

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) in Accredited Institutions
(Revised in October 2013)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

Contents

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

Part – A

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

Part – B

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

Document revised by: Dr. Ganesh Hegde, Assistant Adviser and B. S. Ponmudiraj, Assistant Adviser, NAAC

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

Introduction

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

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

Objective

The primary aim of IQAC is

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

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) The relevance and quality of academic and research programmes;

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

Functions

Some of the functions expected of the IQAC are:

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

Benefits

IQAC will facilitate / contribute

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

- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

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

The composition of the IQAC may be as follows:

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

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

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

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

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local

society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

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

Operational Features of the IQAC

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

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

Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle’s accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

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

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

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

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

I. Details of the Institution

1.1 Name of the Institution

**RASHTRIYA SANSKRIT SANSTHAN
DEEMED UNIVERSITY
Guruvayoor Campus, P.O. Puranattukara
Dist. Thrissur - 680 551.**

1.2 Address Line 1

Guruvayoor Campus

Address Line 2

P.O. Puranattukara

City/Town

Thrissur

State

Kerala

Pin Code

680 551

Institution e-mail address

rss.guruvayoor@gmail.com

Contact Nos.

91-9446037208, 0487-2307608

Name of the Head of the Institution:

Prof. Ch. L. N. Sarma

Tel. No. with STD Code:

0487-2307608

Mobile:

91-9446037208

Name of the IQAC Co-ordinator: Prof. C. L. Cicily

Mobile: 91-9539469700

IQAC e-mail address: rss.guruvayoor@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 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: www.sanskritguruvayoor.org

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	A+		2011	5 years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY 05/08/2011

1.8 AQAR for the year (for example 2010-11) 2014-15

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 _____ (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

(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)

RASHTRIYA SANSKRIT SANSTHAN
DEEMED UNIVERSITY, NEW DELHI.

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence	<input type="text" value="√"/>	UGC-CPE	<input 115="" 415="" 436"="" 519="" data-label="Section-Header" text"="" type="text" value="---</input></td> <td></td> <td></td> </tr> </table> </div> <div data-bbox="/> <p>2. IQAC Composition and Activities</p>
--	--------------------------------	---------	---

2.1 No. of Teachers	<input type="text" value="06"/>
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="Nil"/>
2.5 No. of Alumni	<input type="text" value="Nil"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="Nil"/>
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="10"/>
2.10 No. of IQAC meetings held	<input type="text" value="03"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="03"/> Faculty
Non-Teaching Staff	<input type="text" value="03"/>
Students	<input type="text" value="03"/>
Alumni	<input type="text" value="01"/>
Others	<input type="text" value="01"/>

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

Emerging Trends on Sanskrit Education – Advita -Vedanta, Sahitya, Navya-Nyaya, Vyakarana, Jyotisha. Department of Modern Subjects (English, Hindi, Malayalam, History, Computer Science, Physical Education)

2.14 Significant Activities and contributions made by IQAC

1. IQAC is motivating teacher on quality improvement
2. IQAC encourages the research based work.
3. IQAC recommends student centric core procedures

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
➤ Creation of Conducive Educational Environment	Remedial classes have been taken
➤ Comprehensive Teaching Quality enhancement Programme	Teachers used modern strategies for teaching i.e., Language Lab, Computer Lab, Power Point etc.
➤ Feed Back from students as well as teachers	Implemented through corrective measures

* Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Appreciated the plans and achievements.
After active discussions, incorporated valid suggestions

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	5	nil	nil	nil
PG	4	nil	nil	nil
UG	6	nil	nil	nil
PG Diploma	-	nil	nil	nil
Advanced Diploma	-	nil	nil	nil
Diploma	-	nil	nil	nil
Certificate	-	nil	nil	nil
Others	-	nil	nil	nil
Total		nil	nil	nil
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	For Prak-Shastri and Siksha-Shastra

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

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
25	15	6	4	13

2.2 No. of permanent faculty with Ph.D.

24

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

13 0 0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	11	153	05
Presented papers	12	108	05
Resource Persons	04	30	nil

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

Unique Teaching Methods like Vag Vardhini, Monthly Seminars etc.

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

190

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

Examination/ evaluation etc. is under the jurisdiction of Rashtriya Sanskrit Sansthan, New Delhi.

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

5

2.10 Average percentage of attendance of students

95%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Plus Two	67	01%	15%	33%	37%	90%
UG	132	28%	52%	14%	nil	94%
PG	46	52%	41%	07%	Nil	100%
B.Ed	129	4%	94%	---	---	98%

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

As the nodal agency of the college, the IQAC communicates and engages staff from different constituents with due discussion with the Principal. It enjoys all sorts of cooperation of the teaching and the non-teaching staff. The institutional mechanism for continuous review of teaching learning is entrusted to the Academic Committee of the college and the convener of the academic committee authorized to keep track of the routine teaching learning activities. The Academic Committee has been formed to monitor the Teaching-Learning and Evaluation of internal examinations. The performance of the students is monitored in the continuous evaluation process.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	---
HRD programmes	---
Orientation programmes	01
Faculty exchange programme	---
Staff training conducted by the university	---
Staff training conducted by other institutions	---
Summer / Winter schools, Workshops, etc.	8
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	16	8	NIL	17
Technical Staff	1			

Criterion – III

3. Research, Consultancy and Extension

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

The IQAC meets regularly to discuss various plans to promote research climate and motivate the faculty for academic advancement.

The IQAC of the institution encourages the staff members to undertake major and minor research projects and to organize seminars, workshops and conferences, etc.

The staff and students are informed about the various fellowships available and they are encouraged to apply for the same.

3.2 Details regarding major projects : Nil

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects: Nil

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	1	25	1
Non-Peer Review Journals	Nil	1	Nil
E-Journals	Nil	Nil	Nil
Conference proceedings	4	13	3

3.5 Details on Impact factor of publications: NA

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	6 MONTHS			
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					
Sponsoring agencies					

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	NA
	Granted	NA
International	Applied	NA
	Granted	NA
Commercialised	Applied	NA
	Granted	NA

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

3

3.19 No. of Ph.D. awarded by faculty from the Institution

2

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

The Campus encourages the faculty and students to take up various activities relating to extension and social responsibilities.

Apart from the regular work, a number of faculty and students actively take part in various social activities through NSS.

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	15.15	-	-	15.15
Class rooms	30	Nil	Nil	30
Laboratories	5	Nil	Nil	5
Seminar Halls	1	Nil	Nil	1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	Nil	Nil	Nil	---
Value of the equipment purchased during the year (Rs. in Lakhs)	Nil	Nil	Nil	---
Others	Nil	Nil	Nil	---

4.2 Computerization of administration and library

Steps have been taken to computerize the library.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2510	401600	140	22600	2650	424200
Reference Books	1157	507304	31	17448	1188	524752
e-Books	Nil					
Journals	51	54100	55	41680	55	41680
e-Journals	Nil					
Digital Database	Nil					
CD & Video	32	17144	32	17144	32	17144
Others (specify)	Nil					

4.4 Technology up gradation (overall) Nil

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	74	2	4	1	nil	2	6	nil
Added	--	-	-	-	-	-	-	nil
Total	74	2	4	1	nil	2	6	nil

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

The well equipped campus computer lab provides computer training to our students.

Effort has been made to provide computer training to staff.

4.6 Amount spent on maintenance in lakhs : Nil

i) ICT

Nil

ii) Campus Infrastructure and facilities

Nil

iii) Equipments

Nil

iv) Others

Nil

Total :

Nil

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Tutorial classes are introduced for the academically weak students identifying their area of weakness.

Awareness is created among the students about competitive exams. through career guidance and counseling cell.

Grievances Re-dressal Cell is working for students support.

Encouraging student's participation in academic and co-curricular activities to enhance classroom learning.

5.2 Efforts made by the institution for tracking the progression

The teachers and students are motivated to participate and present papers in seminars/workshops organised by various colleges.

Periodical review of academic activities of the students in programmes like VAG-VARDHINI and about timely covering of the syllabi.

Faculty involvement through counselling system

Regular feedback from students

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
198	48	4	128 (SS) = 378

(b) No. of students outside the state

91

No. of international students

NA

Men

No	%
116	30.7

Women

No	%
262	69.3

Last Year (2013-14)						This Year (2014-15)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
201	26	01	80	Nil	308	237	27	04	110	--	378

Demand ratio : 66.54

Dropout %: NA

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

Free coaching classes held to prepare the students as well as outsiders for UGC NET/JRF examination.

No. of students beneficiaries

05

5.5 No. of students qualified in these examinations

NET	04	SET/SLET	--	GATE	---	CAT	---
IAS/IPS etc	---	State PSC	01	UPSC	---	Others	---

5.6 Details of student counselling and career guidance

We don't have any formal cell for student counselling and and career guidance. But whenever students approach any faculty for counselling or guidance, they are helped thoroughly. Students have an easy access to all teachers for such matters. Counselling classes are conducted for prak-sasthri and sastri students.

No. of students benefitted

30

5.7 Details of campus placement : NA

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

5.8 Details of gender sensitization programmes

Girls are encouraged and supported for taking initiatives in extracurricular activities.

Professional counsellors are invited to conduct programmes for women staff and women students.

Professional counselling is also provided to girl students whenever required.

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	262	2200201
Financial support from government	34	313600
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	1	182500

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:

Potable water provided, at most care taken for sanitisation of toilets and constant vigil on food quality for hostellers etc. Arrangement of Bus Pass facility

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

- 1. To revive and revitalize the traditional sastric Sanskrit knowledge and bring them to the modern streams of education with special reference to Kerala's Tradition and Heritage.*
- 2. To mould students of the institution into well-meaning citizens of the nation through a socially committed, intellectually inclined, culture driven and future oriented paradigm of learning.*

MISSION

- *The institution shall always strive to stride forward and keep pace with the changing needs and spirit of the times, with its gloriou past.*
- *The campus shall continue to foster talent and build on its rich repository of fame and prestige.*
- *Planning for Interdisciplinarity and multidisciplinary studies as per the guidelines of Sanskrit Commission.*
- *Giving intensive training for manuscriptology and Paliography, along with Prakrithic knowledge.*
- *Guruvayoor Campus in association with Kudiyattam Gurukulas and Kerala Kalamandalam plans to organize the study of performing Arts.*
- *The institution shall signify learning from the past, assimilating the present and planning for the future.*

The administrative bodies of the institution and the statutory supervisory bodies of Rashtriya Sanskrit Sansthan have established a system of checks and balances to ensure that the vision and mission are achieved. The curricular and co-curricular activities of the institution which are directed towards the total development of the students personality at top level development are properly carried out and monitor by the teaching departments and the bodies such as the NSS, Women Cell and various clubs of the campus.

6.2 Does the Institution has a management Information System

Yes,

1. Records are maintained in hard copy form, the details are furnished as and when required by competent authority
2. Prospectus and Admission form available online and offline in the web site of Rashtriya Sanskrit Sansthan, Deemed University, New Delhi.
3. Admission fees receipt issued through manual.
4. Computerised admitted students list is notified & sent to university.
5. All Students admitted list records maintained in hard and soft copy.
7. Promoting both teachers and students to use Power point Presentations for Seminars, Group Discussion and others.

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

6.3.1 Curriculum Development

Rashtriya Sanskrit Sansthan (DU) organises Board of Studies from time to time and keeps its curricula abreast with the latest in competition.

6.3.2 Teaching and Learning

Best and well qualified teachers are the asset of the Campus who take maximum care in teaching and oversee the students' learning.

6.3.3 Examination and Evaluation

The Sansthan conducts both Semester and Annual examinations and conducts Central Evaluation at its Head-Quarters Office at New Delhi.

6.3.4 Research and Development

All India Pre-Research Test is conducted and the Research is done in tune with the latest guidelines of the UGC.

Teachers are kept updated about available scopes for applying for research grants.

Space and necessary infrastructural support is provided for research work.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library is regularly updated and upgraded. New books and journals are added every year.

An attempt for fully automation of administrative activities is also being made.

6.3.6 Human Resource Management

The campus has a well written policy on appointment of staff, training and development, compensation and handling grievances. The staffs are continuously monitored. The Staff grievances are taken care by respective authorities.

6.3.7 Faculty and Staff recruitment

Done by Rashtriya Sanskrit Sansthan (DU) after getting prior approval and sanction of posts as per work-load from the HRD Ministry.

6.3.8 Industry Interaction / Collaboration

NA

6.3.9 Admission of Students

Guided by the rules and regulations framed by Rashtriya Sanskrit Sansthan (DU).

6.4 Welfare schemes for

Teaching	Leaves, pension gratuity, loan etc as per Sansthan. Rules,
Non- Teaching	Leaves, pension gratuity, loan etc as per Sansthan. Rules
Students	Scholarships, Remedial classes, Welfare schemes implemented by Sansthan, free counselling and internet facility, sports and gym facilities.

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	UGC,	Yes	IQAC
Administrative	Yes	Account General Audit	---	---

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?

Campus has no role for examination reforms. The controller of examinations of the Sansthan reforms the examinations as and when required. But campus has liberty to conduct and reform internal examinations which are being carried out by the staff.

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

Sansthan provides all the necessary support to the campus from time to time.

6.11 Activities and support from the Alumni Association

Nil

6.12 Activities and support from the Parent – Teacher Association

Periodical meetings held from time to time to sort out the difficulties, the parents of some erratically behave students for proper counselling of their wards.

6.13 Development programmes for support staff

They are also provided assistance for economic facilities such as pension schemes/loans, different leaves like earned leaves/extra ordinary leaves in accordance with Sansthan norms.

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

Tobacco and smoke free zone.
Tree plantation and regular maintenance of beautiful landscape.
Best efforts are made to keep the campus plastic free

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.

To promote academic excellence in the teaching and research,

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

At the very beginning of the session an academic calendar is provided by Sansthan that includes schedule for teaching days, examination, vacations and admissions. In accordance with this the session 2014-15 and progress was also monitored.

To promote research culture among teachers as well as students IQAC proposed for organizing national seminars

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

Students Participation in Quality Enhancement.

Vag-Vardini (Group Discussion)

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

7.4 Contribution to environmental awareness / protection

We have a paper on Environmental Studies. Apart from this, we undertake various activities to contribute environmental awareness/protection such as Tree Plantation and cleanliness drive in the college campus and in the village where the annual camp of NSS is held.

7.5 Whether environmental audit was conducted?

Yes

No

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

STRENGTH:

- The students are given assignments which are assessed and common mistakes of the students are discussed and rectified in the class room. Monthly tests are arranged for the enhancement of students' knowledge.
- Team work and harmony amongst staff members
- Vibrant educational environment.
- Easily accessible location of the college
- Active participation of faculty members in research
- Publication of a yearly Journal with ISBN no.
- Community services by NSS,
- Felicitation of Meritorious students with Endowment prizes.

WEAKNESSES:

- Lack of major sports ground in the campus.
- Lack of auditorium for cultural activities.
- More sports facilities in the College are required.
- Traditional Syllabi -The syllabi of many courses are content wise not good. Needs updating
- Most of the students belong to rural background and have problems of language and communication skills.
- Lack of infrastructure facilities.

Opportunities:

- The campus has emerged as a learning hub since its inception. Every year with more strengths and more achievements its going on. It can provide more facilities and learning environment to the students to enhance their communication skills and overall personality so that they can meet the demands of the society and industries and can emerge as responsible citizen of the country.

THREATS:

- Less scope of employability in traditional subjects
- Financially weak students lead to subsequent dropouts.

8. Plans of institution for next year

- Faculty members of the various departments are to publish research papers in peer reviewed National and International journals.
- Eminent Resource persons to conduct Talks on issues and recent discoveries pertaining to their chosen fields.
- Conduct various intercollegiate and collegiate competitions like debates, essay writing, elocutions, quiz and so on.
- To arrange for state level seminars and workshops.
- Encourage the participation of the students in curricular and co-curricular activities.
- To start classes for competitive examinations.
- Encourage students' participation in seminars and workshops.
- To guide students for Net Examinations.
- To carry out more environment awareness programmes.

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

ANNEXURE – I (Feedback)

Analysis of Student Feedback - 2014-2015

I.Q.A.C. evaluated the teaching and learning process by collecting feedback. At the end of each programme, teachers performance was evaluated by collecting feedback from students. For this purpose distributed a questionnaire among students. Fourteen questions were included in the questionnaire. Students mark their responses in respective columns.

In the evaluation process parameters such as knowledge, communication skill, presentation skill, punctuality, regularity and time management, classroom management, use of innovative teaching methods including technology tools, mentoring and guidance, encouragement to co-curricular activities, interaction with parents and suggestions for the improvement of quality of teaching were included. The completely filled feedback from students were collected and subjected to a detailed analysis.

Four questions were included in the questionnaire for each parameter (Excellent, Good, Average, and Poor). The I.Q.A.C. team collected and analyses the survey reports from various departments. The results were expressed in percentage. Based on the findings, a report was prepared. A summary is given below:

- 81% of the students were of the opinion that the subject knowledge of teachers were found to be excellent.
- Majority have an opinion of excellent communication skill and classroom management.
- Most of the students have an impression that the teachers excellently interacted with students and maintained the discipline of the class.
- The students remarked that the teachers were always supportive in co-curricular activities and maintain a contact with their parents.
- 67% were excellent in usage of Teaching Aids, ability to step down to the student level and giving support of co-curricular activities.

ANNEXURE – II (Best Practices I & II)

BEST PRACTICE – I

Title of the Practice: Students Participation in Quality Enhancement.

Objectives of the practice

- To make the students conscious of the quality of the institution.
- To encourage students' participation in the enhancement of quality through their feedback.
- To develop quality circles with active involvement of students.
- To motivate the students in designing IQAC action plans and to take part in its implementation.

The Context

The students are an integral part of the education system. Any education system can only survive, if the active participation of the students is encouraged for addressing quality related issues in Higher Education institutions. .

Evidence of Success

- Consistently good academic records of the students
- Enhanced internet facility and number of books and journals in the library
- Coaching classes for competitive exams
- More facilities and opportunities for co-curricular activities
- No single day is lost due to students strike or unrest

Problems Encountered

- As most of the students hail from rural area, they show reluctance to become members of various committees and hesitant to speak out their problems and views.
- Once they started realizing the cordial atmosphere prevails in the institution they gradually show interest and play active roles in the committees and bodies.

Annexure-III,

BEST PRACTICE – I I

Title of the Practice: Vag-Vardini (Group Discussion)

Objectives of the practice One of the best practices of the campus in this year is the introduction of **Vag-Vardini** (group discussion) among the students. Aim of this practice is to provide facility to enhance vocal power and art of speech.

The context:

In the present higher education scenario, the definition of education extent to access, accountability and quality having market demand. So it is need of hour to educate the students of their minds, their mouths and their hands also making them efficient to appear before global competition.

The practice:

The practice is going on since its inception throughout the entire departments of the college. Group discussion is done in the classroom once in every week for every class. Students of a class are divided into several groups by four or five. They discuss the question among themselves and a student deliberates it from each group and others listen. Every group has the liberty to put question to the other groups. Teacher evaluates the same.

Evidence of success:

This practice enhanced the vocal power of the students and motivates towards creativity. It is observed that students became thrust to improve the spirit of understanding through the lesson.

The problem encountered:

There are some problems arise to commit the practice that the irregular students fell hesitation and suffered ill feelings. However, they are separately motivated through amusement.