

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 (naac.aqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name For example MHCOGN16601-Samudra Arts and Science

College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through E-mail

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

I. Details of the Institution

1.1 Name of the Institution	Janki Devi Women's College
1.2 Address Line 1	Jawahar Lal Neharu Marg
Address Line 2	Bailey Road, Patna - 23
City/Town	Patna
State	Bihar
Pin Code	800023
Institution e-mail address	Jdwcp.office@gmail.com , principal@jdwcpatna.com
Contact No.	0612-2280666
Name of the Head of the Institution:	Prof. (Dr.) Meera Kumari
Tel. No. with STD Code:	0612-2280666
Mobile:	9431416601

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

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

1.4 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.16	2014	2019
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

1.7 AQAR for the year (*for example 2010-11*)

1.8 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 _____ X _____ (DD/MM/YYYY)
- ii. AQAR _____ X _____ (DD/MM/YYYY)
- iii. AQAR _____ X _____ (DD/MM/YYYY)
- iv. AQAR _____ X _____ (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) MCA , Vocational Couses , Community College & Ad-on-Courses

1.11 Name of the Affiliating University (for the Colleges)

Magadh University, Bodh - Gaya, Bihar.

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

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and

Community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:

No.

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 No. International National State Institution Level

(ii) Themes

- ☞ **Workshop on language Skills.**
- ☞ **Women and Society Today**
- ☞ **Gender issue and others**

2.14 Significant Activities and contributions made by IQAC

- ☞ **Monitored activities of Institutional Responsibility (ISR)**
- ☞ **Sports day Celebrated / encouraged sports activities.**
- ☞ **Planned faculty improvement programme.**
- ☞ **Preparation for NAAC Accreditation 2019 — 2nd Cycle.**

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
Co-curricular Activities	Seminars, Interclass Quiz, Essay Writing, Poster Making, Speech Contest
Extra-curricular Activities	Cultural programme on Days of National importance and National festivals, Painting, Dramatics, Music, Debate etc.
Inter College Cultural Fest	To be held in January, 2015
College Founder's Day	20th August, 2014
Study Tours	BCA, BBA, History
Health Awareness Programme	Awareness Programme on Dental Issues , World AIDS Day, Breast Feeding

Campus Recruitment / Placement	• IBM, Wipro Campus Drive in November, 2014
Terminal Examinations	September to December
PTA Meet	All Departments till date
Annual Sports Day	6 th February , 2014.

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes \ No

Management Syndicate any oth

Provide the details of the action taken

- ☞ **To encourage the Deptts. to keep to the time frame with regards to planned activities.**
- ☞ **To update information with regard to students attendance and performance.**
- ☞ **Feedback on Teaching Learning from the students.**
- ☞ **To follow-up the proposals submitted to the University with regard to PG and UG Courses**
- ☞ **To encourage the students to keep their environment clean.**
- ☞ **Use of Solar Energy as alternative.**

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	12	0	02	02
UG	19		02	02
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	06	0	06	06
Others (Community College Programme)	02	0	-	02
Total	39	-	10	12
Interdisciplinary	37			
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	12 (PG)
Trimester	-
Annual	19 (UG)

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.

No revision was done by the University

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

Women Gender study / Commerce on going

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	44+09	02	30	12	09

2.2 No. of permanent faculty with Ph.D.

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

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	16	31	09
Presented papers	07	19	08
Resource Persons	01	-	02

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

* Central Research Laboratory	* Exhibitions
* Guest Lectures	* Creative writing
* Use of Multi-media.	* Wall Magazine
* Debates	* Open Book Exams
* Participatory teaching	* Group Discussion, Quiz
	* Use of Smart Class rooms.
	* Study Tours

2.7 Total No. of actual teaching days

during this academic year

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

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

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

2.10 Average percentage of attendance of students

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A	748	2.4	29.81	49.19	4.54	83.53
B.Sc.	342	26.6	47.3	22.22	2.33	71.85
Professionals	59	5	91.5	--	--	96.5
Add-on-Course						
P.G.	493	2.43	58.82	27.58	7.70	94.1

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

- * Maintains academic diaries through regular meeting.
- * Monitors the performance of various committees in the College.
- * Gives timely directions to the Departments regarding the overall teaching - learning process.
- * Feedback from students on Teachers performance.
- * Conducts SWOT analysis regarding different aspects of teaching - learning .
- * Fakes feedback from the outgoing Students .
- * Monitor extension and outreach programmes.
- * A few IQAC Member are in Academic Excellence Committee
- * Overall performance of the College is closely Monitored by IQAC
- * Plans and executes Research Culture among students and teachers.

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	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
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	02	NIL	-	NIL
Technical Staff	19	NIL	-	NIL

Criterion – III

3. Research, Consultancy and Extension

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

- * Participation and Presentation of research paper in seminar conference by the faculty members and students too.
- * Major / minor research projects by faculty.
- * Research publication.
- * Students research and their reached article published.
- * Magazine (Deepti) published by the in (annually).

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			02
Outlay in Rs. Lakhs			5,80,000/-	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	01	16	
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	2yr.(App.)	UGC	5,80,000/-	3,75,000/-
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	-	1	-	-	
Sponsoring agencies	-	UGC			

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	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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

Total	International	National	State	University	Dist	College
		01				

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

- Remand Home and Slum Literacy Project through inter college Women's Association, (ICWA) Social Work.

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	2.24 Acre			
Class rooms	35	ARTS		
Laboratories	07	BLOCK		
Seminar Halls	03	80%		
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		Completed		
Value of the equipment purchased during the year (Rs. in Lakhs)	30	By Behan State Book	RUSA College.	
Others	05	Fund	Dev.	

4.2 Computerization of administration and library

<p>Administration - 25 Computers</p> <ul style="list-style-type: none"> • Wi-Fi Connection <p>Library - E- literary in possess.</p>
--

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1000	6 Lac	100	1 Lac	1100	7 Lac
Reference Books						
e-Books						
Journals	-	-				
e-Journals	-	-				
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	50	03	02	-	-	04	04	06
Added								
Total								

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

Training to students in vocational sections

4.6 Amount spent on maintenance in lakhs :

i) ICT	<input type="text"/>
ii) Campus Infrastructure and facilities	<input type="text" value="70"/>
iii) Equipments	<input type="text" value="15"/>
iv) Others	<input type="text" value="05"/>
Total :	<input type="text" value="90"/>

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Anti-section harassment initiatives
- Anti-ragging committee and Re-dressal committee to monitor
- Monitor System
- Awareness created with regard to fueships/Scholarship
- Encourage students to participate in National/International Sports and cultural competition.
- Encourage students to avail skill development programs.
- Extra class for slow learners
- Encourage them to avail placement opportunities.

5.2 Efforts made by the institution for tracking the progression

- Terminal Examination and feedback.
- Departmental meetings to assess the progress of teaching-learning.
- Evolution and Implementation
- Study and Education tours.
- Organizes exhibition, workshops, guest Lectures
- Mentors programmers.
- Extra classed for week students conducted

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
5601	576		

(b) No. of students outside the state

160

(c) No. of international students

NIL

Men	No	%	Women	No	%
	0	0		100	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
384	55	05	85	01							

Demand ratio

Dropout 2%

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

- NET/JRF/CAT/GATE, BANK EXAMS
- Coaching for UPSC and Banking is being planned.

No. of students beneficiaries

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

- Academic:- Mentors are taking care of students in batches
- Personal:- Interaction from one to one
- Career: - Soft Skill, technical skill.
- Psycho-social: - Deptt. of Psychology takes care of the students who needs psychology help.
- Counselling through workshop is made available.

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
01	340	10	

5.8 Details of gender sensitization programmes

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
1. Financial support from institution	NIL	
2. Financial support from government	02 (SC)	3146
		3530
Total		6676
2.1 From DWO Patna Vide Letters No. 315 Dated :- 24.01.2014		
2.2 From DWO Patna Vide Letters No. 3169 Dated :- 24.01.2014	108	4,57316
3. Financial support from other sources		
3.1 From Special Secretary Govt. of Bihar file No. 5/direct scholarship -05-156-1082/2015 dated 687/28.1.2016		
	24	1,47,920
3.2 From Special Secretary Govt. of Bihar file No. 5/direct scholarship-05-157-1088/2015 dated 674/28.1.2016		
	57	2,52,880
4. 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: _____NIL_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

J.D. Women's College is committed to empower women with educational tool for becoming self-reliance and to assume leadership roles.

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

- * Need assessment is done through evaluating the feedback from stakeholders.
- * Vocational/Add-on Courses: our faculty works out the needed change keeping in mind the global competency.

6.3.2 Teaching and Learning

- * Promotion of IT based learning and Smart board aided teaching.
- * Preparation of assignments and projects by students.
- * Class seminars on relevant topics.
- * Guest Lectures
- * Workshop and seminars are organized regularly.

6.3.3 Examination and Evaluation

- * Regular terminal examinations.
- * Updating of students performance to the parents during PTA Meet.

6.3.4 Research and Development

- * Publication of Annual College Magazine "DEEPTI".
- * Minor Research projects are done by the teachers.
- * Guidance to research scholars for Ph.d degree.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- * Development of e-library.
- * Membership to INFLBNET/DELNET.
- * Broadband Internet facility and Wi-Fi Connectivity.
- * Exclusive library for Vocational Courses.
- * Usage of Smart Boards.

6.3.6 Human Resource Management

- ☞ Yoga classes for Non-Teaching Staff to tone mine and body.
- ☞ Regular Staff meetings of teaching and Non-teaching members. *
- ☞ Meeting of different committees.
- ☞ Well – equipped gymnasium for physical exercises
- ☞ Indoor-Outdoor games facilities are available
- ☞ Training facility of Judo and Karate for the self – defence of the student.
- ☞ Separate cell foe game & sports under skilled trainer
- ☞ Driving training facility for students available

6.3.7 Faculty and Staff recruitment

* Recruitment of Management Appointed Regular (MAR) faculty members in Arts/ Science/Vocational Streams.

6.3.8 Industry Interaction / Collaboration

* All the Professional/Vocational Departments have in industry interactions.

6.3.9 Admission of Students

- * Online initiated.
- * Admission on the basis of merit list.
- * Roaster System is strictly followed

6.4 Welfare schemes for

Teaching	University
Non teaching	✓
Students	✓

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) have been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	✓	-	✓	NAAC
Administrative	-	-	✓	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?

* Results Computerized
* Centralised Evolution
* Online Result

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

* The University has not encouraged the Colleges

6.11 Activities and support from the Alumni Association

XXX XXXX

6.12 Activities and support from the Parent – Teacher Association

* Encouragement is given.
* Show cause notice concerning shortage of attendance appreciated.
* They give positive feedback on College and its functioning.
* They are there when we need them.
* Regular Parent Teachers meet is organized.

6.13 Development programmes for support staff

* Computer literacy Programme.
* Yoga classes.

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

- * 'Rally and Cleanliness Drive'
- * Green audit.
- * Planting trees.
- * Keeping the campus free from plastics and all kinds of wastes.
- * Plantation of Medicinal Plants
- * Garbage segregation.

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.

- * Environment Consciousness Programme.
- * Use of plastic Bags is discouraged.

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

- * Introduction of new inter disciplinary Course.
- * Internal improvement examination for Students unable to pass after two attempts in semester examination.
- * Wi-Fi internet facilities.
- * Online selection for admission.
- * Major Research project funded by U.G.C
- * Indoor sports Centre & GYM
- * New Commerce block.
- * R.O. Drinking water supply & I.D for Students (Adhar Card)

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

- * Merit Scholarship.
- * Human Chain and Awareness programme.

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

7.4 Contribution to environmental awareness / protection

- *Protect Girl Child.
- * Slogan for environment Awareness.
- * Stop Sound pollution & Smoke
- * Community Awareness Workshops / Camps / fair.
- * Plantation.
- * Spring loaded stoppers to minimize water loss.
- * Severs for lights, fans and air Conditioning units.
- * E-Waste management.

7.5 Whether environmental audit was conducted?

Yes

No

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

- * Research and Publication Programme.
- * Extension Activities.
- * Consultancy Programme.
- * Collaborations Programme.
- * Programme for soft skills and personality development.
- * Feedback for Students and Teachers Analysis programme.

8. Plans of institution for next year

- * Involving students in research work.
- * Personality development Programme.
- * Improvement of intra - structure.

Name : Prof. Rekha Mishra



Signature of the Coordinator, IQAC

Name: Prof. (Dr.) Meera Kumari



Signature of the Chairperson, IQAC
