

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

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

SREE NARAYANA GURU COLLEGE

1.2 Address Line 1

P.L.LOKHANDE MARG

Address Line 2

CHEMBUR[West]

City/Town

MUMBAI

State

MAHARASTRA

Pin Code

400089

Institution e-mail address

sngccmumbai@gmail.com

Contact Nos.

022 25250926/022 25254018

Name of the Head of the Institution:

Dr.Ravindran Karthadai

Tel. No. with STD Code:

022 25254018

Mobile:

9773497630

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		2004	05
2	2 nd Cycle	B	2.73	2012	05
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 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 14/03/2014 (DD/MM/YYYY)
- ii. AQAR _____ (DD/MM/YYYY)
- 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

(e.g. 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)

<input type="checkbox"/> B.Sc. Information Technology,
<input type="checkbox"/>

1.12 Name of the Affiliating University (for the Colleges)

University of Mumbai

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"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="07"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="02"/>
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="Nil"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="15"/>
2.10 No. of IQAC meetings held	<u>3</u>

2.11 No. of meetings with various stakeholders:	No.	<input type="text"/>	Faculty	<input type="text"/>
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Non-Teaching Staff 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

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

* 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

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	--	--	--	--
PG	01	Nil	01	Nil
UG	06	Nil	05	Nil
PG Diploma(IPR)	01	--		
Advanced Diploma	--			
Diploma	--			
Certificate	01			
Others	--	01[NUSSD]	--	--
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	7 (6+1 P.G)
Trimester	-----
Annual	(Repeaters')

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, Syllabus is revised regularly by University as per Industry requirements.

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
07	18	02	01	01

2.2 No. of permanent faculty with Ph.D.

01

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
Nil		Nil		Nil	01				

2.4 No. of Guest and Visiting faculty and Temporary faculty

		15
--	--	----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended			
Presented papers	01	03	
Resource Persons		01	02

* Mrs.Bhise - Resource person for expert guidance lecture in T.Y.B.Com

*Mr. Hinduja – Recourse person for ICMA Training.

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

<ol style="list-style-type: none">1. Use of ICT In Teaching2. Remedial Coaching for weak students.

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

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

Photocopy system

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

01.		
-----	--	--

*(Chairperson of T.Y.B.Com University Exam Business Economics)

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.Com						

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

- IQAC encourages faculties to use ITC method for teaching
- Regular feedback is taken from students
- Faculties are encouraged to attend seminars/present papers

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	Nil
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	Nil
Faculty exchange programme	Nil
Staff training conducted by the university	01
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others[Training programme by TISS]	04

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	8	1	NIL	
Technical Staff	6	2	NIL	
Librarian	1	0		

Criterion – III

3. Research, Consultancy and Extension

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

Presentation of Research Paper by Faculty twice in Semester.
Organising seminar on research paper presentation.

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	01.		
Non-Peer Review Journals			
e-Journals			
Conference proceedings		04	

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	-----	01	----	----	----
Sponsoring agencies	-----	----	----	----	----

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

3.13 No. of collaborations International National Any other (TISS)

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

-
-

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				
Class rooms	12931.86			
Laboratories	1576.50			
Seminar Halls	1710.83			
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

Library Circulation, Issuing, Returning, Accession Entry,

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2638	----	1078	1,18,651	3716	----
Reference Books	4498	----	39	3863	4537	----
e-Books	-----	----	----	----	----	----
Journals	11	----	----	----	----	----
e-Journals	Infonet	5,000	----	----	Infonet	----
Digital Database	-----	----	----	----	---	----
CD & Video	100	----	----	----	100	5000
Others (specify)	-----	----	----	----	----	-----
General Book Bank	679	1,47,082	475	49,765	1154	1,96,838
SC/ST Book Bank	357	83,385	215	24,156	572	1,07,541

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	-----	2	----	-----	-----	-----	-----	----
Added	-----	-----	----	-----	-----	----	-----	----
Total	-----	-----	-----	-----	-----	----	-----	----

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

✓

4.6 Amount spent on maintenance in lakhs:

- i) ICT
 - ii) Campus Infrastructure and facilities
 - iii) Equipments
 - iv) Others
- Total:**

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Regular Staff meeting to review the activities and to invite suggestions for improvement

5.2 Efforts made by the institution for tracking the progression

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
683	108	--	--

(b) No. of students outside the state

04

(c) No. of international students

--

Men	No	%	Women	No	%
	386	57		297	43

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
				1		618	134	14	25	Nil	791

Demand ratio

Dropout %

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

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

Career Awareness Session on:

1. Career as Company Secretary ship - Mrs. Lakshmi
2. Counseling session on Anger Management & Mental health - Mrs. Vanda Borges
3. Mockstock – Mr. Poorv Shah (BSE – Mumbai)
4. Session on Group Discussion & Interview – TIME
5. Orientation for aptitude test - Educare
6. Employability test for final year students
7. Awareness drive towards Voter Identity
8. Debate on the Rights of youth in Democracy - Eve Empower
9. Investor’s Awareness Programme

No. of students benefitted

150

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
10	80	35	

5.8 Details of gender sensitization programmes

Gender Sensitization Workshop held in month of September.

5.9 Students Activities

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

State/ University level

40

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		
Financial support from government		
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: _____ Nil _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: Empowerment through Higher Education to all strata of Society.

Mission: Quality Education to all irrespective of caste, creed, socio- economic status and uplift the poor and downtrodden. Enhancing the personality by fostering moral and ethical values and to produces dynamic and able minded youth.

6.2 Does the Institution has a management Information System

Yes,

1. Administrative procedures including Finance.
 2. Students Admission
 3. Students records
 4. Examination procedures
 5. Others
-
- A. Maintenance of records in conventional forms for submission to University and Government whenever required.
 - B. Display Merit list of students admitted in College on the notice board.
 - C. Students' details, Parents profile are also maintained in conventional files.

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

6.3.1 Curriculum Development

1. Introduction of new professional courses
2. Enhance competence building – College has tied up with TISS which is organizing NUSSD programme as part of Skill Development program.
3. University approved Certificate course in Computer Application (Data Care Management)

6.3.2 Teaching and Learning

1. Bridge Course for new entrance at F.Y.B.Com level especially in English and Maths.
2. Study materials in simple English are prepared by faculty to enable students from vernacular medium.
3. ICT enabled teaching.
4. Remedial coaching for SC / ST / OBC/ Non-creamy layer by UGC
5. Project work (Skit/survey) as part of assignments.
6. Designing Syllabus for certificate courses by faculty.
7. Feedback mechanism.
8. Students' Associations (Commerce & English)

6.3.3 Examination and Evaluation

1. Continuous internal assessments
2. College follows norms stipulated by the University for Semester end exams.
3. Class tests.
4. Centralized Assessments Procedure.
5. Rechecking and Revaluation for students benefit.

6.3.4 Research and Development

1. Teachers regularly to present / participate in conferences / seminars at National / International Seminars levels.
2. Faculty members have authored text books.
3. College research cell conducts monthly seminars for teachers.

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Area in Sq.ft –
2. Number of titles /books – 9979
3. Number of Secondary source – 9979
4. Number of dailies – 15
5. Number of magazines – 11
6. Number of Journals – 10 *
7. Institutional Membership – No
8. Number of Computers – 05
9. Interconnectivity – Yes
10. Software available – Inhouse develop software available
11. CDs' – 100
12. ICT no. Of computer – old lab – 36 New lab – 61 Total – 97
13. Number of Laptops – 2
14. Number of LCD projector – 1

6.3.6 Human Resource Management

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6.3.7 Faculty and Staff recruitment

1. Recruitment of Faculty and Staff for administration is purely on merit.
2. College follows norms of selection procedures.
3. For unaided courses, College appoints a panel of experts to recruit the right candidate.

6.3.8 Industry Interaction / Collaboration

1. College organises Industrial Visits/ field Trips to enable the students to gain practical knowledge of Industries.
2. Expert lectures in the classrooms are arranged where experts from Industries / Corporate are invited to give valuable insights about actual corporate practices
3. Guest faculties are at times from corporate

6.3.9 Admission of Students

1. S.Y & T.Y admission of students are strictly on merit
2. For First Year Students University has introduced online system
3. College follows the norms stipulated by University

6.4 Welfare schemes for

Teaching	Staff Picnic
Non teaching	1. Staff Picnic 2. Uniforms are provided for Class IV Employees 3. Loans are provided to Non-teaching staff
Students	1 To encourage meritorious students, Students' Aid fund is provided. 2 Students were benefitted and were given Rs.1000/- each 3 Book Bank Schemes for General / Backward category 4 Earn while Learn Scheme is introduced.

6.5 Total corpus fund generated Rs.33, 000/-

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				
Administrative				

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?

1. Credit base semester system.
 2. Continuous evaluation system
 3. Grading system
 4. Introduction of Additional Exam for each semester
 5. Internal Assessment

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

6.11 Activities and support from the Alumni Association

1. Alumni Meet is organized every year

6.12 Activities and support from the Parent – Teacher Association

1. PTA meeting are conducted – An Orientation programme was organized for Parents to make them familiar with the new Credit base Semester system and the other facilities provided by the College.
2. Parents are individually called if their ward face specific issue / problems

6.13 Development programmes for support staff

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

1. Tree plantation drive in the campus
2. Saplings were planted in the campus in Association with BPCL.
3. Use of paper cups instead of plastic in the canteen.

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.

Monthly seminars for teachers – as part of faculty improvement initiative, College have started conducting seminar every month for the faculty members of the College.

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

Monthly staff meetings and term end meetings are conducted to review the plan of action / the activities held

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

1. Students Council played an active role in organizing extra circular activities.
2. Oasis inter- collegiate fest was organized by the Council. BMM student designed the brochure of the fest.
3. BMM students designed the Cover page for College magazine.

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

7.4 Contribution to environmental awareness / protection

NSS carried out the following activities:-

1. Tree plantation in the campus and in the adopted area
2. HIV – AIDS Awareness
3. Malaria Awareness
4. Pulse Polio Drive
5. Road safety campaign
6. Energy conservation campaign
7. Anti-addiction campaign
8. No plastic campaign

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

1. Four New courses at Undergraduate level
2. Remedial coaching in Maths and Accountancy
3. Frequent PTA meetings
4. Research cell
5. Internal Seminar twice in a year
6. Mentoring system at T.Y level
7. Summer inter –ships for students
8. Encourage more sports activities
9. Organize workshop to enhance skills
10. Entrepreneurship programmes
11. Produce skilled employable Human Resources
12. Procure more learning resources at library
13. Teaching staff to undertake minor research
14. Institutional membership
15. More welfare schemes for students
16. Enchantment of software available
17. Special importance to staff , faculty and student welfare

Name _____

Name _____

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
