

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) by Accredited Institutions
(For Affiliated/Constituent Colleges)

(Revised as per Revised Accreditation Framework in November, 2017)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

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, **Bengaluru - 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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Co-ordinated and Prepared by:

Dr. Ganesh A. Hegde, Deputy Adviser, NAAC

Dr. Vinita Sahoo, Assistant Adviser, NAAC

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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 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, institutions need to channelize its efforts and measures towards promoting the holistic academic excellence including the peer committee recommendations.

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 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 by IQAC to remove deficiencies and enhance quality like the "Quality Circles" in industries.

IQAC – Vision

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

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) Relevant and quality academic/ 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 assessment and evaluation process;
- 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
- b) Parameters for various academic and administrative activities of the institution;
- c) 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;
- d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters to all stakeholders;
- 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) Periodical conduct of Academic and Administrative Audit and its follow-up
- j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

Benefits

IQAC will facilitate / contribute to

- a) Ensure 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. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each 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, accordingly the representation of teachers may vary. 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 is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.

- ♦ 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 the 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/competent person with experience and exposure 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 essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as 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 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 by end of September every year positively. 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 as quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Report (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Governing Council/

Executive Council/Board of Management) for the follow up action for necessary quality enhancement measures.

The IQACs may create its exclusive window tab on its institutional website for keeping the records/files of NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation Outcomes and regularly upload/ report on its activities, as well as for hosting the AQAR.

Revised Accreditation Framework

NAAC has launched Revised Accreditation Framework since July, 2017 and hence AQAR format also modified, in cognizance with the new methodology. The tools and parameters are designed in the new AQAR format are in such a way that the preparation of AQAR would facilitate the HEI's for upcoming cycles of Accreditation. Data collected/prepared infuses quality enhancement measures undertaken during the years. Further, it also adds quality enhancement and quality sustenance measures undertaken in teaching, learning, research, extension and support activities of the Institution. It is hoped that new AQAR would facilitate Educational Institutions for creating a good database at Institutional level for enhancing the quality culture.

As per the Revised Accreditation Framework (RAF), the NAAC Accredited institutions need to submit the AQAR online. NAAC is in the process of ICT integration in Assessment and Accreditation. The login id for the online submission for AQAR submission will be the e-mail id used for the IIQA. The AQAR submission is part of the post accreditation module, in due course of time. NAAC portal will have the facility to submit the AQAR online and Institutions will receive automated response. AQAR of the preceding year be submitted to the NAAC within six months i.e. the institutions should submit the AQAR before 31st December of every year.

The Higher Education Institutions need not submit the printed/hard copy of AQAR to NAAC.

Mandatory Submission of AQAR by IQAC

The Executive Committee of NAAC has decided that **regular submission of AQARs is mandatory for 2nd and subsequent cycles of accreditation with effect from 16th September 2016:**

The following are the pre-requisites for submission of IIQA for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A:

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders.

Note: The terms and abbreviation used in AQAR are in accordance with respective manuals for assessment of NAAC. Please refer institutional manual for glossary and abbreviations terms used in AQAR.

The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

Part – A

Data of the Institution

(data may be captured from IIQA)

1. Name of the Institution Shri G R Gandhi Arts and Shri Y A Patil Commerce College Indi-586 209

- Name of the Head of the institution : Prof. A.S.Ganiger
- Designation: Principal
- Does the institution function from own campus: Yes
- Phone no./Alternate phone no.: 08359-225118
- Mobile no.: 9481315880
- Registered e-mail: pplgrgindi@gmail.com
- Alternate e-mail : anandcn141@gmail.com

Address : Shri G R Gandhi Arts and Shri Y A Patil Commerce College Indi- 586
209 Vijayapura Karnataka

- City/Town : Indi
- State/UT : Karnataka
- Pin Code : 586209

2. Institutional status:

- Affiliated / Constituent: Affiliated

- Type of Institution: Co-education/Men/Women - Co-education
- Location : Rural/Semi-urban/Urban: Urban
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing
(Please specify)- Grants-in aid/ UGC 2f and 12 (B)/
- Name of the Affiliating University: RaniChannamma University Belagavi
- Name of the IQAC Co-ordinator : Dr A E Gayakwad
- Phone no. : 9844952040

Alternate phone no.

- Mobile: 9986261291
- IQAC e-mail address: pplgrgindi@gmail.com
- Alternate Email address: aeg28@gamil.com

3. Website address: <http://www.grgayapcci.org/>

Web-link of the AQAR: (Previous Academic Year):

For ex. <http://www.grgayapcci.org/>

4. Whether Academic Calendar prepared during the year?

Yes/No....., if yes, whether it is uploaded in the Institutional website: Yes

Weblink:

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	B	--	2004	from:16-09-2004 to:
2 nd	B	--	2011	from:16-09-2011 to: 15-09-2015
3 rd	B	--	2017	from:30-10-2017 to: 29-09-2022

6. Date of Establishment of IQAC: 01/07/ 2004

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
NO	NO	NO

Note: Some Quality Assurance initiatives of the institution are:

(Indicative list)

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action
- Participation in NIRF
- ISO Certification
- NBA etc.
- Any other Quality Audit

8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
--	--	--	--	--
--	--	--	--	--
--	--	--	--	--

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: YES

*upload latest notification of formation of IQAC

10. No. of IQAC meetings held during the year: 02

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website..... No

(Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? No

If yes, mention the amount:

Year:

12. Significant contributions made by IQAC during the current year (maximum five bullets)

* Arrangement of special lectures

* Coaching classes for competitive examinations

- 13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
30 hours of library work for weak students and students with low attendance	Better results in the University examinations
Public speaking course for SC, ST and minority community	Enhancement of confidence levels in economically and socially under privileged students. Skills imparted to perform better at interviews.
To conduct first internal assessment test of odd semesters in August 2017	Conducted first internal assessment test of odd semesters in August 2017
To conduct second internal assessment test in October 2017	Conducted second internal assessment test of odd semesters in October 2017

- 14. Whether the AQAR was placed before statutory body? NO**

Name of the statutory body:

Date of meeting(s):

- 15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to Assess the functioning?**

NO

- 16. Whether institutional data submitted to AISHE: YES**

Year: 2018

Date of Submission: 03/02/2018

- 17. Does the Institution have Management Information System?**

No

If yes, give a brief description and a list of modules currently operational.
(Maximum 500 words)

Part-B

CRITERION I – CURRICULAR ASPECTS					
1.1 Curriculum Planning and Implementation					
1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words					
<p>While revision and upgradation of the syllabi is done at the University level, the college has a mechanism for effective, documented curriculum delivery. At the commencement of each academic year, every faculty member provides the students with individual time plans and reading lists for each course which are displayed in the classrooms. These time plans are adhered to, so that the student is able to gauge with a degree of clarity, what portion of the curriculum will be delivered within the stipulated time frame. These time plans are also preserved each year as documentation. Besides traditional lectures and seminars, infrastructure for the use of ICT in classrooms, like power point presentations, smart boards support are all available to make the delivery of the curriculum enabling and interesting for the students. In some departments, bridge courses or supplementary courses are held in order to make the curriculum delivery more holistic and effective. Tutorials are held with mentoring and participative learning encouraged. Internal assessment is done transparently with examined scripts shown to students. Inter-personal skills are enhanced through Value Education.</p>					
1.1.2 Certificate/ Diploma Courses introduced during the Academic year					
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development	
NO	NO	NO	NO	NO	
1.2 Academic Flexibility					
1.2.1 New programmes/courses introduced during the Academic year					
Programme with Code	Date of Introduction		Course with Code	Date of Introduction	
NO	NO		NO	NO	
1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.					
Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
Nil	Nil	Nil		NO	NO
Already adopted (mention the year)					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
	Certificate		Diploma Courses		
No of Students	Nil		Nil		
1.3 Curriculum Enrichment					
1.3.1 Value-added courses imparting transferable and life skills offered during the year					
Value added courses		Date of introduction	Number of students enrolled		
Nil		Nil	Nil		
1.3.2 Field Projects / Internships under taken during the year					
Project/Programme Title			No. of students enrolled for Field Projects / Internships		
Nil			Nil		
1.4 Feedback System					
1.4.1 Whether structured feedback received from all the stakeholders.					
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents	
Yes	Yes	No	Yes	No	

1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

In our institution the feedback obtained in structured format will be analyzed systematically. Firstly, the vertical summation of grades assigned by respondents for all the attributes will be worked out to find the average score of the teacher. Then average grades assigned by all students of sample group will be summarized to find overall score of a teacher. Along with this, horizontal summation of grades assigned by respondents for each attribute will be worked out to find average score of a teacher for each attribute. This exposes the details of strengths and weakness of the concerned teacher at each attribute. Based on this analysis, the head of the institution discusses with each faculty member confidentially and suggests the measures to improve wherever necessary.

The following measures are undertaken to improve the performance of faculty members.

- The concerned teacher will be insisted to attend the workshops/ FDPs/Seminars/Symposia and OP.
- The Principal personally consults the concerned teacher and suggests the improvements.

CRITERION II - TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1.1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
BA	420	137	137
B COM	120	54	54

2.2 Catering to Student Diversity

2.2.1. Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017-18	191	NA	03	NA	03

2.3 Teaching - Learning Process

2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of teachers on roll	Number of teachers using ICT (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
03	03	Smart Class, Projector	08	02	Smart Board

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes, there is mentor system available for students in the institution. As per the student-teacher ratio, the students will be allocated to each teacher (mentor) soon after the commencement of academic

year. Each mentor collects the detailed information of each mentee through prescribed format and maintains that information in the form of a systematic file. Mentorship meetings will be held at least twice in a semester. The grievances of mentees will be collected and efforts will be made to redress them. In case of personal and stress-related problems, adequate counseling will be provided individually. In certain cases, if needed, the mentors contact on phone or personally meet the parents or guardians of the mentee to discuss and find a solution to the problems of the mentee.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
564	03	188:1

2.4 Teacher Profile and Quality

2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
21	03	18	00	02

2.4.2 Honours and recognitions received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	Nil	Nil	Nil

2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Program me Name	Program me Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
BA	NA	Semester	5/6/2018	9/7/2018
B.Com	NA	Semester	4/6/2018	9/7/2018

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous assessment and evaluation of the students by the institution helps to improve the quality of learning. The college adheres to the norms for internal evaluation prescribed by the parent university which has prescribed 20 internal marks for each subject of arts and commerce. The students are informed of the internal and external assessment well in advance through orientation program. The institution adopts the following methods of continuous internal evaluation.

- Pre-declared written test will be conducted twice in a semester. The result of their tests will be

provided to the students in the classroom within a week.

- Soon after the tests, the question papers are discussed and solved in the class room by the concerned teachers so that students can understand their mistakes in answering the questions.
- Home assignments are a part of the internal assessments.
- The average attendance, performance and the participation of students in co-curricular and extra-curricular activities are also a part of the internal evaluation.
- The internal assessment is also done on the basis of seminars, group discussions and field visits.

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The institution is affiliated to Rani Channamma University, Belagavi and hence the pattern of Continuous Internal Evaluation (CIE) prescribed by the university is followed. The academic calendar that specifies the date of commencement and end of the classes for each semester along with the list of gazetted holidays is prepared and circulated by the parent university to all its affiliated colleges. Our institution strictly adheres to the same.

- The Internal Examination Committee discusses with the Principal and finalises the date of internal examination in conformity with the academic calendar provided by parent university.
- First internal assessment test will be conducted after 8 weeks from the commencement of academic sessions and second test will be scheduled after 12 weeks.
- In case of any unusual or unscheduled declaration of holidays, the examination committee meets again to work out a new schedule to compensate the lost working day/days.
- The faculty members are given sufficient time to set the question paper as per the pattern prescribed by the parent university.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

Nil

2.6.2 Pass percentage of students

Program Code	Program name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
Nil	BA	140	124	88.87%
Nil	B.Com	125	106	84.80%

2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
-----------------------	----------	----------------------------	------------------------	--

Major projects	Nil	Nil	Nil	Nil
Minor Projects	Nil	Nil	Nil	Nil
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored Projects	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students Research Projects <i>(other than compulsory by the College)</i>	Nil	Nil	Nil	Nil
International Projects	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total	Nil	Nil	Nil	Nil

3.2 Innovation Ecosystem

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of Workshop/Seminar	Name of the Dept.	Date(s)
Nil	Nil	Nil

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
Nil	Nil	Nil	Nil	Nil

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Centre	Name	Sponsored by
Nil	Nil	Nil

Name of the Start-up	Nature of Start-up	Date of commencement
Nil	Nil	Nil

3.3 Research Publications and Awards						
3.3.1 Incentive to the teachers who receive recognition/awards						
State		National			International	
3.3.2 Ph. Ds awarded during the year (<i>applicable for PG College, Research Center</i>)						
Name of the Department			No. of Ph. Ds Awarded			
Nil			Nil			
3.3.3 Research Publications in the Journals notified on UGC website during the year						
	Department	No. of Publication		Average Impact Factor, if any		
National	Nil	Nil		Nil		
International	Nil	Nil		Nil		
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year						
Department			No. of publication			
Nil			Nil			
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
Nil	Nil	Nil	Nil	Nil	Nil	Nil
3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nil	Nil	Nil	Nil
3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :						
No. of Faculty		International level		National level	State level	Local level
Attended Seminars/ Workshops		Nil		Nil	Nil	Nil
Presented papers		Nil		Nil	Nil	Nil
Resource Persons		Nil		Nil	Nil	Nil
3.4 Extension Activities						
3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year						
Title of the	Organising unit/ agency/		Number of teachers co-ordinated such activities		Number of students participated in such activities	

Activities	collaborating agency			
Nil	Nil	Nil	Nil	
3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year				
Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited	
Nil	Nil	Nil	Nil	
3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year				
Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
Nil	Nil	Nil	Nil	Nil
3.5 Collaborations				
3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year				
Nature of Activity	Participant	Source of financial support	Duration	
Nil	Nil	Nil	Nil	
3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year				
Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	participant
Nil	Nil	Nil	Nil	Nil
3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year				
Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs	
Nil	Nil	Nil	Nil	
CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES				
4.1 Physical Facilities				
4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year				
Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development			
816499	208450			
4.1.2 Details of augmentation in infrastructure facilities during the year				
Facilities	Existing	Newly added		

Campus area	12 Acres	-
Class rooms	23	-
Laboratories	1	-
Seminar Halls	1	-
Classrooms with LCD facilities	4	4
Classrooms with Wi-Fi/ LAN	4	4
Seminar halls with ICT facilities	1	-
Video Centre	--	-
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	00	00
Value of the equipment purchased during the year (Rs. in Lakhs)	00	00
Others	Nil	Nil

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS }

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
NEW Gen Lib	Partially	3.1.2	2017-18

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	15736	1216631.80	289	46175	16025	1262806.80
Reference Books	2798	110118	Nil	Nil	2798	110118
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	Nil	Nil	Nil	Nil	Nil	Nil
e-Journals	Nil	Nil	Nil	Nil	Nil	Nil
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	24	5222	Nil	Nil	24	5222
Library automation	1	10500	Nil	Nil	1	10500
Weeding (Hard & Soft)						
Others (specify)	7					

Library Automation is subscription basis on yearly

4.3 IT Infrastructure									
4.3.1 Technology Upgradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available bandwidth (MGBPS)	Others
Existing	30	1	YES	NO	YES	1	4	100	--
Added									
Total	30	1	YES	NO	YES	1	4	100	--
4.3.2 Bandwidth available of internet connection in the Institution (Leased line)									
10 MBPS									
4.3.3 Facility for e-content									
Name of the e-content development facility					Provide the link of the videos and media centre and recording facility				
Nil					Nil				
4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc									
Name of the teacher		Name of the module			Platform on which module is developed		Date of launching e - content		
Nil		Nil			Nil		Nil		

4.4 Maintenance of Campus Infrastructure			
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year			
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
20000	20000	5000	5000
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (<i>maximum 500 words</i>) (information to be available in institutional Website, provide link)			
Lab:			
<ul style="list-style-type: none"> ❖ Dead stock register is maintained ❖ Regular maintenance is taken care of ❖ Attendance register is maintained for students ❖ Purchasing committee looks after purchase of new equipments and software. ❖ Construction Cell of the parent Association looks after the augmentation and maintenance of the building ❖ Office superintendent looks after the cleanliness of office and classroom. 			

- ❖ The students and staff members are free to use all the facilities available in the campus.

Library:

- ❖ Duly formed committee looks after maintenance of library.
- ❖ The entry register is kept for the students as well as staff members.
- ❖ Books are to be returned within stipulated period.
- ❖ If any student or faculty is leaving the institution he/she must get no due certificate from the librarian.
- ❖ During the examinations the working hours of the library will be extended.

Sports:

- ❖ Sports facilities are kept open from 9:00 am to 5:00 pm on all working days.
- ❖ Physical Director monitors the sports facilities.
- ❖ Play ground is maintained clean and intact.
- ❖ Purchasing committee of parent association looks after purchase of sports materials after consulting the physical director.

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	Nil	Nil	Nil
Financial support from other sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil
c) State Level	Social Welfare	89	510641

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Language Lab	20/6/2014	50	Nil

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for	Number of benefited students by Career	Number of students who have passed in	Number of students placed

		Competitive examination	Counselling activities	the competitive exam	
2017-18	Nil	Nil	Nil	Nil	Nil

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
Nil	Nil	Nil

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
Nil	Nil	Nil	Nil	Nil	Nil

5.2.2 Student progression to higher education in percentage during the year 2017-18

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2017-18	2	BA	--	Akkamahadevi Womens University vijayapur	MA
	2	BA	--	Karnataka Rural Development and Panchayat Raj University Gadag	MA
	1	B.Com	--	Sri Sangameshwar Atrs, Commerce and PG College Chadachan	M.Com
	1	BA	--	Karanataka Arts College Dharwad	MA

5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	Nil	Nil

SET	Nil	Nil
SLET	Nil	Nil
GATE	Nil	Nil
GMAT	Nil	Nil
CAT	Nil	Nil
GRE	Nil	Nil
TOFEL	Nil	Nil
Civil Services	Nil	Nil
State Government Services	Nil	Nil
Any Other	Nil	Nil

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
Nil	Nil	Nil

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
Nil	Nil	Nil	Nil	Nil	Nil	Nil

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

- ❖ The institution has an active student council which is engaged in various academic and administrative functions.
- ❖ Class representatives are the member of this council. The class representatives are selected on merit basis by selection committee headed by the Principal.
- ❖ These council members will be appointed as secretaries or members of various administrative committees of the institution.

Cultural Committee

Student cultural secretary involves actively in organizing various cultural activities. Competitions and celebrations likes national festivals, teachers' day, fresher's day, farewell function for outgoing student etc. will be executed by student council members.

Sports Committee

Physical director heads this committee and student secretary with the assistance of other members of the council involves in organizing various indoor and outdoor sports activities.

IQAC

One of the council members will be selected as the member of the IQAC who will participate in various meetings of the IQAC and executive various duties assigned by the IQAC.

Grievance Redressal Cell

Secretary of this cell, who is one of the members of student council, is involved in various meetings and activities of this cell.

SC/ST Cell

Student council members are also involved in the various activities like legal awareness programme, special lecturers, and carrier guidance programme organized by SC/ST Cell.

Ladies Forum

Senior girl student of the council is appointed as the secretary of the ladies forum who is actively involved in organizing various activities and competitions for girls.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

No

5.3.2 No. of ~~registered~~ enrolled Alumni:

394

5.3.3 Alumni contribution during the year (in Rupees) :

00

5.3.4 Meetings/activities organized by Alumni Association :

Nil

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

VISION

“Knowledge alone leads to Prosperity and Peace”

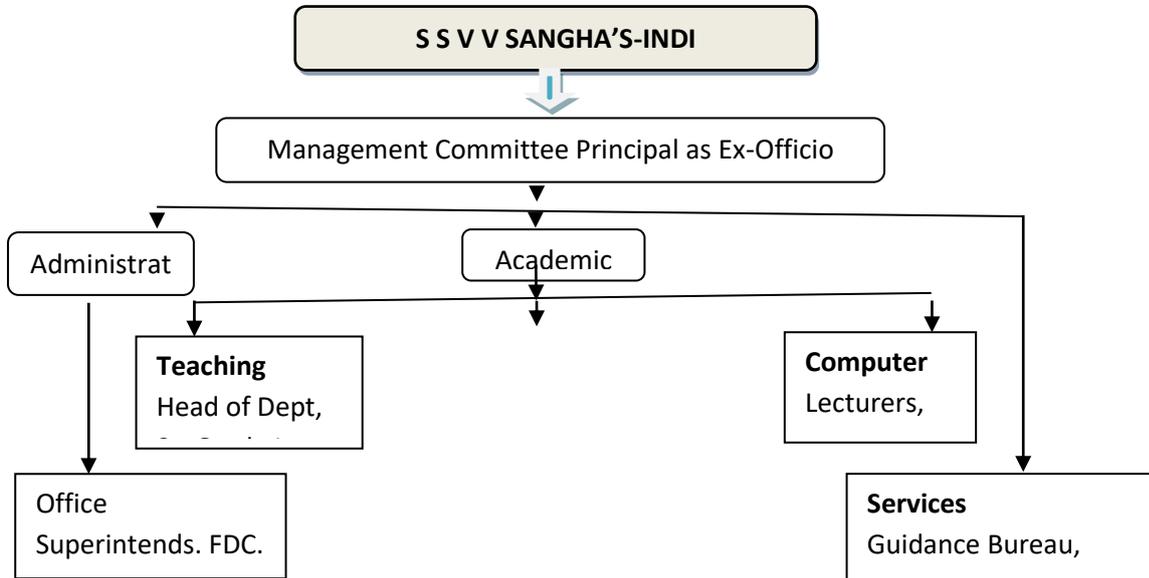
MISION

“To provide quality education to the rural learners and to bring out in totality their innate potential for the overall well being of the society”

OBJECTIVES

- 1) To bring out graduates of character and competence capable of undertaking any profession and vocation.
- 2) To activate the students potential through personal attention and other allied efforts.
- 3) To inculcate that knowledge alone will lead to prosperity and peace.

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)



The College Development Committee is formed to take developmental decisions of college. The board of directors and the principal of college are member, the president is the chairperson of the committee. The Research Committee is formed with membership of three teaching staff and chairperson Dr. Anand C Nadamani (Principal) to support research activities of students, teaching and non-teaching staff. The Students Welfare and Placement Committee are formed to reduce students drop-out and guide final year students.

6.1.2 Does the institution have a Management Information System (MIS)?

Yes/No/Partial:

No

6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

❖ Curriculum Development

Curriculum Development: To supervise the curriculum aspect of all courses the staff secretary is assigned to look at work dairy and attendance with fixed intervals. He/She is responsible to take students feedback and analyse. The same is communicated to respective subject faculty.

❖ Teaching and Learning

❖ Examination and Evaluation

Examination and Evaluation: As per Rani Channamma University, Belagavi. Internal assessment system is framed to conduct two class tests, one assignment work and student classroom seminar in their interest.

Senior students are encouraged to take teaching exposure to junior student as per their proficient.					
❖ Research and Development Research and Development: The Research Committee holds periodical meetings to discuss about outcome of research activities done by students and faculty member.					
❖ Library, ICT and Physical Infrastructure / Instrumentation					
❖ Human Resource Management Human Resource Management: An annual staff development seminar is conducted to discuss the institution's vision, mission, values and objectives. The staff secretary is responsible to calculate the students-staff ratio to take care of slow learners.					
❖ Industry Interaction / Collaboration					
❖ Admission of Students Admission of Students: The Admission process is taken care by the admission committee of four member, they counsel every student with their educational track records. No students are forced to take admission for any course.					
6.2.2 : Implementation of e-governance in areas of operations:					
❖ Planning and Development					
❖ Administration					
❖ Finance and Accounts					
❖ Student Admission and Support					
❖ Examination					
6.3 Faculty Empowerment Strategies					
6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year					
Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support	
	Nil	Nil	Nil	Nil	
6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year					
Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2017-2018	Nil	Nil	Nil	Nil	Nil
6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year					
Title of the professional development programme		Number of teachers who attended		Date and Duration (from – to)	
Nil		Nil		Nil	

7.1 - Institutional Values and Social Responsibilities							
7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)							
Title of the programme		Period (from-to)		Participants			
				Female	Male		
International women's day		March 8-2017		40	71		
7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources							
7.1.3 Differently abled (Divyangjan) friendliness							
Items Facilities			Yes/No		No. of Beneficiaries		
Physical facilities			No		00		
Provision for lift			No		00		
Ramp/ Rails			Yes		1		
Braille Software/facilities			No		00		
Rest Rooms			Yes		01		
Scribes for examination			Yes		01		
Special skill development for differently abled students			No		00		
Any other similar facility			No		00		
7.1.4 Inclusion and Situations							
Enlist most important initiatives taken to address locational advantages and disadvantages during the year							
Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff	
2017-2018	Nil	NIL	NIL	NIL	NIL	NIL	
7.1.5 Human Values and Professional Ethics							
Code of conduct (handbooks) for various stakeholders							
Title		Date of Publication		Follow up (maximum 100 words each)			
NIL		NIL		NIL			
7.1.6 Activities conducted for promotion of universal Values and Ethics							
Activity		Duration (from-----to-----)			Number of participants		
1) Independence day		15 th Aug 2017			500		
2) Teachers Day		5 th Sept 2017					
3) Gandhi Jayanti		2 nd Oct 2017					510
4) Valmiki Jayanti		5 th Oct 2017					495
5) International Human		10 th Dec 2017					430
					470		

Rights Day	12 th Jan 2018	
6) Swamy Vivekanand Jayanti	26 th Jan 2018	509
7) Republic Day	8 th March 2018	500
8) International Women's Day	18 to 24 th Jan 2018	496
9) N.S.S Special Camp	14 th April 2018	52
10) Dr.B.R. Ambedkar Jayanti	26 th June 2018	509
Anti Drug Day		510

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

- 1) Use of public transport by majority of students and staff.
- 2) Tree plantation.
- 3) Solid waste and E- waste management
- 4) Use of LED bulbs.

7.2 Best Practices

Describe at least two institutional best practices

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

1) Title of Practice:

Tree plantation

2) Objective of the practices:

- The institution aims to encourage the students to study well and dedicate their maximum time for continuous learning.
- Another objective of this practice is to provide financial assistance to the meritorious students.
To inculcate the values of generosity and a sense of social responsibility among the students

5) Evidence of Success:

- There is an academic increment noticed among the students.

Best Practice – II

1) Title of Practice: Tree plantation

2) Goal:

- To make the campus eco-friendly.
- To make the campus pollution free.
- To make the campus more attractive and beautiful.
- To create healthy climate.
- To give inspiration to students relating to plantation.
- To grow medicinal plants.

4) The practice:

- The institution has implemented this practice in collaboration with forest department and with the help of NSS volunteers under the supervision of faculty and paid labourers.
- Both the top management and the institution have extended their help for successful implementation of this unique practice. The plantation is properly maintained by the NSS volunteers and faculty.

Limitations:

- a) Limited source of water.
- b) Frequent droughts in this area.

5) Evidence of success:

- There are 1234 trees and plants on the campus.
- Campus has become more attractive and beautiful.
- Eco-friendly campus.

6) Problems Encountered:

- Inadequate source of water.
- Problem of maintenance in summer season and at the time of drought.
- Problem of stray cattle, sheep and wood cutters.

Resources Required

- Adequate water supply.
- Fencing around plantation area and appointment of additional watchman and daily wage labourers during vacation.

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust
Provide the weblink of the institution in not more than 500 words

VISSION

To provide advancement of knowledge, education and research fostering an equitable and productive growth in the complex global society.

MISSION

To Provide qauality education to the rural Learners and to bring out in totality their innate potential for the overall well being of the society.

OBJECTIVE

To bring out gradutes of character and competence capable of undertaking any profession and vocation.

To activate the students Potential through personal attention and other allied efforts.

To inculcate that knowledge alone will lead to prosperity and peace

Distinctiveness:

- Providing access to higher education for rural and under privileged students at affordable cost.
- We are proud that ours is the premier institution with better infrastructure than the peer institutions in this backward locality providing the rural and under privileged communities an affordable and easy access to higher education.
- The college has 100% students from rural areas and most of the students are first generation learners.
- Since most of the students belong to BPL families their parents are unable to get their children educated in urban areas.
- The most glaring feature is that 70.76 % of students belong to OBC and 25.92% students belong to SC/STs.

8. Future Plans of action for next academic year (500 words)

- ❖ To Conduct Special lecturer in the month of June
- ❖ To Organize one day National Seminar by the department of Political Science and History in the month of October
- ❖ To Organize Legal awareness programme in the month of August

Name __Dr. A.E.Gayakwad

Name Shri. A.S. Ganiger (Principal)

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____*_*_*_____

Abbreviations:

CAS	-	Career Advancement 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

For Communication with NAAC

The Director

National Assessment and Accreditation Council (NAAC)

(An Autonomous Institution of the University Grants Commission)

P. O. Box. No. 1075, Nagarbhavi

Bengaluru - 560 072

Phone: +91-80-2321 0261/62/63/64/65

Fax: +91-80-2321 0268, 2321 0270

E-mail: director.naac@gmail.com

Website: www.naac.gov.in