

*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.

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 ([capuaqar@gmail.com](mailto:capuaqar@gmail.com)). The file name needs to be submitted with Track ID of the institution and College Name or EC number. 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

AQAR for the year (for example 2013-14)

2016 - 2017

### I. Details of the Institution

1.1 Name of the Institution

Sushilabai Ramchandrarao Mamidwar  
College of Social Work, Chandrapur

1.2 Address Line 1

Harbanskaur Kanda Premises, Nagpur  
Road ,Padoli, Chandrapur

Address Line 2

City/Town

Chandrapur

State

Maharashtra

Pin Code

442406

Institution e-mail address

Spcsw1988@yahoo.co.in

Contact Nos.

07172-230337, 9420416220, 9511817787

Name of the Head of the Institution:

Dr. Sunil M. Sakure

Tel. No. with STD Code:

07172-230337

Mobile:

9420416220, 9511817787

Name of the IQAC Co-ordinator:

Dr Purushottam Borkar

Mobile:

9422138756

IQAC e-mail address:

spcsw1988@yahoo.co.in

1.3 NAAC Track ID (For ex. MHCOGN 18879)

MHSRM12385

**OR**

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)

EC/62/A&A/027, dated 5-1-2013

1.5 Website address:

www.srmcollege.ac.in

Web-link of the AQAR:

http://www.srmcollege.ac.in/aqar.html

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	<b>B</b>	2.55	2012	2018
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

21/04/2011

1.8 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 \_\_\_ 10/02/2014 \_\_\_\_\_ (DD/MM/YYYY)
- ii. AQAR \_\_\_ 30/04/2015 \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_ 22/11/2016 \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_ 15/10/2017 \_\_\_\_\_ (DD/MM/YYYY)

1.9 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

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

Social work

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

Gondwana University, Gadchiroli

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

Autonomy by State/Central Govt. / University	<input type="text" value="No"/>		
University with Potential for Excellence	<input type="text" value="No"/>	UGC-CPE	<input type="text" value="No"/>
DST Star Scheme	<input type="text" value="No"/>	UGC-CE	<input type="text" value="No"/>
UGC-Special Assistance Programme	<input type="text" value="✓"/>	DST-FIST	<input type="text" value="No"/>
UGC-Innovative PG programmes	<input type="text" value="No"/>	Any other ( <i>Specify</i> )	<input type="text" value="No"/>
UGC-COP Programmes	<input type="text" value="No"/>		

## 2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="04"/>
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="03"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="--"/>
2.9 Total No. of members	<input type="text" value="14"/>
2.10 No. of IQAC meetings held	<input type="text" value="02"/>
	<input type="text"/>

2.11 No. of meetings with various stakeholders: -

Faculty  Regularly Non-Teaching Staff  Regularly Students  Regularly Alumni  Occasionally

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

- Govt. of Maharashtra forest department program Green army formation,.
- Experience sharing by distinguished alumna's.
- Training of trainers (students & Villagers ) for cashless transaction.

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
Academic calendar is prepared	Programmes are conducted as per plans.

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

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	01			
PG	01			
UG	01			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	03			

Interdisciplinary				
Innovative				

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02
Trimester	
Annual	

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.

The college has taken initiative in syllabus modification for Choice Based Credit. 3 members are appointed on the BOS, Gondwana University.

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

Nil

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
17	07	09	01	--

2.2 No. of permanent faculty with Ph.D.

07

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
07	04	09		01					

2.4 No. of Guest and Visiting faculty and Temporary faculty

Nil

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	06	04	02
Presented papers	06	04	
Resource Persons			

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

LCD projectors are installed in all class rooms

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

231

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

Bar coding, Photocopy, Book Bank, OPAC

2.9 No. of faculty members involved in curriculum

03      06

restructuring/revision/syllabus development  
as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

80%

2.11 Course/Programme wise  
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Bsw I sem	56					96.42
Bsw II sem	55					96.36
Bsw III sem	55					98.18
BSW IV sem	54					92.44
BSW V sem	47					100.00
BSW VI sem	49					87.75
Msw I sem	60					95.00
Msw II sem	58					98.27
Msw III sem	54					100.00
Msw IV sem	54					94.44

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

The IQAC cell analyses feedback forms of students.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	01
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	01
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	03	■	■	■
Technical Staff	00	■	■	■

## Criterion – III

### 3. Research, Consultancy and Extension

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

Formation of centre for Higher Learning and Research in Social Work

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	■	■	■	■
Outlay in Rs. Lakhs	■	■	■	■

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	■	■	■	■
Outlay in Rs. Lakhs	■	■	■	■

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	■	05	■
Non-Peer Review Journals	■	■	■
e-Journals	01	■	■
Conference proceedings	04	02	■

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	■	■	■	■
Minor Projects	■	■	■	■
Interdisciplinary Projects	■	■	■	■
Industry sponsored	■	■	■	■

Projects sponsored by the University/ College	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Students research projects <i>(other than compulsory by the University)</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Any other(Specify)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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	Nil	Nil	Nil	Nil	Nil
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
	--

3.16 No. of patents received this year

	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

04

11

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

01

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  02 State level  07  
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

### 3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

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

- Training to trainers for cashless transaction.
- Registration of Institute for Green Army.
- Programs in Gorja ( Adopted Village).

## 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	05 Acres	<input type="text"/>		05 Acres
Class rooms	05	<input type="text"/>		05
Laboratories	NA	<input type="text"/>		<input type="text"/>
Seminar Halls	01	<input type="text"/>		01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	<input type="text"/>	<input type="text"/>		<input type="text"/>
Value of the equipment purchased during the year (Rs. in Lakhs)	<input type="text"/>	<input type="text"/>		<input type="text"/>
Others	<input type="text"/>	<input type="text"/>		<input type="text"/>

#### 4.2 Computerization of administration and library

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	3516	454526	67	19850	3583	474376
Reference Books	339	286001	76	19393	415	305394
e-Books						
Journals	07	3500	--	--	07	3500
e-Journals						
Digital Database						
CD & Video	17	1658	3	200	20	1858
Other (Specify)	445	41569	4	1880	449	43449

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others (Library)
Existing	19	08	19			07		06
Added	03	--	--			01		--
Total	22	08	19			08		06

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

Faculty members can access to internet, while PG and UG students are permitted after class.
---

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	60550
ii) Campus Infrastructure and facilities	413738
iii) Equipments	96154
iv) Others	--
<b>Total :</b>	<b>570442</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Analysis of feedback report by the students.

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

All the teaching and non teaching staff members are asked to develop communication skills and soft skills.

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

UG	PG	Ph. D.	Others
163	114	21	

#### (b) No. of students outside the state

--

#### (c) No. of international students

--

Men	No	%	Women	No	%
	99	35.74		178	64.26

Last Year						This Year					
General + SBC	SC	ST + NT	OBC	Physically Challenged	Total	General + SBC	SC	ST+NT	OBC	Physically Challenged	Total
9+7	64	42+29	124	--	275	9+6	56	54+27	125	--	277

Demand ratio 1:3

Dropout % Nil

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

Career guidance cell is established, Coaching for net set examination is provided.

No. of students beneficiaries

Nil

#### 5.5 No. of students qualified in these examinations

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

## 5.6 Details of student counselling and career guidance

Lectures are organized on soft skills & personality development.  
Personal counseling is done by faculty as an individual guide/mentor

No. of students benefitted

64

## 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
--	--	--	16

## 5.8 Details of gender sensitization programmes

Programs relating to Domestic violence act, Legal Aid Awareness were organized in Social Work Practicum.

## 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	142	1188392
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level   
Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

## Criterion – VI

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

The institute is committed to impart moral, social, cultural and professional healthy education to the students, at UG & PG level. The mission of the college is also the pursuance of knowledge through lifelong learning in academics and extracurricular activities.

6.2 Does the Institution has a management Information System

Yes, Management information system exist in our institute.

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

6.3.1 Curriculum Development

Faculty members took keen interest in developing syllabus.

6.3.2 Teaching and Learning

The professors are quite good in teaching . They update themselves with the need of time and change.

6.3.3 Examination and Evaluation

Some of the professors are actively participating in moderation of papers while some are involved in valuation

6.3.4 Research and Development

Centre for higher learning and research is established.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Partially automated library.

6.3.6 Human Resource Management

Human resource management is practiced in the institution.

6.3.7 Faculty and Staff recruitment

As per Govt and University norms.

6.3.8 Industry Interaction / Collaboration

Programmes are conducted in collaboration with NGO's, GO's etc.

6.3.9 Admission of Students

Direct admission for UG while for PG students have to undergo entrance test designed by the college.

6.4 Welfare schemes for

Teaching	As per Govt norms
Non teaching	As per Govt norms
Students	As per Govt norms

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes  No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	√	√	√	√
Administrative	√	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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?

Almost all the work related to university is online.

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

The University has not yet initiated the steps for autonomy of affiliated colleges.

6.11 Activities and support from the Alumni Association

Many alumni are in touch with the faculty members and job placement cell.

6.12 Activities and support from the Parent – Teacher Association

The parent teacher association is functional.

6.13 Development programmes for support staff

The workshops for teaching along with non teaching are conducted. They are motivated to participate at different workshops held anywhere.

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

The college has very good premises of five acres with greenery everywhere. Tree-plantation programme is organized every year.

## 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.

- Training to trainers for cashless transaction.
- Registration of Institute for Green Army.
- Programs in Gorja ( Adapted Village).

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

Programmes are conducted as per annual plan.

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

- Knowledge Resource exchange Centre.
- Library Community resource centre Yashwant nagar Padoli & Adopted Village Gorja.

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

7.4 Contribution to environmental awareness / protection

Registration of Institute, faculty members, present students & Alumnus in Green Army (Program of Govt. of Maharashtra forest Department).

7.5 Whether environmental audit was conducted?    Yes     No

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

Most of the faculties have completed their Doctoral degree, remaining have registered and the work is going on. English communication has to be improved. Faculties are motivated for minor and major research projects. State Governments policy of any graduate to be appointed on various posts where Social workers should be appointed is a major threat for the students.

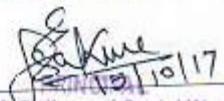
8. Plans of institution for next year

Strengthening various soft skills among the students.  
Developing communication skills among the teachers and students.

Name Dr. Purushotam Borkar

Signature of the Coordinator, IQAC

Name Dr. Sanil Sakure

  
20/10/17  
S.R.M. College of Social Work  
Signature of the Chairperson, IQAC  
Chandrapur

\*\*\*

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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**PLAN OF ACTION (IQAC Cell)**  
**S.R.M. College of Social Work, Padoli Chandrapur**  
**Session 2016-17**

In its meeting held on 30 June 2016, the IQAC cell of the college unanimously decided to implement following activities.

Sr. No.	Name of Activity	Month
01)	To implement awareness programs in village Gorja	Through out the year
02)	To start an open library at Juni Padeli	August 2016
03)	To organize various programs in field	Through out the year
04)	Sharing with Alumnus	Dec-2016
05)	To improve Students performance in University examination	Annual activity
06)	To develop soft skills in Students & Staff	Annual activity

Dr. P. M. Borkar  
Co-ordinator (IQAC)

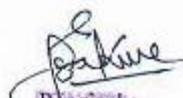
  
Principal  
S.R. Dr. S. M. Sakure  
Principal  
S.R.M. College of Social Work  
Padoli, Chandrapur

Action Taken Report (IQAC Cell)  
S.R.M. College of Social Work, Padoli Chandrapur  
Session 2016-17

The institute imparting Social Work education has a base of social work practicum and deals with individuals, groups and communities within the periphery of social context. Hence following programs were discussed in the IQAC meeting held at the beginning of the session.

1. It was decided to pay special attention to the needs of adopted village Gorja. Hence, an open community library was opened. Mass awareness programs like cataract detection and free operator, Blood group detection, cleanliness drive, health check up etc. were organized.
2. Taking into consideration the need of the villagers of Juni Padoli, an open library was started.
3. To organize various programs in field. Hence NSS dept. organized an organ donation program in the field.
4. A much needed program regarding cashless transaction; training for trainers was organized in college.
5. In sensitizing the students about ecological balance, a Green Army was formulated in collaboration with the Forest dept. Govt. of Maharashtra.
6. Regarding women empowerment various mass awareness programs were organized.

  
Dr. P. M. Borkar  
Co-ordinator (IQAC)

  
Principal  
S.R.M. College of Social Work  
Padoli, Chandrapur

**SRM College OF Social Work, Ghandrapur**  
**Student Feedback on Teachers**

Class :- MSW II Semester

Session :-2013-14

Please rate the teacher on the following attributes using the 4 -point scale shown



Name of the Teacher :- Prof. Krushna M. Malode

Parameters	A (1)	B (2)	C (3)	D (4)
	Very Good	Good	Satisfactory	Unsatisfactory
1. Knowledge base of the teacher (as perceived by you) (प्राध्यापकांचे ज्ञान.)				
2. Communication Skills (in terms of articulation and comprehensibility) (प्राध्यापकांचे संभाषण कौशल्य.)				
3. Sincerity / Commitment of the teacher (प्राध्यापकांचे विद्यार्थ्यांप्रती वीक्षेत्वर्ती.)				
4. Interest generated by the teacher (प्राध्यापकांचे उत्साह निर्माण करणे.)				
5. Ability to integrate course material with environment /other issues, to provide a broader perspective (अभ्यासक्रमाचे व्यवस्थेचे ज्ञान किंवा वातावरणिया)				
6. Ability to integrate content with other courses. (एका विषयाचा दुस-या विषयाशी संबंध जोडणे)				
7. Accessibility of the teacher in and out of the class (includes availability of the teacher to motivate further study and discussion outside class) (गोपल च वेळोवेळ प्राध्यापकांची भेट.)				
8. Ability to design quizzes /Tests/assignments /examinations and projects to evaluate students understanding of the course. (संगत परिक्षा, विविध चाचण्यांच्या माध्यमांतून चाचणी.)				
9. Provision of sufficient time for feedback (मतपत्रकीत चाचण्याची संधी.)				
10. Overall rating (एकंदरक येणी.)				

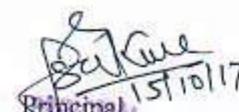
Student's Name :- \_\_\_\_\_

Signature :- \_\_\_\_\_

**SUSHILABAI RAMCHANDRARAO MAMIDWAR COLLEGE OF SOCIAL  
WORK, PADOLI, CHANDRAPUR.**

**FEEDBACK FROM STUDENTS**

Sr.No.	Name of Employees	2013-14	2014-15	2015-16	2016-17
01.	Prof. Arun B. Khedkar	Good	Satisfactory	Very Good	Good
02.	Prof. Jayashree T. Kapse	Good	Very Good	Very Good	Very Good
03.	Prof. Krishna M. Malode	Good	Good	Good	--
04.	Dr. Mamata S. Thakurwar	Very Good	Very Good	Very Good	Very Good
05.	Dr. Sanjiv K. Nimbalkar	Very Good	Very Good	Very Good	Very Good
06.	Prof. Kalpana M. Kawade	Very Good	Good	Very Good	Very Good
07.	Prof. Narendra S. Tikle	Good	Good	Good	Good
08.	Dr. Pragati D. Narkhedkar	Very Good	Good	Very Good	Good
09.	Prof. Devendra B. Borkute	Very Good	Good	Good	Very Good
10.	Prof. Nitin R. Ramteke	Good	Good	Good	Good
11.	Prof. Vishanath H. Rathod	Good	Good	Good	Very Good
12.	Prof. Nilesh S. Dhekre	Good	Good	Good	Good
13.	Dr. Purushottam M. Borkar	Very Good	Very Good	Very Good	Very Good
14.	Prof. Santosh S. Ade	Good	Good	Good	Very Good
15.	Prof. Kirankumar J. Manure	Very Good	Very Good	Very Good	Very Good
16.	Dr. Subhash R. Girde	Good	Good	Good	Good

  
Principal  
15/10/17  
S.R.M. College of Social Work  
Padoli, Chandrapur