

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*

Contents

	Page Nos.
1. Introduction 4
2. Objective 4
3. Strategies 4
4. Functions 5
5. Benefits 5
6. <i>Composition of the IQAC</i> 5
7. The role of coordinator 6
8. Operational Features of the IQAC 6
9. Monitoring Mechanism 7
10. The Annual Quality Assurance Report (AQAR) of the IQAC	8

Part – A

11. Details of the Institution.....	9
12. IQAC Composition and Activities	12

Part – B

13. Criterion – I: Curricular Aspects 14
14. Criterion – II: Teaching, Learning and Evaluation 15
15. Criterion – III: Research, Consultancy and Extension 17
16. Criterion – IV: Infrastructure and Learning Resources 20
17. Criterion – V: Student Support and Progression 22
18. Criterion – VI: Governance, Leadership and Management 24
19. Criterion – VII: Innovations and Best Practices 27
20. Abbreviations 29

Document revised by: Dr. Ganesh Hegde, Assistant Adviser and B. S. Ponnudiraj, Assistant 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 (naac.aqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part - A

1. Details of the Institution

1.1 Name of the Institution	Lal Bahadur Shastri College N.H. Rajbagh Kathua
1.2 Address Line 1	V.P.O Rajbagh Tehsil & Disrtict Kathua
Address Line 2	
City/Town	Kathua
State	Jammu & Kashmir
Pin Code	184143
Institution e-mail address	Brij.kohli08@gmail.com
Contact Nos.	9419108674
Name of the Head of the Institution:	Dr. Kishore Kumar Sharma
Tel. No. with STD Code:	01922-231001
Mobile:	9419108674

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 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:

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	1 st Cycle	B	2.83	2012	2012-17
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th 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 years 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_2012-13 _____ (DD/MM/YYYY)
- ii. AQAR_2013-14 _____ (DD/MM/YYYY)
- iii. AQAR_2014-15 _____ (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)

Education

1.12 Name of the Affiliating University (for the Colleges)

University of Jammu

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

X

University with Potential for Excellence

X

UGC-CPE

X

DST Star Scheme

X

UGC-CE

X

UGC-Special Assistance Programme

X

DST-FIST

X

UGC-Innovative PG programmes

X

Any other (Specify)

X

UGC-COP Programmes

X

2. IQAC Composition and Activities

2.1 No. of Teachers

5

2.2 No. of Administrative/Technical staff

3

2.3 No. of students

2

2.4 No. of Management representatives

1

2.5 No. of Alumni

2

2.6 No. of any other stakeholder and
community representatives

1

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

1

2.9 Total No. of members

16

2.10 No. of IQAC meetings held

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

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

1. An Inter College Seminar on Topic contribution of Gandhi towards International Peace.
2. Symposium on Beti Bachao Beti Padhao.
3. An Inter college seminar on topic “Right to Equality and Right Against Exploitation “ to celebrate the Constitution Day to Commemorate 125th Birth Anniversary of Bharat Rattan Dr. B.R.Ambedkar
4. Seminar on topic Patriotism and National Building organized by NEHRU YUVA KENDRA Kathua (J&K) Ministry of Youth Affairs And Govt. of India.
5. Inter-college Seminar on topic Skilled India can Make Prime Minister Modhi’s Dream a Reality.
6. Guest Lecture by Prof. Rachana Raj.
7. Symposium of Women Day.

2.14 Significant Activities and contributions made by IQAC

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
	Academic Calendar

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Part - B

Criterion - I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG				
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others	B.Ed.	X	X	1. Computer Classes 2. Udaan (Placement Services) 3. Preparation of Low Cost Teaching Aids 4. Awareness Program Regarding Beti Padhao Beti Bachao 5. Swach Bharat Abhiyan
Total				

Interdisciplinary				
-------------------	--	--	--	--

Innovative				
------------	--	--	--	--

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

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

Yes, duration of B.Ed enhanced from one year to two years.

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
8	6	1	1	X

2.2 No. of permanent faculty with Ph.D.

1

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	0	0	0	0	0	0	0	2	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

0

0

3

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	X	√	√
Presented papers	X	√	√
Resource Persons	X	X	X

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

Weekly Tests, Teaching Through Projector and free computer classes for all the students
 Visit cum Observation to various institutions i.e Aganwadi Centres, Nursery Schools, Primary Schools, Middle School, DIET Basholi

2.7 Total No. of actual teaching days during this Semester. 76

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 2

2.10 Average percentage of attendance of students 80

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Ed.	175	0	75	67	0	81.4

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

Assignment Tests, Seminar, Sessional Work, Class Test and Group Discussion

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	N.A
UGC – Faculty Improvement Programme	02
HRD programmes	
Orientation programmes	
Faculty exchange programme	03
Staff training conducted by the university	03
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	02
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	3	0	0	0
Technical Staff	1	0	0	0

Criterion - III

3. Research, Consultancy and Extension

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

N.A

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			
e-Journals			
Conference proceedings			√

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	0	0	0	0	2
Sponsoring agencies	NA	NA	NA	NA	Nehru Yuva Kendra Kathua IT Deptt. Kathua

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

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	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

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

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

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

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
NCC NSS Any other

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

- Nehru Yuva Kendra Kathua organised seminar on Topic Patriotism and National Building
- IT Deptt. Kathua organised symposium on topic – Beti Bachho, Beti Padao

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	19 Kanal 15 Marlas	-	-	-
Class rooms	6	-	-	-
Laboratories	3	-	-	-
Seminar Halls	1	-	-	-
No. of important equipments purchased (≥ 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

Yes

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2,153	43,500	39	19,135	2192	62635
Reference Books	215	64,500	0	0	215	64500
e-Books	0	0	0	0	0	0
Journals	10	2,000			10	2000
e-Journals	0	0	0	0	0	0
Digital Database	0	0	0	0	0	0
CD & Video	0	0	0	0	0	0
Others (specify)	0	0	0	0	0	1,29,135/-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	30	02	√	0	0	0	0	0
Added	0	0	0	0	0	0	0	0
Total	30	02	√	0	0	0	0	0

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

Yes

4.6 Amount spent on maintenance in lakhs :

i) ICT

12,000/-

ii) Campus Infrastructure and facilities

4,85,627/-

iii) Equipments

22,155/-

iv) Others

Nil

Total : 5,19,782/-

Criterion - V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Provide Placement Services through Uddan and by contacting with other Institutions.

5.2 Efforts made by the institution for tracking the progression

Feedback from students, alumni, parents, employees

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others

(b) No. of students outside the state

2

(c) No. of international students

0

Men	No	%	Women	No	%
	0	0		0	0

No	%
0	0

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
141	15	0	22	0	178	50	17	3	4	0	74

Demand ratio

Dropout %

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

N.A

No. of students beneficiaries N/A

5.5 No. of students qualified in these examinations

NET x SET/SLET x GATE x CAT x
IAS/IPS etc x State PSC x UPSC x Others x

5.6 Details of student counselling and career guidance

Uddan

No. of students benefitted Nil

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
01	10	04	N/A

5.8 Details of gender sensitization programmes

1. Women's Day Celebration.
2. Beti Bachao Beti Padhao Campagin.

5.9 Students Activities

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

State/ University level 0 National level 0 International level 0

No. of students participated in cultural events

State/ University level v National level International level x

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	02	2500
Financial support from government	x	x
Financial support from other sources	x	x
Number of students who received International/ National recognitions	x	x

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

5.13 Major grievances of students (if any) redressed: College Uniform and Time Table

Criterion - VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision : Vision of Lal Bahadur College of Education is to endeavour for quality managements; the college will strive to achieve by developing a team of dedicated and competent staff and appropriate learning environment.

Mission:

Developing Ensuring optimal utilization of available resources and providing transparent and efficient administration.

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

x

6.3.2 Teaching and Learning

√

6.3.3 Examination and Evaluation

Internal Evaluation , Academic Coordinating Committee, Conduct of Viva Voice by University Experts
--

6.3.4 Research and Development

Survey of Various Institutions i.e DIET, SIE, Aganwadi Centres, Residential School, Innovative Centres, Primary Schools and Middle Schools
--

6.3.5 Library, ICT and physical infrastructure / instrumentation

√

6.3.6 Human Resource Management

√

6.3.7 Faculty and Staff recruitment

√

6.3.8 Industry Interaction / Collaboration

ITI, Hiranagar

6.3.9 Admission of Students

By the University through Online Procedure

6.4 Welfare schemes for

Teaching	
Non teaching	PF
Students	Health Care Guidance and Counselling Cell Sports Cell Women Cell Grievances Cell Placemen Cell Anti Ragging Cell

6.5 Total corpus fund generated

x

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	Yes	Yes	University
Administrative	Yes	Yes	Yes	

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?

Nil

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

Nil

6.11 Activities and support from the Alumni Association

They told the students that gain proper guidance from their lecturers to do well in future life.

6.12 Activities and support from the Parent – Teacher Association

They appreciate the work of the institution and suggested to maintain the standard of the institution.

6.13 Development programmes for support staff

Through work shop and seminar

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

By Plantation and Awareness Programm from time to time
Swach Bharat Abhiyan
Say No to Polythene Bags
By taking the initiatives regarding cleanness of campus

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.

Computer Literacy

Value Added Lecture by Principal and other Staff

In the morning assembly

Peer Teaching

Each one Teach one

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

We have done all the Activities According to Plan of Action or Academic Calendar of the College

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

Using Innovative Techniques to Teach the students
Conduct of Yoga Classes

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

7.4 Contribution to environmental awareness / protection

To Campaign on Anti-Tobacco
Awareness Campagin Regarding Beti Padhao Beti Bachaoo

7.5 Whether environmental audit was conducted? Yes No

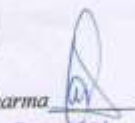
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

8. Plans of institution for next year

Prepare the future teachers to understand the worth of their course by writing Reflective Journal starting from Semester-I to Semester - IV

Name Brij Bala Kohli

Name Kishore Kumar Sharma



Principal
Lal Bahadur Shastri
College of Education
Kathua Page 29

Revised Guidelines of IQAC and submission of AQAR

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

ACTIVITY CALENDAR OF B.Ed. SESSION : 2015-16

Ser No	Topic	Date
1.	NAAC workshop at Chandigarh attended by 04 Lecturer of the College	01 August 2015
2.	Commencement of New Session	17 September 2015
3.	Celebration of Birth Anniversary of Lal Bahadur Shastri Ji	28 September 2015
4.	Inter College Seminar on Topic –Contribution of Gandhi Ji towards International Peace	30 September 2015
5.	Fresher Party	03 October 2015
6.	Formation of Student Union	12 October 2015
7.	N.S.S Rally to Jasrota Temple on Beti Bachao Beti Padho	07 November 2015
8.	Celebration of Guru Purav	24 November 2015
9.	Inter College Seminar on topic “Right to Quality and Right Against Exploitation” to celebrate the Constitution Day to Commemorate 125 th Birth Anniversary of Bharat Rattan Dr. B.R Ambedkar.	26 November 2015
10.	Excursion to Mansar Lake	28 November 2015
11.	Visit to Anganwari Centre	30 November to 01 December 2015
12.	Visit to Nursery School	02 & 03 December 2015
13.	Visit to Innovative Centre	04&07 December 2015
14.	Visit to Primary & Middle School	08 to 11 December 2015
15.	Workshop attended by Mrs Subha Rani & Miss Rajani Sharma Organised by Education Deptt of Jammu University	09 & 10 December 2015
16.	2 nd Assignment Test Semester-1	15 to 19 December 2015
17.	Visit to DIET Centre and Navaodhya School, Basholi	12 December 2015
18.	Seminar of topic – Patriotism and National Building Sponsored by Nehru Yuva Kendra, Kathua J&K Ministry of Youth Affairs and Govt of India	17 December 2015
19.	Inter College Seminar on topic-“Skilled India can Make Prime Minister Modhi’s Dream Reality”	03 December 2015

20.	Swaach Bharat Abhiyan Campaign	06 January 2016
21.	Commencement of Final Examination Sem-1	06 to 12 January 2016
22.	Commencement of Class Work of Sem-II	02 February 2016
23.	Participation of Students in District Level Cultural Programme on Beti Bachao Beti Padhao	16 February 2016
24.	Symposium on Women Day	08 March 2016
25.	Participation of Subha Ran & Rajani Sharma Lecture of the College in National Seminar organised by Education Department of Jammu University	16 March 2016
26.	Participation of Students in Anushthan Organised by Kathua Campus of Jammu	16 & 17 March 2016
27.	Conduct of 1 st Assignment Test of Sem-II	28 March to 02 April 2016
28.	Plantation drive at Jasrota Temple	05 April 2016
29.	Symposium to Mark Birth Anniversary of Dr. B.R. Ambedkar	11 April 2016
30.	Guest Lecture by Prof. Rachna Raj	12 April 2016
31.	Visit to ITI, Hiranagar	26 April 2016
32.	Visit to SIE, Jammu	03 May 2016
33.	Conduct of 2 nd Assignment Test	09 to 14 May 2016
34.	National Seminar Attended by Ms Rajani Sharma & Two Students of the College organised by Rajeev Gandhi College.	13&14 May 2016
35.	Visit to High Schools	16 to 19 May 2016
36.	Visit to High Secondary Schools	20,30,31 May and 01 June 2016
37.	Workshop on Yoga	04 June 2016
38.	Term end Exam	


 Principal
 Lal Bahadur Shastri
 College of Education
 Kathua

