

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



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

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

MISSION

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

Value Framework

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

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

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

Introduction

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

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

Objective

The primary aim of IQAC is

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

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

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

Functions

Some of the functions expected of the IQAC are:

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

Benefits

IQAC will facilitate / contribute

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

- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

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

The composition of the IQAC may be as follows:

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

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

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

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

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

- ▶ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

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

Operational Features of the IQAC

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

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

Monitoring Mechanism

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

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

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

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (naac.aqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc 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

Bhavan's Vivekananda College of Science, Humanities & Commerce

1.2 Address Line 1

Sainikpuri

Address Line 2

Ranga Reddy District

City/Town

Secunderabad

State

AP

Pin Code

500094

Institution e-mail address

bhavansvc@yahoo.co.in,
principal@bhavansvc.org

Contact Nos.

040 27115878,
04027111611,04027114468

Name of the Head of the Institution:

Prof. Y. Ashok

Tel. No. with STD Code:

040 27115878, Ext: - 220

Mobile:

9866037201

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 18879)

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	3.02	2012	5 years - 2017
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

1.8 AQAR for the year

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- i. AQAR _____ (19/07/2013)
- ii. AQAR _____ (21/07/2014)
- iii. AQAR _____ (23/07/2015)
- 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)

Bachelor of Computer Applications

1.12 Name of the Affiliating University (for the Colleges)

Osmania University, Hyderabad

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

Autonomy by State/Central Govt. / University	<input type="text" value="-"/>		
University with Potential for Excellence	<input type="text" value="-"/>	UGC-CPE	<input type="text" value="-"/>
DST Star Scheme	<input type="text" value="-"/>	UGC-CE	<input type="text" value="-"/>
UGC-Special Assistance Programme	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
UGC-Innovative PG programmes	<input type="text" value="-"/>	Any other (<i>Specify</i>)	<input type="text" value="-"/>
UGC-COP Programmes	<input type="text" value="-"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="8"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="02"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="02"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="17"/>
2.10 No. of IQAC meetings held:	2
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="4"/> Faculty <input type="text" value="✓"/>

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

CBCS in Semester System
Workshop on Autonomy in Affiliated Colleges

2.14 Significant Activities and contributions made by IQAC

IQAC played a significant role in Autonomy of the institution
Career guidance and Placement cell conducted Bhavans Placement Eligibility Test (PET)
Conducted an FDP on, "Autonomy in Affiliated Colleges".

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
1) Faculty are encouraged to apply for Major and Minor research projects	1) 10 faculty members were granted minor research projects
2) Encouraged faculty to apply for FIP fellowship	2) One faculty member got the ICSSR

3) Faculty members were encouraged to upgrade their qualification	fellowship
4) Faculty members are encouraged to take part in research vigorously	3) 2 faculty members were awarded Doctorate degrees from JNTU, Hyderabad 4) One faculty member was awarded the position of research guide at JNTUK.

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

Academic Calendar - Annexure I

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Autonomous status of the institution was declared and the GB resolved to initiate autonomy with semester system from 2015

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	05	-	05	-
UG	12	-	12	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	04	-	04	04

Others	-	-	-	-
Total	20	-	20	-
Interdisciplinary	05	-	-	-
Innovative	-	-	-	-

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

Pattern	Number of programmes
Semester	6
Trimester	-
Annual	11

- 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, there is a change in the syllabus of BCA

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

Department of Microbiology was granted as Research centre

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
106	97	7	2	

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
19	-	-	-	-	-	-	-	9	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	6	25	02
Presented papers	20	21	-
Resource Persons	1	-	04

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

Students are empowered by providing them with challenging assignments and developing their overall personality.

Communication classes are conducted to students from Vernacular medium.

Establishing organizer for every subject well before commencement of classes.

Faculty incorporates innovative teaching techniques such as conducting quiz, poster presentations, micro presentations, seminars, case studies and role plays.

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

210

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

Multiple choice questions for some subjects with different sets such as A, B, C & D.

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

08	-	-
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2.10 Average percentage of attendance of students

76.37%

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG	841	47.99%	30.00%	11.95%	0.31%	90.25%
PG	166	19.3%	69.9 %	8.4%	-	97.6%

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

- Academic audit
- Meetings

2.13 Initiatives undertaken towards faculty development 16

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	5
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	02
Staff training conducted by other institutions	03
Summer / Winter schools, Workshops, etc.	17
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	20	-	-	-
Technical Staff	22	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

- **Research, consultancy and extension committee** had organized a two day **orientation programme** in research methodologies on **9th and 11th April 2014**. The main objective of the committee in organizing the programme was to enrich and motivate the faculty on the scope and need for research.
- Microbiology Department had applied for **Research Center Recognition** under Osmania University and two faculty members of microbiology had applied for supervisor ship.
- Faculty members were encouraged to apply for **FIP, Major and Minor UGC projects**.
- **Collaborative activities** are encouraged and planning to have MOU with CII (Confederation of industries of India) and GMERF (Global Medical Education Research Foundation).
- Consultancy is encouraged by Organizing a three day **Training Of Trainers (TOT)** program for Cyberabad Commissionerate on “Personality development and Behavioral skills” at DFL building, Madhapur on 2nd, 3rd and 5th of January 2015.
- Encourage faculty participation to attend Seminars , conferences and workshops. The college provides funding towards registration fee/TA/DA to the faculty.
- Rs. 3 Lakhs is allocated in the annual budget of College for research.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	2	-	-
Outlay in Rs. Lakhs	-	27,05,100	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	10	-	-
Outlay in Rs. Lakhs	-	19,75000	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	28	9	-
Non-Peer Review Journals	-		
e-Journals	-	1	-
Conference proceedings	4	27	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2012-2015	UGC	27,05,100	-
Minor Projects	2015-2017	UGC SERO, Hyderabad	19,75000	13,47,500
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	46,80,100	13,47,500

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	-	-	-	-	2(Medha, GTVM)
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons 2-CII&
Ernst &
Young

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 13,47,500 From Management of University/College 3,00,000

Total 16,47,500

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

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

Total	International	National	State	University	Dist	College
-		-				

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

5

5

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

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF - SRF - Project Fellows 2 Any other -

3.21 No. of students Participated in NSS events:

University level 2 State level 0

National level 1 International level -

3.22 No. of students participated in NCC events:

University level	<input type="text" value="26"/>	State level	<input type="text" value="43"/>
National level	<input type="text" value="35"/>	International level	<input type="text" value="1"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="1"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="8"/>	State level	<input type="text" value="7"/>
National level	<input type="text" value="6"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="-"/>
NCC	<input type="text" value="6"/>	NSS	<input type="text" value="4"/>
		Any other	<input type="text" value="-"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- 1) A massive movement named Swachh Bhavans was organized in the college.
- 2) Helping economically weaker students by providing scholarships.
- 3) Programmes were conducted for underprivileged school children.
- 4) An eco friendly initiative of Water harvesting was taken up by the institution.
- 5) College has provided the premises free of cost for conducting an exam by A.S Rao Awards Council.

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	10 acres	-	-	10
Class rooms	52	-	Mgt	52
Laboratories	28	-	Mgt	28
Seminar Halls	2	-	Mgt	2
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	6	3	Mgt	9
Value of the equipment purchased during the year (Rs. in Lakhs)	198 Lakhs	26,90,182 Lakhs	Mgt	224, 90, 182 Lakhs
Others	-	-	-	-

4.2 Computerization of administration and library

Computerized Fee collection
Student attendance and examinations monitoring
Biometric attendance for staff
Library and Administration are fully computerized

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value(Rs)	No.	Value(Rs)	No.	Value(Rs)
Text Books	18629	4452624	513	205633	19142	4658257
Reference Books	4896	1499000	72	46415	4968	1503968
e-Books	-	-	-	-		
Journals	122	965897	4	13500	126	979397
e-Journals	INFLIBNET MEMBERSHIP					
Digital Database						
CD & Video	1029	-	86	-	1115	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	352	9	One block	3	1	11	20	26
Added	43	-	Entire college	2	-	-	-	-
Total	395	9		3	1	11	20	26

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

1. Entire campus is on LAN
2. Workshops organized on .NET, Ethical Hacking, IT Hardware & Multimedia

4.6 Amount spent on maintenance in lakhs:

i) ICT	1,49,708
ii) Campus Infrastructure and facilities	26.3 Lakhs
iii) Equipments	86,446
iv) Others	1,69,760
Total :	30,35,914

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Social Networking Sites
Student council meetings
Circulars
Assembly announcements
SMS services
Notice boards
College Website

5.2 Efforts made by the institution for tracking the progression

Yearly review meetings
Academic audit
Alumni coordinator
Mentor system

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3011	385	-	-

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	1870	55		1526	45

Last Year(2013-14)						This Year(2014-15)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1816	295	40	1012	5	3168	1953	339	51	1053	-	3396

Demand ratio 1:3 Dropout % - 2.78%

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

CAT coaching is offered as Value Added Course

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="1"/>	SET/SLET	<input type="text" value="1"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="1"/>

5.6 Details of student counselling and career guidance

A separate career guidance and placement cell is established for career guidance

No. of students benefitted

697

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
35	697	364	38

5.8 Details of gender sensitization programmes

- Self Defence training for girls was conducted from 21st July 2014 to 26th July 2014
- Safety and Security of Women - SHE programme where the led by an IPS officer Rama Rajeshwari along with officers from the Neredmet police station visited Bhavan's college on 13th February 2015. The SHE team educated 250 students from both UG and PG courses on how to tackle different situations and seek assistance and guidance from them if necessary.

5.9 Students Activities

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

State/ University level 77 National level 17 International level 1

No. of students participated in cultural events: 296

State/ University level 46 National level 63 International level -

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

Sports : State/ University level 1 National level 5 International level -

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount(Rs)
Financial support from institution	122	350000
Financial support from government	614	7824000
Financial support from other sources	18	84500
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Bhavan's Vision

Youth empowerment with Culture, Knowledge and Strength of body and mind.

Bhavan's Mission

Bhavan's Vivekananda College (BVC) seeks to provide quality higher education to its students in both general education and discipline-specific courses.

BVC will continue to provide its graduates with a solid academic foundation for further educational opportunities, the knowledge and skills for career opportunities upon graduating.

BVC seeks to integrate into the students' program of study, the development of skills including critical thinking, problem-solving, written and oral communication and laboratory research techniques.

BVC seeks to learn, to adapt and to lead in the creation of a pool of committed and competent individuals dedicated to process of nation building.

6.2 Does the Institution has a management Information System

Computerization of examination system

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

6.3.1 Curriculum Development

8 faculty members are involved in curriculum development as Members of BOS/Faculty

6.3.2 Teaching and Learning

- 1) Challenging group tasks to bring out creativity among students
- 2) Mini projects
- 3) Simulation experiments with software
- 4) Case studies, role plays, videos, presentations
- 5) Statistical surveys

6.3.3 Examination and Evaluation

Project study in MBA, BCA and MSc Computers and BCom Honors

6.3.4 Research and Development

- 1) 10 Minor research projects were granted to faculty members.
- 2) One faculty member was granted FIP with ICSSR.
- 3) Two major research projects of UGC are under progress.
- 4) Workshop was conducted on Research Awareness.
- 5) Live summer projects by students guided by faculty.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- 1) CCTV's were installed throughout the campus.
- 2) Construction of New building in progress.
- 3) Strengthened computer facilities with addition of 43 systems with latest configuration.
- 4) Purchased equipment for laboratories worth Rs. 26,90,182
- 5) New seminar hall was renovated of worth Rs.5,64,853
- 6) Added furniture worth Rs. 9,14,559

6.3.6 Human Resource Management

- 1) Very low attrition rate among the faculty members in the college
- 2) All the faculty members who are drawing UGC scales are entitled with the designation of Assistant Professors

6.3.7 Faculty and Staff recruitment

- 1) Recruitment and Selection as per UGC/University / State Government norms
- 2) Well qualified staff includes 25 PhDs, 17 MPhils

6.3.8 Industry Interaction / Collaboration

- 1) Collaboration with Global hospitals
- 2) Regular Industrial visits
- 3) CGPC visits to various organisations to strengthen industry and academia interface
- 4) Inviting successful entrepreneurs and senior management for guest lectures

6.3.9 Admission of Students

Admissions are as per University/Government norms.

6.4 Welfare schemes for

Teaching	Rs 114414
Non teaching	Rs 5900
Students	Rs 1666685

6.5 Total corpus fund generated

57.5 lakhs

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	No	No	Yes	Academic committee
Administrative	No	No	Yes	Academic committee

6.8 Does the University/ Autonomous College declare 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?

NA

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

NA

6.11 Activities and support from the Alumni Association

- 1) Alumni presence in various activities and events in the college
- 2) Constant Career guidance from Alumni
- 3) Alumni awards various scholarships to the students

6.12 Activities and support from the Parent – Teacher Association

- 1) Regular Parent teachers meets and feedback from the parents
- 2) Parental support for conducting various activities in the college

6.13 Development programmes for support staff

- 1) Uniforms are provided to support staff
- 2) A Workshop is organized for support staff with regard to personality development
- 3) Housing facility is provided

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

- 1) Water harvesting is taken as an eco-friendly initiative
- 2) Pollution check for the vehicles
- 3) Eco-ganeshas were made and sold by the students at a subsidized rate.

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.

- 1) Staff Sports is conducted to promote positive atmosphere in the institution
- 2) Felicitation to staff for various academic achievements
- 3) Publishing of VEcho, a newsletter from Department of Commerce
- 4) Annual parent teacher interaction

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

- 1) Autonomy was granted
- 2) Introduction of Mcom course
- 3) Recognition of college as Research centre (by Affiliating university)

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

- i) Felicitations from management
- ii) Retention of staff
- iii) Encourage Research and higher learning

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

7.4 Contribution to environmental awareness / protection

- 1) Promotion and sale of eco-friendly Ganeshas
- 2) Tree guards were set up throughout the campus
- 3) Special cultural programmes are conducted to promote awareness
- 4) Swachch Bhavans a massive program was organized for making the campus neat and clean

7.5 Whether environmental audit was conducted? Yes No

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

- 1) Autonomy was granted
- 2) Recognition of college as Research centre (by Affiliating university)
- 3) Freedom for collaboration
- 4) Challenge in implementation of autonomy

8. Plans of institution for next year

- 1) Expand ceiling strength in BCom Honors
- 2) Proposal to organize National Seminar by IQAC
- 3) Expansion of infrastructure by construction of a new building
- 4) Installation of solar power

Name Dr.K.Vasudeva Rao

Name Prof.Y.Ashok



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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
