry Interaction / Collaboration

Various sessions conducted by industry experts and professionals to guide the students. Some of them were

✓ Frankfinn Hospitality industry

✓ BSE

6.3.9 Admission of Students

As per University of Mumbai guidelines.

6.4 Welfare schemes for

Teaching	---
Non teaching	01
Students	01

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			Yes	Institution level
Administrative	Yes	N. Mohan Chartered Accountants		

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?

> N.A

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

> N.A

6.11 Activities and support from the Alumni Association

> Regular meeting and interactions are held with the Alumni. Alumni provided examination guidance to the students. They also helped conducting various cultural activities at the time of annual function.

6.12 Activities and support from the Parent – Teacher Association

> Parent – Teacher Association conducts parents meeting regularly. Parents are informed about the overall performance of their wards, activities and programmes conducted by the college. Oral as well as written feedback is taken from the parents from time to time.

6.13 Development programmes for support staff

> The ICT in-charge of the institution conducted a program for computer literacy hardware and software for the office staff on Saturdays which updated their knowledge.
>
> The Managing Director himself takes personal interest in educating the technical and office staff regarding the current development in the I.T field.

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

> Cleanliness drive, save electricity campaign. Use of waste material to decorate the campus, save water campaign.

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.

> Students council was empowered and given more responsibilities to organise various activities. Revenue generation for the cultural programmes by the students.

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

> Along with Academic calendar the action plans of all the departments are followed strictly. Short term courses, seminars and conferences were organised as per the advance planning. Students activities are also conducted from time to time by all the departments and committees.

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

> 1) Joint celebration of festivals and important occasions by all stakeholders of the institution.
>
> 2) Involvement of all the stakeholders in planning and quality enhancement initiatives.

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

Details provided in **Annexure - iii**

7.4 Contribution to environmental awareness / protection

> - Use of eco-friendly products.
>
> - Tree plantation.
>
> - Notebook making from left over papers.

7.5 Whether environmental audit was conducted?   Yes ☐   No ☑
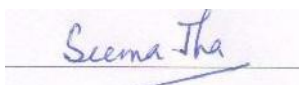
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

> ➢ The academic audit is conducted which helps in the retrospective for the faculty and provides future development.
>
> ➢ The institution focuses on the women empowerment and also conducts a number of activities which assist women entrepreneurship and career guidance. The intake of the institution is from low socio economic back ground and many of the students are first generation learners and the institution makes efforts to upgrade the culture and thought process of parents and guardians and also make efforts to upgrade the standard of the students who show a substantial development when they pass out their final year. The women development cell is one of the important units which helps in the same.
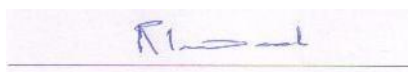
8. **Plans of institution for next year**

- To have linkage with industries and companies.

- To enhance research activities.

- To enhance extension and outreach programme for the benefit of the society.

Name : Smt. Seema Jha   *Name : Dr. Renu Trivedi*

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

****

ANNEXURE - i

ACTIVITIES CONDUCTED FOR THE ACADEMIC YEAR 2014-15

JUNE 2014 TO APRIL 2015

July 1	Quantitative Guidance conducted by the Maths Dept.
8	Software Training for Examination Section
9	Research Committee meeting with students
12	Guru Poornima Function
15	Workshop of scholarship conducted at Thane College
16	Planning by Marathi Vangmaya Association
22	Free Eye Check up for staff and faculty
25	Career Guidance lecture at Bombay Stock Exchange
28	Gender Sensitization by councilor WDC
31	Poster Competition and exhibition conducted by Economics Dept.
August 7	Students sent for Intercollegiate Competition - Street play, slogan, poster at K. G. Joshi College
9	Oath ceremony and Inauguration Programme for student council
13	Lectures on Investment conducted by NSS
14	Patriotic song competition and celebration of Independence Day conducted by History & Political Science Dept.
15	Celebration of Independence Day
20	Skit competition by WDC on Women's issues, Poetry Recitation & Elocution
29	Ganpati Sthapana in college campus and celebration for days
Sept. 2	Ganpati Visarjan
5	Teachers Day Celebration
6	Project Exhibition conducted by Economics Dept.
13	Self Defence session by Alumni
15	Lecture on career guidance for civil service and competitive exams
16	Cometics club : Brain Hunt 2014 Quiz by Maths Dept. and Industrial visit for Kent Technology
17	Power point presentation by Arts Dept.
20	Quiz competitions conducted by Commerce Dept.
Oct. 2	Cleanliness Drive at Thane Station, Depot and Thane area conducted by NSS and students council
11 to 17	Oath taken by NSS, tree plantation by nature club, celebration of success on mars and bhajans on Gandhi Jayanti conducted by student council NSS Camp at Neral
31	Sardar Patel Jayanti Celebrations

08 - **Dec** to 13 Dec		Sports Week
	12	WDC Workshop by fevicryl - name plate, fabric painting kalamkari, glass, Sports, Animation lecture for career
	13	Sports Day Harsh Utsav
	18	Intracollegiate Competitions Harsh Utsav
	19	Intercollegiate Competitions Harsh Utsav
	20	Traditional Day and Anand Mela
	23	Dance Competition, Singing, Dancing, Skit
	24	Annual Day
Jan-10		Community Service conducted by Maths Dept.
	11	RTO function held at Thane
	12	Shraddhanjali and Magazine release function
	14	Function by RTO on Traffic control
	24	National Seminar conducted by Dept of Commerce and Accountancy
Feb-02		Convocation Certificate Distribution Function held for TY Students & Alumni Meeting
	04	Trip to Pune by History Dept.
	16	Heritage Walk to Mumbai for First Year Arts Students
	18	Presentation on G.D. for TY Students conducted by Principal
	24	Intercollegiate Article and Essay Writing Competition & Video Shoot - Maths Dept.
	25	Marathi Divas Celebration by Marathi Vadgmay Dept.
	28	Department Journal by Maths Dept.
Mar-03		Lecture by Staff Academic Forum on quality control conducted at Bedekar College
	07	Celebration of International Women's Day by WDC on Women's Issues
	19	Farewell Function for TY Students

ANNEXURE - ii

Analysis of Feedback

Student Feedback-

Regular feedback is taken from the students of every class. The feedback for the faculty is good which is taken in a quantity manner. The students are overall happy with the systems. The academic and curricular activities are appreciated in which teachers take initiative and students participate actively. There are a number of activities for the personality development, entrepreneurship and talents of the students. The students were happy with the compliance of improvement in the I.T lab and canteen facilities. The system for the counter regarding concession forms was shown improvement and students were satisfied. The book bank facility requested by the students has been complied with. The students were satisfied with the book related to revised syllabus. Thus there is a good environment in the institute and there is co-operation amongst all stakeholders.

Parents Feedback –

The parents are regularly meeting the subject teachers and class teachers and all issues are generally discussed. However the parent teacher committee conducts regular patent teacher meeting in which attendance and result of each students is discuss with the respective parents.

The parents are requested to give an undertaking in case of defaulters. Generally a proper feedback is also taken from parents and guardians to improve the general standard of the institution.

In a general observation the parents appeared to be satisfied with the performance of their wards. They were happy about the discipline of the institute. The regular classes and devoted faculty were general points made by them.

The talents of the students were encouraged by various co-curricular and extra curricular activities.

The parents appreciated the various prizes received by the students for the intercollegiate competitions.

The parents are requested to call more companies in the campus for training and placement purpose.

Alumina –

The alumina of K. B. College are generally in touch with the institute after passing. The college calls the alumina for judging various events and also functions and festivals. The alumina give information to the alumina in charge about the companies they are working which helps in the placements.   The alumina also helps to conduct short term courses for the girls.   One alumina working at Frankfinn institute conducted a session for students regarding career in aviation industry and requested for a session to enrol for the course. The students found the session interesting and showed interest in this course.   The alumina also suggested to a course for computer literacy for the students which is under process.

Employer –

The management motivates the administrative and academic staff for the up gradation of the institute in every aspects.

ANNEXURE - iii

1) There is a joint celebration of various festivals particularly the Ganpati festival which is celebrated for full five days by all institution of the sanstha with lot of enthusiasm. The founders day on 05th October and punyatithi on 12th January are also conducted by all stakeholders. The management, faculty, staff and students are also involved in the Annual Tech Fest and cultural festivals along with Annual Day of each institution which gives a sense of bonding amongst all and also encourages team building amongst the inmates of the institution.

2) The hierarchy in the institution is respected however irrespective of the positions the suggestions and decisions are welcome from all sides. The student council members have being empowered to take decisions which are involved in the development of the institution and they are very active in various activities held throughout the year. The management is available at the campus throughout the year and there is no communication gap with the faculty and staff. Prompt decisions are taken which helps in immediate execution. The staff and faculty are empowered through department setup and various committees which helps the institution vibrate with energy and the development becomes much faster.