

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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Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
And Submission of Annual Quality Assurance Report (AQAR)
In Accredited Institutions

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;
- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware

of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality

Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

Mandatory Submission of AQAR by IQAC

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

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

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

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

AQAR FOR THE YEAR-2016-17

1. Details of the Institution

1.1 Name of the Institution	WOMEN'S COLLEGE SAMASTIPUR
1.2 Address Line 1	KASHIPUR
Address Line 2	SAMASTIPUR
City/Town	SAMASTIPUR
State	BIHAR
Pin Code	848101
Institution e-mail address	womcollsam@gmail.com
Contact Nos.	0943099910
Name of the Head of the Institution:	DR MEENA PRASAD
Tel. No. with STD Code:	06274-222017

Mobile:

0943099910

Name of the IQAC Co-ordinator:

DR BINDA KUMARI

Mobile:

09934447891

IQAC e-mail address:

womcollsam@gmail.com

1.3 NAAC Track ID (For ex. MHCogn 18879)

BRC DGN-12446

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(SC)08A&A6.2

1.5 Website address:

www.womenscollegesamastipur.org

Web-link of the AQAR:

www.womenscollegesamastipur.org/AQAR 16-17

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	71.5/100	2005	05 YEAR
2	2 nd Cycle	B	2.45	2015	2020
3	3 rd Cycle				
4	4 th Cycle				

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

29/11/2007

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

2016-2017

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

- i. AQAR First Report after 2nd Circle Accreditation _____ (27/05/2016)
- ii. AQAR Second Report after 2nd Circle Accreditation _____ (30/05/2017)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

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

L N MITHILA UNIVERSITY
DARBHANGA

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

Autonomy by State/Central Govt. / University	<input type="text" value="--"/>		
University with Potential for Excellence	<input type="text" value="--"/>	UGC-CPE	<input type="text" value="--"/>
DST Star Scheme	<input type="text" value="--"/>	UGC-CE	<input type="text" value="--"/>
UGC-Special Assistance Programme	<input type="text" value="✓"/>	DST-FIST	<input type="text" value="--"/>
UGC-Innovative PG programmes	<input type="text" value="--"/>	Any other (<i>Specify</i>)	<input type="text" value="--"/>
UGC-COP Programmes	<input type="text" value="PROPOSED"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="08"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and Community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="02"/>

2.9 Total No. of members

2.10 No. of IQAC meetings held (FOUR)

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-Reviving Readership -An 'Urgent Call'
- 2-Revisiting Shakespeare
- 3-1857 Swatantrata ka Pahla Sangram
- 4-Champaran Satyagrah Ke Sau Sal
- 5- Awareness Program on Plasticizers Pollutants
- 6- Time management and adjustment level of working Women's
- 7- Human Rights and Women

2.14 Significant Activities and contributions made by IQAC

IQAC has been very active in promoting following activities in college:

1. Robust attendance and syllabus tracking process in every department within college. It has asked departments to identify those who are in risk of dropping out and take necessary preemptive measure.
2. Promote extracurricular activities and carrier counseling.
3. Promote proficiency in information technology among its students.
4. IQAC is always respectful to new ideas generated for improvement in the quality of education and research activities and also makes quality improvement in all areas of college.
5. Monitored activities of College Social responsibility.
6. Encouraged Major/Minor Research Projects and Seminars by faculty
7. It has also made significant process improvements in general administration of college, admission, management and procurement process.

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
1.Promote use of technology in college administration	1. Computers have been installed for accounting, general administration and record keeping.
2. Prevention of cast based discrimination	1. Zero tolerance to cast based discrimination. 2. A committee is formed for the prevention of cast based discrimination The committee looks in to the grievances if any and takes action for the redresser of any such grievances.
3.Promote Women's equality-	1.-Step up anti sexual harassment cell in college to receive any complaints.
4.Quality education and development of the student.-	1. Improve Quality of Computer Knowledge. 2. Awareness programme organised through seminars, meetings, Quiz and essay competition.
5. To formulate next five year plan	1. Various Committees have been formed with an IQAC member to work out action plan. 2. Freeship, scholarship and mentoring system are in place for student support.
6. To strengthen student support system.	1 Science lab is being renovated
7. Renovation of science lab	2 New procurements have been made for all departmental research labs to make sure all equipments and tools are adequately stocked.
8. Save Water ,Save energy mission	1. Steps are being taken for water and energy conservation.
9. Improve college security.	1 Guards and College entry register set up to track all others to inter college campus.
10. N.S.S Programmes, initiated by IQAC	National youth Day, International Women's Day, World health Day, Anti terrorism Day, World population Day, World environment Day etc. Organized.

* 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	18			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	18			
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	YEARLY

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.

NA

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

NA

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
15	03	12	—	—

2.2 No. of permanent faculty with Ph.D.

13

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
—	—	—	01	—	—	—	—	—	—

2.4 No. of Guest and Visiting faculty and Temporary faculty

--

02

--

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	03	04
Presented papers	02	03	
Resource Persons			

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

- Online admission
- Smart classes, Computer Teaching, Tutorial Classes
Extra classes for weaker section.
- Surprise Tests, Excursions and Projects are also taken as a teaching mechanism.
- Conducting workshop. Quiz and project based method.

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

193

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

Multiple Choice Question

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

02

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	Division				
		Distinction %	I %	II %	III %	Pass %
UG	970	12.57	40.82	40.20	—	—

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

2.13 Initiatives undertaken towards faculty development

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

Criterion – III

3. Research, Consultancy and Extension

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

In last two years departments in college have published papers and books in national/international seminars. I Q A C has also been active in getting right information for different departments about seminars and conferences that happen across India.

I Q A C also makes sure to help college members come up with key research areas where they conduct seminars. It also promotes collaboration on research papers between faculty and students.

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		01	2,80000/- (To be submitted)	
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals		08	
Non-Peer Review Journals			
e-Journals			
Conference proceedings		05	

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	2014-16		2,80,000/- (To be submitted)	

Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)	01	U.G.C	2,80,000/-	
Total				

3.7 No. of books published i) With ISBN No.04

978-81269-2136-2
978-81269-2221-5
978-81-269-2401-01
978-81-269-2471-04

Chapters in Edited Books

01

978-93-82630-84-05

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 Applied

Any Other (specify) University

3.10 Revenue generated through consultancy

--

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	--	--	--	--	08
Sponsoring agencies	--	--	Bihar Forest Department	--	--

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

03

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 :

2,80,000

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
05	--	--	--	05	--	--

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	<input type="text" value="06"/>	College forum	<input type="text" value="12"/>		
NCC	<input type="text" value="--"/>	NSS	<input type="text" value="21"/>	Any other	<input type="text" value="--"/>

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

- College has been organising various activities as part of its social responsibility, particularly in the area of raising awareness on importance of Women's Education.
- College has also been taken up tree plantation activities in its both campuses impart of environmental awareness programme
- We have also taken major initiative on Women's hygiene and health awareness and involved local doctors in imparting knowledge and removing common misconceptions around Women's hygiene.
- Legal awareness Camp was held on Domestic violence and its remedial measures.
- Follow up programme of financial literacy was held in the college.
- Rural Literacy programme was organised the N.S.S team of the college.
- Social awareness programme for 'Swachh Bharat Abhiyan'.
- Awareness control of female foeticide.

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	2.80 Acre		UGC and State Govt.	
Class rooms	151955 sqft			
Laboratories	300 sqft			
Seminar Halls	700 sqft			
No. of important equipments purchased (\geq 1-0 lakh) during the current year.			UGC	
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

Computerization of the library is in Process
--

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2784	25,45,452 Rs	659	5,00,912Rs	21443	30,46,364 Rs
Reference Books						
e-Books						
Journals						
e-Journals	56	3020 Rs	--	--	56	3020 Rs
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	18	01	Yes			07	Available	
Added	02	--	Govt Wi fi Facility added in the campus					
Total	20	01	Yes			07	Available	

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

Wi Fi facility provided by State Govt. under 'Seven Nischay Program' it will create skill development in supporting staff and students.

Computer training programmes have been also created to progression of support staff and students

4.6 Amount spent on maintenance in lakhs:

i) ICT	70,000/-
ii) Campus Infrastructure and facilities	3 Lakh
iii) Equipments	25 Lakh
iv) Others (Books)	5 Lakh
Total :	33,70,000/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Various type of counseling programme organized by different institution and NGO's for College Students. College Also Organized special coaching Classes to train the students according to their needs.
- Preventions of cast based discrimination, Anti ragging Committee , Anti sexual harassment committee, Co-curricular activities , Skill orientation programmes are help and encourage the students
- Guidelines are provided to students for obtaining various scholarship from both from the college and welfare department of the State.
- Obtain feedback from the faculty and member and student of different subject.

5.2 Efforts made by the institution for tracking the progression

- IQAC call for meetings to discuss new initiatives and assessing previous initiatives and their effectiveness.
- Regular teachers meeting
- Extra classes
- Student feedback
- Awareness programme

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3764	--	--	--

(b) No. of students outside the state

--

(c) No. of international students

--

Men

No	%
--	

Women

No	%
100	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1520	429	27	1303	05	3661	1380	240	60	1980	04	3764

Demand ratio

Dropout % 10%

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

- Career Guidance are provided to the students by the college career counseling committee.
- Quiz allocation debates programme organized at college level.
- Service coaching are organized by departments

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input style="width: 30px; text-align: center;" type="text" value="1"/>	SET/SLET	<input style="width: 30px; text-align: center;" type="text" value="--"/>	GATE	<input style="width: 30px; text-align: center;" type="text" value="1"/>	CAT	<input style="width: 30px; text-align: center;" type="text" value="1"/>
IAS/IPS etc	<input style="width: 30px; text-align: center;" type="text" value="--"/>	State PSC	<input style="width: 30px; text-align: center;" type="text" value="--"/>	UPSC	<input style="width: 30px; text-align: center;" type="text" value="--"/>	Others	<input style="width: 30px; text-align: center;" type="text" value="24"/>

5.6 Details of student counselling and career guidance

- Career counseling classes and skill development programs are taken in regular intervals.
- Feedback from students
- Personal interactions
- Awareness programmes also.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
--	--	--	110

5.8 Details of gender sensitization programmes

- In youth fest (Inter college competition 2016) Women’s College Won prize form presenting a drama ‘AGNIKANYA’ based on the theme of gender discrimination.
- A seminar entitle ‘saving the girl child’ was organized.
- The college also won prizes for Showcasing the corrupt practices in the education system in a skit named ‘Chirag Tale Andhera’
- N.S.S, ‘English Literary Cell’ and ‘Self Improvement Society held’ hold cultural programmes and Seminars to create gender awareness among the students.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	12.5 free ship up total admitted students	43,361
Financial support from government	627	19 Lakh
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Shortage of Teachers

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:-

- The vision of college is to provide quality education through academic excellence. Skill development and character formation to produce socially committed citizens and the vision of the college is also democratize education and bring its ambit women especially from economically and socially weaker section of society and prepare them for a successful participation in all aspects of life.

Mission:-

- Women's College Samastipur is the only center for Women's higher education in the district and the oldest one in North Bihar. The mission of the institution is impart high quality education to its students so as to prepare them for a fruitful career.
- There is a continuous effort to encourage women from weaker sections to take up career oriented approach and become a support system for their families.
- To develop skilled personnel through vocational and entrepreneurial education.
- To sensitize the students on socio-economic issues (on gender and human rights) by including related topics in to the curriculum and through co-curricular activities.
- To create research environment which can lead to consultancy and extension.

6.2 Does the Institution has a management Information System

The college has strong management information system to promote collaborative work culture.

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

6.3.1 Curriculum Development

Curriculum Development has been done by university only each department of the college follows the calendar issued by the university.

6.3.2 Teaching and Learning

- * A part from the chalk and talk system also the classroom teaching is done using audio visual aids.
- * Lesson plans are chalked out regularly for completion of the syllabus.
- * To help students understand literature classes practical demonstration are encouraged. Such as enactment of dram recitation etc.
- * Smart classes, Computer teaching, extra classes, tutorial classes, surprise testes are regularly conducted.
- * Excursions are organised.
- * As a teaching mechanism students are motivated to submit projects on various subjects.
- * Innovative ideas in teaching such as play acting, recitations, presentations, group discussions and quiz classes are to promote literary and social awareness among the students.
- * Essay competitions are also being held by the departments to create an atmosphere of healthy competitions.
- * Special classes arranged for slow learner students

6.3.3 Examination and Evaluation

- Examinations are conducted as per guidelines from University. Terminal examination, Regular class test are also conducted.

6.3.4 Research and Development

- College has acted as centre of research in many subjects.
- More than faculty members are Ph.D. guides. And students are registered under than.
- College also encourages its faculty members to take major and minor projects and publication of books by individuals.
- Research and development committee has been formatted.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- *Regular acquisition additions are made to the inventory of test books reference books and journals.
- * Electronic cataloguing of library is being done.
- *Accession of catalogue of books by the students.
- *Photocopying facilities are available.
- *Free Wi-Fi.
- *Computers are provided to the departments with internet connection thereby a large section of the students have access to the computer and internets.
- *Library committee supervises to all library work such as purchase of books maintenance and infrastructural development of library.

6.3.6 Human Resource Management

Different Committees in keeping with individual expertise are formed by the management from

- *Teaching and non-teaching staff. The committees are responsible for smooth conduct of examination, admission and other academic and extracurricular activities.
- *Teachers are encourage to participate in orientation programme, Refresher course, Seminars, Workshop etc.
- *Within a particular cadre of non-teaching staff job responsibilities are as curtained and entrust on the basis of their efficiency level.
- *Besides academic assignments teaching staff are involved for campus and corporate development of the institute based on their interest and expertise.
- *For all round development of the student's games, Cultural events, NSS and other recreational facilities are provided.
- *Promote collaborative work culture.
- *Always encourages and motivates the employees for performing their assigned duties honestly and diligently.
- *Human Resource Management is working on the strategy of maximum utilisation of resources in a better way.

6.3.7 Faculty and Staff recruitment

- Faculty and staff recruitment has been done by the state and university level.

6.3.8 Industry Interaction / Collaboration

- We collaborate with “Sudha Dairy” and N.G.O. “Arpan Adhunik Seva Sansthan” and “Kuswaha Nursury” to share their expertise in the related fields.
- Chemistry, Home Science, Botony, Department have industry interactions.

6.3.9 Admission of Students

There is an admission committee to frame the rules for new admission by following proper Govt. Procedure.

*Online application.

*Cut off marks are fixed.

*Merit based admission.

*Flexibility in choosing subject and combination.

*Reservation according to the norms prescribed by the LNMU University and Govt. of Bihar.

*College Website as well as college information system updates the admission details.

6.4 Welfare schemes for

These are the welfare schemes for teaching, non-teaching and students.

Teaching	First aid facility
Non-teaching	Purified water and canteen
Students	<ul style="list-style-type: none">• Relaxation of tuition fees for poor student.• Student concession for railway travels.• Annual medical check up.• Facilities for physically challenged.

	<ul style="list-style-type: none"> Students are regularly reviewed for necessary changes.
--	--

6.5 Total corpus fund generate

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	N		YES	NAAC
Administrative	N		YES	University/ Internal

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?

*University makes efforts to reform the examination norms for creating affair and transparent system.

*Exams are taken as per university calendar.

*Computerised automated results are published.

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

- The college is a constituent unit to university and it has very limited autonomy.

6.11 Activities and support from the Alumni Association

Alumni association meets with the college authority and provides valuables suggestions which are taken into consideration in preparation of culture planning of the college.

6.12 Activities and support from the Parent – Teacher Association

- Parent teacher interaction is held at regular interval to discuss the improvement major in teaching as well as other activities.
- They give positive feedback on college: its functioning and its discipline.

6.13 Development programmes for support staff

- Computer training programmes have been created to progression of support staff.
- Provision of financial help.
- Works hops organised for support staff to inform and educate new

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

To keep college campus green and eco-friendly many plantation scheme are organised several govt. bodies' bank as well as college N.S.S. body.

*Swachha Bharat Abhiyan and Garbage segregation and recycling and rainwater conservation are taken and executed.

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.

- Awareness programme on save water.
- Voter awareness programme.
- Knowledge of rain water conservation is impaled through expert advices.
- In light of Swachchh Bharat Aviyān the girls were made aware of sanitation domestic cleanliness and nutrition.

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

P.G. programme in two subjects Home Sc. And Sociology are to be started shortly. Also course in Geography and B.Com. are in process. Books and journals in these subject purchased. Awaiting Govt. approval for introducing P.G. Classes.

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

- Literacy programs for slum children are run on regularly intervals.
- The students are given extra guidance in the core subjects of their respective specialization in particular.
- The test series is implemented to evaluate the skills of a student in a subject and to make the skills of a student in a subject and to make the student know how much she has been through.

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

7.4 Contribution to environmental awareness / protection

Arrangement for clean and green campus different awareness programme are held every year.

- A ban plastic week was observed by the college.
- Under save energy programme CFL blubs used everywhere.
- The college has a proper draining system and also awareness programmes were held on proper draining system of stagnant water.
- A unite of rain water harvesting is install.
- College celebrates “World environment day” through a lecture series as well as though plantation and greening of campus.

7.5 Whether environmental audit was conducted?

Yes

No

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

These are strengths, weakness, opportunities, Threats (SWOT) of the college.

*S (Strengths) - 1.Having well qualified and experienced faculty members.

2. The music department is adorned by the gracious presence of PADMA

SHREE Sharda Sinha.

3. Excellent rapport between students and teachers.

4. College is centrally located.

*W (Weakness- 1.Lack of infrastructure.

2. Shortage of Teacher.

3. Shortage of technical staff.

*O (Opportunities) - 1. Growth oriented college

*T (Threats): - Migration of good students to bigger city centers

8. Plans of institution for next year

- Better utilization of library.
- Plan to construct new Building to increase campus activities.
- A proposal to start language lab.
- Diploma course in various subjects
- To start computer science Course and Diploma course also.
- To achieve campus placement for the students
- To strengthen the collaboration with different education and other institution
- Gas Plant for science Lab.
- E learning facilities are to be made available.
- Development of play ground and auditorium.

Name Dr Binda Kumari

Binda Kumari

30.5.17

Signature of the Coordinator, IQAC

Name Dr. Meena Prasad (Principal)

MAD 30/5/2017

Signature of the Chairperson, IQAC

Principal
Women's College
Samastipur