

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 MHC0GN16601-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.

9446037208, 04872307608

Name of the Head of the Institution:

Prof. Ch. L. N. Sarma

Tel. No. with STD Code:

0487 2307608

Mobile:

9446037208

Name of the IQAC Co-ordinator:

Prof.V.K.Shylaja

Mobile:

9446761837

IQAC e-mail address:

rss.guruvayoor@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

N.A.

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)

N.A.

1.5 Website address:

N.A.

Web-link of the AQAR:

N.A.

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)

2012-13

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 NCTE 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)

UGC Programmes

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

RASHTRIYA SANSKRIT SANSTHAN
DEEMED UNIVERSITY

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

Autonomy by State/Central Govt. / University

MHRD

University with Potential for Excellence

YES

UGC-CPE

NA

DST Star Scheme

NA

UGC-CE

NA

UGC-Special Assistance Programme

NA

DST-FIST

NA

UGC-Innovative PG programmes

NA

Any other (*Specify*)

NA

UGC-COP Programmes

NA

2. IQAC Composition and Activities

2.1 No. of Teachers

6

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

1

2.4 No. of Management representatives

Nil

2.5 No. of Alumni

N.A.

2.6 No. of any other stakeholder and
community representatives

N.A.

2.7 No. of Employers/ Industrialists

NA

2.8 No. of other External Experts

1

2.9 Total No. of members

9

2.10 No. of IQAC meetings held

3

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

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Conducted remedial coaching for backward students to enhance their learning capability.
- Enhanced intake of students at Prak-Shastri Ist year, Shastri Ist year and Acharya Ist year.

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
Feedback from student	Successfully done. Helped in the academic and physical infrastructure development.

Strengthening the Quality of Academics.	Various seminars and workshops are conducted on the by the experts of university or other colleges
Promoting Teachers to do refresher/orientation courses.	For learning new trends, time to time guidance was given to the faculty members for attending refresher and orientation courses.
Motivating students and staff for research, and providing them assistance	Lecture series exclusively on “Research Methodology” was organised. National Level seminars and conferences has been organised for students and faculty members separately.

** 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

The action taken Has been approved by statutory body.

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	1	nil	nil	nil
PG	4	nil	nil	nil
UG	5	nil	nil	nil
PG Diploma	nil	nil	nil	nil
Advanced Diploma	nil	nil	nil	nil
Diploma	nil	nil	nil	nil
Certificate	nil	nil	Nil;	nil
Others	nil	nil	nil	nil
Total	14			

Interdisciplinary	nil			
Innovative	nil			

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	UG,PG
Trimester	NIL
Annual	Prakshastri,B.Ed

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, Hindi syllabus at UG level revised.

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
24	14	6	4	14

2.2 No. of permanent faculty with Ph.D

22

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

14

NA

NA

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	4	56	9
Presented papers	4	60	6
Resource Persons	0	9	0

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

Conducted various debate, elocution, quiz, group discussion competitions.

language lab is used to enhance communicative skills.

Departmental tests are taken.

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

186

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

No

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

2

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

2.10 Average percentage of attendance of students

90%

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	6	50	11		100
UG	134	10	120	2		98.5
PG	66	2	50	4	5	92.4
B.Ed	90	-	70	20		100

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

The Campus encourages research, publications, paper presentations and participation in international/national/regional workshops, conferences and symposia. Senior faculty and administrative heads discuss future plans of the institution and prepare a road map for quality assurance and enhancement.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	nil
HRD programmes	nil
Orientation programmes	1
Faculty exchange programme	nil
Staff training conducted by the university	1
Staff training conducted by other institutions	nil
Summer / Winter schools, Workshops, etc.	9
Others	nil

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	14			
Technical Staff	4			

Criterion – III

3. Research, Consultancy and Extension

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

IQAC encourages teachers to pursue research-works (Ph.D.).

The campus authorities provide all possible support for carrying out research work.

Eminent speakers including Fulbright Scholars professors and Heads of research Institutions are invited for motivational talk.

3.2 Details regarding major projects - No

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects - No

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	2	44	1
Non-Peer Review Journals	NIL	NIL	NIL
E-Journals	NIL	NIL	NIL
Conference proceedings	NIL	NIL	NIL

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	NIL			
Minor Projects	NIL			
Interdisciplinary Projects	NIL			
Industry sponsored	NIL			

Projects sponsored by the University/ College	NIL			
Students research projects <i>(other than compulsory by the University)</i>	NIL			
Any other(Specify)	NIL			
Total	NIL			

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 - **NA**-

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

3.9 For colleges - **NA**- 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	No	No	No	No	No
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

Type of Patent	Number	
National	Applied	NA
	Granted	NA

3.16 No. of patents received this year

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

1

1

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

1

SRF

--

Project Fellows

--

Any other

--

3.21 No. of students Participated in NSS events:

University level

State level

60

National level

International level

3.22 No. of students participated in NCC events: NA

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:

NA

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

- Encourage the students to engage in community services.
- Cleaning College Premises

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 (\geq 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

Proposed to computerize the library

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	3173	538710	487	121750	3660	660460
Reference Books	1190	550112	31	48209	1221	598321
e-Books	Nil					
Journals	30	9909	40	34049	70	43958
e-Journals	Nil					
Digital Database	Nil					
CD & Video	32	17144	Nil		32	17144
Others (specify)						

4.4 Technology up gradation (overall)

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

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

The campus provides internet facilities to all the Departments. Free Internet and Browsing facilities are available for both Teachers and students at library.

Most of the members of teaching and non-teaching staff are well versed in the use of computer applications for administration and research.

Projector and speakers have been installed in conference hall.

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

IQAC discusses the various needs of the students and take necessary actions to fulfil the same

5.2 Efforts made by the institution for tracking the progression

Remedial classes for weak students
 Parents meet and Personal meeting with students
 Internal tests and Surprise tests
 Seminars, and Assignments

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
201	66	-	90 (Siksha Sasthri)

(b) No. of students outside the state

75

(c) No. of international students

Men	No	%	Women	No	%
	104	29.13		253	71

Last Year(2011-12)						This Year(2012-13)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
154	61	1	153	Nil	369	151	57	0	149	---	357

Demand ratio 62.85 Dropout % 3

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

Revis Teachers coach final year students subject wise for competitive exams

Relevant books are provided by staff and library for competitive exams

No. of students beneficiaries

Nil

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

It listens to the needs and problems of the students and takes initiative to solve them in consultation with the authorities. The members of the cell study the functioning of the campus activities and give suggestions to check the quality enhancement.

No. of students benefitted

25

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

Steps are taken to create awareness.

5.9 Students Activities : *Medals and Cash prizes. Best sportsmen are encouraged and prepared for senior level. To participate in Youth Festival, State Sport, Special coaching and scholarship is given*

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	261	1435933
Financial support from government	34	313600
Financial support from other sources	-	---
Number of students who received International/ National recognitions	1	348296

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

04

5.13 Major grievances of students (if any) redressed: _____

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 Interdisciplinery 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

- Research publications by faculty
- Participation in workshop & seminars
- Organizing seminars
- Workshop and orientation classes for staff and students

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library committee purchases books as suggested by staff and students.

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).

Teaching	Leaves, pension gratuity, loan etc as per Sansthan. Rules,
Non teaching	Leaves, pension gratuity, loan etc as per Sansthan.

6.4 Welfare schemes for

	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

NA

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

- Maintenance of College campus
- Planting saplings adding greenery to the campus
- Well maintained gardens in the campus

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Computer & Internet facilities.

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

IQAC prepares an action plan at the beginning of the year, collected monthly reports and discussed improvements in staff meetings, necessary actions are taken and help provided to see the programmes running as scheduled in the year plan.

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

- Promotion of planting more plants in the Campus.
- NSS volunteers bringing awareness among the public through community service.

7.5 Whether environmental audit was conducted? Yes No

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

SWOT analyses

Strength

- Harmonious and politicised academic environment, learner cordial ambiance, Eco friendly Campus, Proper dissemination of information, Dedicated Staff, Interpersonal rapport between management, staff and students, Making use of and maintenance of maximum infrastructure facilities, Well integrated counselling facility, Systematic functioning of value education programme, Well structured tutorial system, dynamic and resourceful faculty unit, well equipped fitness centre.

Weakness

- High rate of student composition from less privileged social strata, Lack of international exposure for students, , Lack of autonomy in course selection and appointment, inadequate facility of renewable energy resource.

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

- National and international Seminars
- To achieve 100% of renewable green energy in the campus
- To increase digitalised data base in Library
- Facilitate more international educational exposure for faculty and students
- Increase the number of ICT enabled classrooms

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
