

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*

Contents

	Page Nos.
1. Introduction 4
2. Objective 4
3. Strategies 4
4. Functions 5
5. Benefits 5
6. <i>Composition of the IQAC</i> 5
7. The role of coordinator 6
8. Operational Features of the IQAC 6
9. Monitoring Mechanism 7
10. Mandatory submission of AQAR by NAAC 7
11. The Annual Quality Assurance Report (AQAR) of the IQAC 8

Part – A

11. Details of the Institution 9
12. IQAC Composition and Activities 12

Part – B

13. Criterion – I: Curricular Aspects 14
14. Criterion – II: Teaching, Learning and Evaluation 15
15. Criterion – III: Research, Consultancy and Extension 17
16. Criterion – IV: Infrastructure and Learning Resources 20
17. Criterion – V: Student Support and Progression 22
18. Criterion – VI: Governance, Leadership and Management 24
19. Criterion – VII: Innovations and Best Practices 27
20. Abbreviations 29

s

Document revised by: Dr. Ganesh Hegde, Deputy Adviser and B. S. Ponmudiraj, Deputy Adviser, NAAC

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

Introduction

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

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

Objective

The primary aim of IQAC is

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

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) The relevance and quality of academic and research programmes;

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

Functions

Some of the functions expected of the IQAC are:

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

Benefits

IQAC will facilitate / contribute

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;
- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

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

The composition of the IQAC may be as follows:

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

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

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

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

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

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

Operational Features of the IQAC

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

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

Monitoring Mechanism

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

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

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

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

Mandatory Submission of AQAR by IQAC

So far submission of AQARs was not a Mandatory requirement for Institutions applying to NAAC 2nd and subsequent cycles of Assessment and Accreditation (A&A). It has now been decided by the Executive committee of NAAC that **regular submission of AQARs should be made mandatory for 2nd and subsequent cycles of accreditation.**

In view of the decision of **Executive Committee of NAAC** the following will be the pre-requisites for submission of LOI for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A **with effect from 16th September 2016:**

- 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.

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

I. Details of the Institution

1.1 Name of the Institution	K.S.R COLLEGE OF EDUCATION
1.2 Address Line 1	K.S.R KALVI NAGAR
Address Line 2	THOKKAVADI
City/Town	TIRUCHENGODE
State	TAMILNADU
Pin Code	637215
Institution e-mail address	ksreducation@gmail.com
Contact Nos.	04288-274741-44(4 Lines)
Name of the Head of the Institution:	Dr.P.SURESH PRABU
Tel. No. with STD Code:	04288-274741-44(4 Lines)
Mobile:	09952133900

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOCN 18879)

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)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.12	2012	5 Years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

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

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR 12/11/2014 (DD/MM/YYYY)⁴
- ii. AQAR 04/11/2015 (DD/MM/YYYY)
- iii. AQAR 15/05/2017 (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

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

TAMILNADU TEACHERS EDUCATION
UNIVERSITY, CHENNAI

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

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

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="5"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="-"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="11"/>
2.10 No. of IQAC meetings held	<input type="text" value="02"/>

2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="18"/>	Faculty	<input type="text" value="12"/>
---	-----	---------------------------------	---------	---------------------------------

Non-Teaching Staff Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

One day national level workshop on digital technology

2.14 Significant Activities and contributions made by IQAC

Yoga Day celebration at 11.09.2015
 Organized Motivational programme on 28.12.2015

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. E-Content	Online Educational Resources & Video Lessons.
2. Eco-Friendly Environment	Tree Plantation Campaign.
3. Memorandum of Understanding with schools and colleges	Effective Placement Faculty and faculty exchange programme.
4. Communication – Language Skill	Phonic course to all the students
5. Coaching classes	Coaching classes for TET, TRB and NET
6. Community Services	1. “Blood ”Donation, Awareness 2. Computer Literacy programme to school students

* 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

- ✓ Plan to conduct National Level Workshop.
- ✓ Publish reference books for TNTEU Curriculum.
- ✓ Strengthen the parents teachers association for Quality development

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	1	-	-	-
UG	1	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
∝ Total	2	-	-	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
∝ Semester	-
Trimester	-
Annual	2

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.

✓ Follow the TNTEU syllabus

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
34	30	2	1	2

2.2 No. of permanent faculty with Ph.D.

4

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
11	-	1	-	-	-	-	-	12	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

3	4	-
---	---	---

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	14	-
Presented papers	1	14	-
Resource Persons	-	1	-

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

- ✓ Inlibnet is available for all the staff and students
 - ✓ With facility in available for all staff and students
 - ✓ PowerPoint presentation is available for whole syllabus.

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

200

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

- ✓ Question Bank is available in the form of hard and soft copy for all the subjects.
- ✓ Term end and week end examination being conducted.

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

-	-	-
---	---	---

2.10 Average percentage of attendance of students

99%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Ed – I st Year	160	70	21	-	-	91%
M.Ed – I st Year	50	26	32	-	-	64%

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

- ✓ Smart Class Training for Students.
- ✓ Wi-Fi connectivity in campus.
- ✓ Feedback from faculty members.
- ✓ Multimedia Learning Material.
- ✓ Digital functioning of Administration.
- ✓ Conducting talent search programme for 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	2

Orientation programmes	4
Faculty exchange programme	15
Staff training conducted by the university	-
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	-
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	3	-	-	-
Technical Staff	3	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

- ✓ Staff Members are boosted to publish Research Papers.
- ✓ Staff members are motivate to conduct the action research.

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	5	4	-
Non-Peer Review Journals	-	-	-
e-Journals	1	1	-
Conference proceedings	-	3	-

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	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

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	-	1	-	-	-
Sponsoring agencies	-	Management			Management

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

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
 National level International level

3.22 No. of students participated in NCC events:

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

- ✓ Participation in Aids Awareness.
- ✓ Dental Camp in nearby KSR Kalvi Nagar.
- ✓ Literacy Awareness Programme.
- ✓ First Aid Awareness Programme.
- ✓ Visited Gandhi Ashram.
- ✓ Cleanliness work done in Tiruchengode Temple.
- ✓ Eye Donation Awareness program was conducted on 30.03.2016.
- ✓ Tree plantation at various Government schools in Namakkal district.
- ✓ Youth Awakening Day celebrated on 10th October 2015.
- ✓ World Health Day was conducted.

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	88175 Sq.Ft	-	Trust	88175 Sq.Ft
Class rooms	8580 Sq.Ft	-	Trust	8580 Sq.Ft
Laboratories	3276 Sq.Ft	-	Trust	3276 Sq.Ft
Seminar Halls	2002 Sq.Ft	-	Trust	2002 Sq.Ft

No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	-	Trust	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	Trust	-
Others	88175 Sq.Ft	-	Trust	88175 Sq.Ft

4.2 Computerization of administration and library

<ul style="list-style-type: none"> ✓ Computerized Office Work. ✓ Tally 9.0 for Office Accounts. ✓ Inlibnet is available in library. ✓ Barcode system implemented at library.
--

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	7501	13.41	754	0.63	8798	14.56
Reference Books	611	1.74	103	0.21	805	2.11
e-Books	2	-	6	-	3	-
Journals	15	14.500	7	5.100	20	16.700
e-Journals	5	-	10	-	7	-
Digital Database	-	-	-	-	-	-
CD & Video	50	04	7	0.5	60	0.5
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	50	40	All System	-	-	3	3	4
Added	20	20	-	-	-	-	-	-
Total	70	60	All System	-	-	3	3	4

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

- ✓ Computer literacy awareness programme was conducted to government school students.
- ✓ Internet browsing techniques and Power Point presentation techniques was given to the school teachers.

4.6 Amount spent on maintenance in lakhs :

i) ICT	1.00
ii) Campus Infrastructure and facilities	2.25
iii) Equipments	1.00
iv) Others	8.25
Total :	12.50

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- ✓ Received government scholarship SC / ST students worth .
- ✓ Various Competitions are conducted in the name of Talent Search programme on every Saturday to exhibit students tallents.
- ✓ Independence Day, Republic day, Gandhi Jayanthi and Teachers Day were commemorated and honoured by students and staff members.
- ✓ The important festivals like Pongal, Christmas, New Pear, Ramjan and Deewali were celebrated in a grand manner.
- ✓ Sports events are conducted to exhibit students Talents.
- ✓ Students were trained on public speaking during the college assembly through this regular practice, students gained self – confidence and overcame their stage fear.

5.2 Efforts made by the institution for tracking the progression

- ✓ Special coaching class was arranged for academically backward students.
- ✓ ICT enabled Teaching – Learning process was taught.
- ✓ Tutor ward system is functioning well to give attention to every students.
- ✓ Bridge course is organised in the starting of academic year itself.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
160	50	-	-

(b) No. of students outside the state

01

(c) No. of international students

-

Men

No	%
-	-

Women

No	%
-	-

Course	Last Year						This Year					
	General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
B.Ed.,	-	24	1	133	2	160	-	61	2	100	-	163
M.Ed.,	-	40	2	8	-	50	-	32	4	14	-	50

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

- ✓ Coaching classes for TET, TRB

No. of students beneficiaries

-

5.5 No. of students qualified in these examinations

NET	1	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	20

5.6 Details of student counselling and career guidance

- ✓ Through tutor ward system were active efficiently.
- ✓ Individual counselling given by the in-charge staff.
- ✓ Placement Opportunities were created nearby schools.

No. of students benefitted

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
18	83	35	15

5.8 Details of gender sensitization programmes

- ✓ Anti-sexual Harassment committee is effectively functioning.
- ✓ Anti-Ragging committee is formed for ragging free environment.

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	75	37,53,010
Financial support from government		
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

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

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

Vision
✓ To fulfil the needs of the students by providing a conducive ambience for promoting quality education.
Mission
✓ To produce teachers with potentials through dedication and commitment.
✓ To train the students with special coaching to cope up with the present Educational scenario.
✓ To motivate the faculty to pursue their research activity leading to higher degrees.

6.2 Does the Institution has a management Information System

✓ Yes the Institution has well organised management information system. All the academic and financial activities are recorded properly.
--

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

6.3.1 Curriculum Development

- ✓ ICT Materials are prepared for all subjects.
- ✓ Bridge course is conducted in communicative English and in basic computer literacy.

6.3.2 Teaching and Learning

- ✓ Video lectures are provided to the students.
- ✓ ICT material is available for each lesson.
- ✓ Guest Lectures are arranged for important topics.
- ✓ Micro teaching was recorded and reteach was based on video recording.
- ✓ Co-operative learning environment is given to the students.
- ✓ Peer Evaluation is done within the faculty members for improving their competency.
- ✓ Research committee meeting is conducted yearly twice.
- ✓ Course file is prepared for all subject by the respective teachers.
- ✓ Tutorial ward system is followed to identify the problematic students.

6.3.3 Examination and Evaluation

- ✓ Examination committee is formed for evaluation reformation.
- ✓ Computerized question bank prepared by our staff members are available for all the subjects.
- ✓ Week end tests, unit test, term examinations are conducted periodically.
- ✓ Two model examinations are arranged out of which one question paper is received from outside source.
- ✓ Special coaching class is given to slow learners.

6.3.4 Research and Development

- ✓ Staff members presented papers in the seminar and the papers well published in the seminar proceedings with ISBN number.
- ✓ B.Ed., students are encouraged to submit papers in their respective optional subjects.
- ✓ M.Ed., students presented papers in the seminar in and outside the college.
- ✓ Research scholars of various colleges from M.Ed., to Ph.D are allowed for data collection.
- ✓ Action research is carried by our students.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library

- ✓ Library is with OPAQ facility.
- ✓ Inlibnet facility is available for all the staff members and students.

ICT

- ✓ Sony digital camera with 20% mega pixels, 8 % optical zoom, and 25 mm wide angle lens was used for pasteurising the events.
- ✓ HP laser printer is used to improve the quality of the printouts.
- ✓ Language Lab software is upgraded.
- ✓ Window XP operating system is uploaded to all systems in Computer Lab.

Physical Infrastructure

- ✓ An auditorium with an length area of '44 x 26' is constructed in the college campus.
- ✓ Play ground is refurbished with an auditorium and gaming facilities.
- ✓ Toilet is renovated.
- ✓ Hostel facility is provided and it is managed by hosted advisory committee.
- ✓ R.O. System is restored in all the floors.

6.3.6 Human Resource Management

- ✓ Self – Appraisal system is utilised to improve the quality of the staff members.
- ✓ Work load is prepared by the Principal
- ✓ Work done fileis maintained by all the staff members.
- ✓ Staff welfare facilities are arranged promptly.
- ✓ Faculty development programmes were organized to the faculty on ICT enabled Teaching Orientation Programme and Micro Teaching.
- ✓ Staff counselling cell is functioning well to motivate them.
- ✓ Staff members are encouraged to do part –time M. Phil. and Ph.D., programmes. Two of our staff members are doing his Ph.D.,

6.3.7 Faculty and Staff recruitment

- ✓ Faculty selection is based on Merit-tier basis. An interview panel consists of members of Management, Educational experts, Principals of College of Education and HOD's of the particular subject to recruit the staff members.
- ✓ Staff members are selected based on their merit by staff selection, committee.
- ✓ Teaching competency is the main element for staff selection.
- ✓ Academic peer evaluation was done by the peer faculty members.
- ✓ Preference is given to the candidates who possess by NET/SLET/Ph.D.

6.3.8 Industry Interaction / Collaboration

- ✓ Our students and staff members visited Summer India Export Limited.

6.3.9 Admission of Students

- ✓ Admission is based on the academic achievement of students.
- ✓ Admission committee is formed yearly once to do the admission work.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> ✓ Festival Advance ✓ Health check-up ✓ Staff Tour ✓ Fees concession for the children for the staff members. ✓ Incentives for Good academic achievement. ✓ Incentive for full attendance. ✓ Provident fund facility. Faculty development programme on ICT.
Non teaching	<ul style="list-style-type: none"> ✓ Festival advance ✓ Health check-up ✓ Fees concession for the children of the non teaching staff members. ✓ Free tour ✓ Diwali bonus. ✓ Incentive for full attendance. ✓ Provident fund facility Loan facility.
Students	<ul style="list-style-type: none"> ✓ Health check up ✓ Fees concession. ✓ Bridge course ✓ Scholarship ✓ Free Transport facility. ✓ PTA ✓ Tutor ward system ✓ Coaching for TET / TRB ✓ Guidance and counselling cell ✓ Yoga training. Special coaching for weak students.

6.5 Total corpus fund generated

1778.98

6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	-	-	-	-
Administrative	Yes	-	Yes	-

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

-

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

-

6.11 Activities and support from the Alumni Association

- | |
|--|
| <ul style="list-style-type: none">✓ Alumni association is functioning effectively.✓ Alumni account is maintained.✓ Alumni members supported the academic activities by providing suggestions which is useful for corrective action.✓ Alumni are included in IQAC meeting. |
|--|

6.12 Activities and support from the Parent – Teacher Association

- | |
|---|
| <ul style="list-style-type: none">✓ Two Parent-Teachers Association meeting was conducted.✓ Parent-Teachers Association involved in all the academic programmes. |
|---|

6.13 Development programmes for support staff

- ✓ Yoga training is given to the non-teaching staff members.
- ✓ They were given training in basic Computer Literacy, Tally and Operating Xerox machine.

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

- ✓ Eco-friendly environment is maintained by tree plantation.
- ✓ Enviro-club is functioning well.
- ✓ Herbal Garden is maintained by the students.
- ✓ Avoid plastic campaign was conducted.
- ✓ Tobacco free environment is maintained strictly.

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.

- Language lab training was given for communication skills.
- Stamp collection awareness is given to the students.
- Students made SUPW products like jewel making, wall making, wall hanging, Paintings, Hand Mades, etc and earned money by selling these products.
- Latest information and college activities are updated in our college website.

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

- Fire safety awareness programme was conducted in our campus.
- Women's day a speech was delivered on women's rights.
- Educational tour was arranged to Kerala from 10.04.2014 to 13.04.2014 to get best knowledge in the outside world.

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

- ✓ Staff Members prepared ICT based instructional Learning materials.
- ✓ Preparations of course file for curriculum planning.
- ✓ Organized National level Workshop on curriculum based.
- ✓ Student personal information is collected initially.
- ✓ Tutor wards system for students to evaluate every action.
- ✓ Due to TET / TRB coaching students passed and got appointment in Government schools.
- ✓ Donation was given to Indian association for the blind higher secondary school and Rehabilitation centre, Madurai.
- ✓ Free Dental check up was given to rural village people near KSR Kalvinagar.

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

7.4 Contribution to environmental awareness / protection

- ✓ An Environment club is functioning regularly.
- ✓ Plastic usage banned Rally was conducted.
- ✓ Tobacco and Plastic free environment is strictly maintained.

7.5 Whether environmental audit was conducted? Yes No

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

A few weaknesses mentioned in the previous NAAC peer team visit report is strengthened.

- ✓ Adequate facility is available for smart class rooms.
- ✓ Allotted separate hall for yoga and meditation.
- ✓ Placement cell was constructed in well structured and conduct placement training to students for their employment.

8. Plans of institution for next year

- ✓ Plan to publish Books with ISBN number.
- ✓ Plan to conduct special communication training for student teachers.
- ✓ National Level Conference proceeding with ISBN publication.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____***_____

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

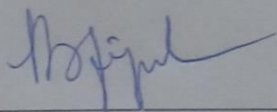
A few weaknesses mentioned in the previous NAAC peer team visit report is strengthened.

- ✓ Adequate facility is available for smart class rooms.
- ✓ Allotted separate hall for yoga and meditation.
- ✓ Placement cell was constructed in well structured and conduct placement training to students for their employment.

8. Plans of institution for next year

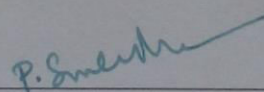
- ✓ Plan to publish Books with ISBN number.
- ✓ Plan to conduct special communication training for student teachers.
- ✓ National Level Conference proceeding with ISBN publication.

Name B. JAI GANESH



Signature of the Coordinator, IQAC

Name Dr. P. SURESH PRABU



Signature of the Chairperson, IQAC

PRINCIPAL
K.S.R.COLLEGE OF EDUCATION
K.S.R. KALVI NAGAR,
TIRUCHENGODE - 637 215.
NAMAKKAL (Dt.), TAMILNADU.
