

*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](mailto: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.

**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 <sup>st</sup> Cycle	A+		2011	5 years
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

05-08-2011

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

2013-14

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

- Enhancement in teaching-learning process and research work.
- Motivating teachers to participate in research and extension activities to enhance the quality of teaching and learning. They are also encouraged to carry out major and minor projects.
- Promoting teachers to participate in Faculty Development Programmes

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
Enrichment of the quality of education.	<ul style="list-style-type: none"><li>• Strict monitoring of completion of topics as per the syllabus.</li></ul>

<p>To inculcate research culture among teachers and students</p>	<ul style="list-style-type: none"> <li>• Surprise tests are conducted</li> <li>• Scholar support programme, Career guidance, personality development and counselling classes have been conducted.</li>   <li>• National and state level seminars have conducted by different departments.</li> <li>• Students were sent to attend and present papers in Seminars in different institutions.</li> </ul>
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*\* 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 statutory body approved the plan of action and gave consent to implement them.

## 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	2	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
<b>Total</b>	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	Plus Two, 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.

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
26	14	5	6	14

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

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:

- Opportunities to teachers to attend orientation and refresher courses in order to improvise teaching quality.
- Remedial teaching and tutorial system.
- Workshops, Tutorial Classes, Competitive exam coaching, Continuous Evaluation.

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

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

2.10 Average percentage of attendance of students

85

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	55	5	30	15	5	100
UG	119	10	60	20	29	100
PG	34	4	12	10	8	100
B.Ed	97	7	70	20	-	100

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

- Organizes Seminars and workshops to enrich the academic climate and enhance the learning process.
- Orientation classes for the teaching faculty to scale up with newer and advanced methods of imparting higher education.
- Extends necessary infrastructure and timely encouragement to materialise and implement new methods of teaching. Ensures that the quality of both the academic & non academic activities.
- Assesses the learning output via continuous evaluation and student's feedback

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	18			
Technical Staff	4			

## Criterion – III

### 3. Research, Consultancy and Extension

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

- Motivates the faculty to pursue research
- Encourages teachers to participate in International, National and State level seminars.
- Invites eminent resource persons to conduct lectures/ workshops/ seminars on relevant topics.
- Conducts various academic programmes to cultivate research culture among the student community.

#### 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	<input type="text" value="-"/>	CAS	<input type="text"/>	DST-FIST	<input type="text" value="-"/>
DPE	<input type="text" value="-"/>			DBT Scheme/funds	<input type="text" value="-"/>

3.9 For colleges - **NA**-

Autonomy	<input type="text" value="-"/>	CPE	<input type="text" value="-"/>	DBT Star Scheme	<input type="text" value="-"/>
INSPIRE	<input type="text" value="-"/>	CE	<input type="text" value="-"/>	Any Other (specify)	<input type="text" value="-"/>

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	Nil	-			

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 : NA

From Funding agency	<input type="text" value="Nil"/>	From Management of University/College	<input type="text" value="NA"/>
Total	<input type="text" value="Nil"/>		

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
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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

Nil

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: 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	3660	660460	76	19275	3736	679735
Reference Books	1221	598321	19	26872	1240	625193
e-Books	Nil					
Journals	70	43958	51	54100	121	98058
e-Journals	Nil					
Digital Database	Nil					
CD & Video	32	17144	32	17144	64	34288
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

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

Essential information is conveyed to the staff and students through the college calendar.

The teachers as Mentors and Tutors discuss about the availability of essential services like counseling, value education and remedial coaching with the students.

#### 5.2 Efforts made by the institution for tracking the progression

The college follows various methods to track the progress of the students.

The faculty evaluate the performance of the students by conducting internal and semester exams, tests, assignments, projects and also extra curricular activities Opportunities provided for Mentor –Parent -Ward interaction.

Seminars, Paper Presentation ,Quiz, Essay Writing

General awareness - Celebration of significant days

Research-Student projects

Co-curricular activities- Literary Competition, Arts Festival, Annual Sports.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
174	34	3	97 (Siksha Sasthri)

(b) No. of students outside the state

75

(c) No. of international students

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Men	No	%	Women	No	%
	96	31.16		212	68.8

Last Year(2012-13)						This Year(2012-13)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
151	57	0	149	Nil	357	135	41	1	131	---	308

Demand ratio 54.22      Dropout % 13.7

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

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

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

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	213	1803554
Financial support from government	34	313600
Financial support from other sources	-	---
Number of students who received International/ National recognitions	1	514800

#### 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: \_\_\_NII\_\_\_\_\_

## 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).

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?

6.10  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.  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)

<b>SWOT analyses</b>
<b>Strength</b>
Good team spirit among faculty
Effective student mentoring system
Remedial classes.
Research oriented Seminars
Special attention to minority students.
<b>Weakness</b>
High rate of student composition from less privileged social strata, Lack of international exposure for students.
<b>Opportunities</b>
Participation in International and National Seminars,
Make availability of external experts to conduct workshops, seminars and conferences.
<b>Challenges</b>
Updating technology infrastructure as a requisite to the technology blooming era.

**8. Plans of institution for next year**

- |  |
|--|
| <ul style="list-style-type: none"><li>• National and international Seminars</li><li>• To achieve 100% of renewable green energy in the campus</li><li>• To increase digitalised data base in Library</li><li>• Facilitate more international educational exposure for faculty and students</li><li>• Increase the number of ICT enabled classrooms</li></ul> |
|--|

Name \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

\_\_\_\_\_\*\_\*\_\*\_\_\_\_\_  
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## **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

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