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)

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

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

NAAC

VISION

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

MISSION

- *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

- *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*

- *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

- *To undertake quality-related research studies, consultancy and training programmes, and*

- *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

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

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

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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

AQAR for the year *(for example 2013-14)* | 2017-18 |

1. Details of the Institution

1.1 Name of the Institution | CSIBER'S College of Non Conventional Vocational Courses for Women |

1.2 Address Line 1 | CSIBER'S Campus |

Address Line 2 | Shivaji University Road |

City/Town | Kolhapur |

State | Maharashtra |

Pin Code | 416004 |

Institution e-mail address | cncvcw@siberindia.edu.in
principalcncvcw@gmail.com
iqaccncvcw@gmail.com |

Contact Nos. | 0231 - 2535405 |

Name of the Head of the Institution: | Dr. V. A. Salokhe |

Tel. No. with STD Code: | 0231 - 2535405 |

Mobile: 9890932461

Name of the IQAC Co-ordinator: Mrs. Shukrani Shinde

Mobile: 9922529292

IQAC e-mail address: iqaccncvcw@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)* MHCOGN 11265

1.4 **NAAC Executive Committee No. & Date:** EC(SC)/12/A&A/10.3
(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: www.cncvcw.edu.in

Web-link of the AQAR: www.cncvcw.edu.in/AQAR 2017-18

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	1st Cycle	A	85%	2004	5
2	2nd Cycle	A	3.02	2010	5
3	3rd Cycle	B	2.79	2016	5
4	4th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY   02/08/2004

1.8 AQAR for the year *(for example 2010-11)*   2017-18

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

   i. AQAR   2016-17   09/06/2017   (DD/MM/YYYY)
  ii. AQAR_____ _____ (DD/MM/YYYY)
 iii. AQAR_____ _____ (DD/MM/YYYY)
 iv. AQAR_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

    University   State [✔] Central [ ] Deemed [ ] Private [ ]

    Affiliated College   Yes [✔] No [ ]

    Constituent College   Yes [ ] No [✔]

    Autonomous college of UGC Yes [ ] No [✔]

    Regulatory Agency approved Institution   Yes [✔] 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)   . Interdisciplinary

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

Shivaji University, Kolhapur

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

Autonomy by State/Central Govt. / University   -

University with Potential for Excellence   -   UGC-CPE   -

DST Star Scheme   -   UGC-CE   -

UGC-Special Assistance Programme   -   DST-FIST   -

UGC-Innovative PG programmes   -   Any other *(Specify)*   -

UGC-COP Programmes   -

2. IQAC Composition and Activities

2.1 No. of Teachers   10

2.2 No. of Administrative/Technical staff   02

2.3 No. of students   02

2.4 No. of Management representatives   01

2.5 No. of Alumni   03

2. 6 No. of any other stakeholder and

   community representatives   02

2.7 No. of Employers/ Industrialists   02

2.8 No. of other External Experts   -

2.9 Total No. of members   22

2.10 No. of IQAC meetings held   Three meetings are held: 10/07/2017, 29/12/2017,
24/ 04 /2018

2.11 No. of meetings with various stakeholders: No. | 19 | Faculty | 16 |

Non-Teaching Staff Students | 1 | Alumni | 1 | Others | PTA |

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 | 1 | State [ ] Institution Level | 4 |

(ii) Themes
- Psycho Somatic disorders – Causes and Remedies
- Health Awareness for Non-Teaching staff
- Care and Maintenance of Garments
- Landscaping

2.14 Significant Activities and contributions made by IQAC
- Organised National level Design Competition by Fashion Dept.
- Organised Industry Institute Interaction by all departments.
- Parent Teacher Association meet & Alumni meet conducted.

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. The academic plan was

implemented to the extent of almost 98%

Plan of Action	Achievements
Industry Institute Interaction	The students were benefited by real life experiences of industrialists.
Knowledge exchange programme	Staff & students were aware about interdisciplinary courses

 * 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 | College Development Committee |

Provide the details of the action taken

> – Academic calendar accepted
> – Industry Institute Interaction strengthened

Part – B

Criterion – I

1. 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				
UG	4	-	4	
PG Diploma	1	-	1	
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	5	-	5	

Interdisciplinary	3			
Innovative				

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

Pattern	Number of programmes
Semester	4 (B.Sc.(FTM), B.A.(DMFC), B.I.D., B.A.(MM))
Trimester	-
Annual	1 (PGDND)

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.

> Revision of Syllabus is done every three years as per the University norms.

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

> New proposals were prepared and submitted to Shivaji University for approval
> 1) B.Sc. in Geo-informatics
> 2) B.Sc. in Environmental Science
> 3) B.Sc. in Food Science & Quality Control
> 4) B.Sc. in Nutrition & Dietetics

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
6	5	-	1	-

2.2 No. of permanent faculty with Ph.D.

1

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
05									

2.4 No. of Guest and Visiting faculty and Temporary faculty

-		11		17

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	-	09	-
Presented papers	1	01	-
Resource Persons	-	-	02

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

> Wall less teaching was initiated in Fashion & Interior department, Knowledge Sharing Forum, Industry Institute Interaction

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

180 Days

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

Standard University Roster is followed

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

-	5	-

2.10 Average percentage of attendance of students

90 – 95%

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.Sc.(FTM)	173	Final ledger from Shivaji University awaited for 2017-18 batch				
B.A.(DMFC)	175					
BID	172					
B.A.(MM)	59					
PGDND	29	12	10	05	-	01

Note – Report will be submitted to NAAC after getting final ledger from Shivaji University

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

The academic committee formed in the college is responsible for monitoring / evaluating the teaching & learning process through Department Calendar & Teaching Plan

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	03
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	01	-	-	04
Technical Staff	-	-	-	02

Criterion – III

3. Research, Consultancy and Extension

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

Teachers were encouraged to participate in workshops, seminars and conferences. Under research sensitization under Lead college scheme of Shivaji University, Kolhapur one minor research on "Development and Evaluation of energy bar incorporated with oil seeds" was conducted by Ms. Shraddha Kulkarni, Asst. Professor, Food Technology Department

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	01	-	-	--
Outlay in Rs. Lakhs	0.1 Rs.	-	-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	01	01	-

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	01	Shivaji University Research Sensitization Scheme, Lead College	10000/-	10000/-
Students research projects *(other than compulsory by the University)*	-	-	-	-
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 [Nil]

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons ☐ -

3.13 No. of collaborations   International ☐ -   National ☐ -   Any other ☐ -

3.14 No. of linkages created during this year ☐ -

3.15 Total budget for research for current year in lakhs :

From Funding agency ☐ -   From Management of University/College ☐ -

Total ☐ -

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

Nil

Nil

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

Nil

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

JRF ☐ -   SRF ☐ -   Project Fellows ☐ -   Any other ☐ -

3.21 No. of students Participated in NSS events: Nil

University level ☐   State level ☐

National level ☐   International level ☐

3.22 No. of students participated in NCC events: Nil

University level ☐   State level ☐

National level ☐   International level ☐

3.23 No. of Awards won in NSS: Nil

University level [ ]   State level [ ]

National level [ ]   International level [ ]

3.24 No. of Awards won in NCC: Nil

University level [ ]   State level [ ]

National level [ ]   International level [ ]

3.25 No. of Extension activities organized

University forum [ ]   College forum [22]

NCC [-]   NSS [-]   Any other [-]

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

- Display on theme "Recycle" by Dept. of Fashion Design on 31st July 2017
- Wall paper display on "Forest Conservation" by Dept. of Food Technology on 12th August 2017
- Guest lecture on "LPG Safety" by Dept. of Food Technology on 22nd August 2017

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	11 Acres	-	Self Finance	11 Acres
Class rooms	10	-	Self Finance	10
Laboratories	07	-	Self Finance	07
Seminar Halls	01	-	Self Finance	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	30 PC + Invertor UPS	6 (5 Jack industrial sewing machine + 1 weighing balance 3 digit) + 10 PCs	Self Finance	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	2,97,989	Self Finance	-
Others	-	1,31,000	Self Finance	-

4.2 Computerization of administration and library

Yes

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	4216	21,74,484	164	93,777	4380	22,68,261
Reference Books	745	11,20,036	14	42,313	759	11,62,349
e-Books						
Journals	28	39,544	29	42,873	29	42,873
e-Journals						
Digital Database						
CD & Video	150	------	03	----	153	------
Others (specify) Newspaper	05	5,842	06	7081	06	7081

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	46	30	37	-	-	03	13	-
Added	10	10	10	-	-	-	-	-
Total	56	40	47	-	-	03	13	-

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

Computer lab is open for all members with internet access, Training programmes are arranged for teachers & students

4.6 Amount spent on maintenance in lakhs :

i) ICT   -

ii) Campus Infrastructure and facilities   15,453/-

iii) Equipments   41,234/-

iv) Others   8,787/-

Total :   65,474/-

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- College has started a Competitive Examination Cell in Collaboration with CSIBER.

- College conducts guest lectures & programmes on various topics.

- Earn & Learn Scheme is available.

5.2 Efforts made by the institution for tracking the progression

Progression of students is seen through their academic performance i.e. from the time of admission to their final year results.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
579	29	-	-

(b) No. of students outside the state

08

(c) No. of international students

-

Men

No	%
-	-

Women

No	%
608	100%

	Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
186	16	05	20	00	227	474	49	04	81	00	608

Demand ratio   1 : 1To 1:2 depending upon program   Dropout % - 3.12%

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

- Competitive Examination Coaching is available

- Books are available in the library for coaching for competitive examination

No. of students beneficiaries

04

5.5 No. of students qualified in these examinations

NET | - | SET/SLET | - | GATE | - | CAT | - |

IAS/IPS etc | - | State PSC | - | UPSC | - | Others | - |

5.6 Details of student counselling and career guidance

> Career guidance is given to the students aspiring for higher education, placement and entrepreneurship in the respective fields.

No. of students benefitted | 145 |

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	73

5.8 Details of gender sensitization programmes

> - Being women's college necessary issues are addressed and attended including their Nutrition, Health and Sanitation.

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	02	20,000/-
Financial support from government	27	7,95,929/-
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

5.11   Student organised / initiatives

Fairs   : State/ University level | - | National level | - | International level | - |

Exhibition: State/ University level | 01 | National level | - | International level | - |

5.12   No. of social initiatives undertaken by the students | 03 |

5.13 Major grievances of students (if any) redressed: NIL

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION
To promote equal opportunities in higher education in vocational education for women student community. To educate and prepare girls student community for vocational and professional excellence to face the need of changing economic condition and business policies of the government.

MISSION

By adopting variety of modern pedagogies
1. To facilitate Women in understanding, developing interaction and applying core and specialized concepts and practices.
2. To prepare Women student academically
3. To update Women in a different vocations and professions to face the future challenges of market by providing them laboratory and field practical training.

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

As per the University norms

6.3.2 Teaching and Learning

Use of ICT teaching all the departments and teaching is done for a period of 180 days

6.3.3 Examination and Evaluation

As per University norms

6.3.4 Research and Development

Under research sensitization under Lead college scheme of Shivaji University, Kolhapur one minor research on "Development and Evaluation of energy bar incorporated with oil seeds" was conducted by Ms. Shraddha Kulkarni, Asst. Professor, Food Technology Department

6.3.5 Library, ICT and physical infrastructure / instrumentation

Yes, quality improvement are seen in library in the form of e-journals & under physical infrastructure the seminar hall is upgraded

6.3.6 Human Resource Management

- Deputation of Faculty members for training on entrepreneurship development
- Participation of Faculty members in conferences, workshops
- Wallpaper display, poster presentation and design competitions amongst students

6.3.7 Faculty and Staff recruitment

As per approved post given by parent university, recruitment was done.

6.3.8   Industry Interaction / Collaboration

- Industry Institute Interaction meet was organized by the Dept. Fashion Design, Dept. of Food Technology, Dept. of Interior Design & Dept. of Multimedia
- MoU of Dept. of Food Technology, CNCVCW with Dept. of Technology, Shivaji University, Kolhapur is in process

6.3.9   Admission of Students

Admission to B.Sc.(FTM), B.A.(DMFC), B.I.D., B.A.(MM) & PGDND, was given on merit basis by following norms given by Shivaji Univeristy & Govt. of Maharashtra

6.4 Welfare schemes for

Teaching	Yes
Non teaching	Yes
Students	Yes

6.5 Total corpus fund generated   Rs.25.0/- Lakhs

6.6 Whether annual financial audit has been done   Yes ✔   No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	✔	CSIBER Management	✔	College
Administrative	✔	CSIBER Management	✔	College

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?

> Examination processes made simpler at user friendly by adopting online examination process for examination forms and question papers through SRPD.

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

> By organising meetings affiliated university motivates colleges to become an autonomous institute.

6.11 Activities and support from the Alumni Association

> - Organisation of Alumni Association Meet
> - Support for placement Cell

6.12 Activities and support from the Parent – Teacher Association

> - Conducted Parent – Teacher Association meet for planning academic activities

6.13 Development programmes for support staff

> - Soft loan for Housing finance, Purchase of Vehicles & Education etc. is made available through Late Dr. A. D. Shinde CSIBER Employee's Cooperative Credit Society.

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

> - Plantation & Maintenance of trees from non-teaching staff.
> - Organised No Vehicle Day in college.

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.

- CCTV cameras are put on in office, library, workshop & corridors.
- Power generator & Battery Backup for uninterrupted power supply
- Knowledge Exchange Forum
- Use of ICT as a teaching methodology

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

- Entrepreneurship development

- Knowledge Exchange Programme

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

- Industry-Institute-Interaction

- Experiential learning

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

7.4 Contribution to environmental awareness / protection

- Plantation & Maintenance of trees from non-teaching staff.

- Organised No Vehicle Day in college.

- Wall paper display on Forest Conservation for celebration for World Environmental Day

7.5 Whether environmental audit was conducted?   Yes ✔   No ☐

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

- Strengths
    1. The only women's college under Shivaji University offering non-conventional vocational training.
    2. Encouragement & the support given by the management to the college.
    3. Constructive & positive attitude of students.
    4. Maintenance of effective discipline.
- Weakness
    1. By and large students come from rural areas and from vernacular language and low paying capacity.
    2. The geographical disadvantage of not having connected by air
    3. Lack of creating academic flexibility being affiliated to university.
- Opportunities
    1. From experienced learning, better placement and entrepreneurship development.
    2. The college has the potential & prospect to run PG courses.
- Threats
    1. Getting qualified people in professional areas as per UGC norms.
    2. Place awareness about vocational courses amongst stakeholders.

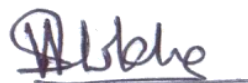## 8. **Plans of institution for next year**

- National Level Seminar on "Quality Enhancement and Skill Development in Higher Education"
- Introduction of foreign languages such as Japanese, French and German
- Introduction of short term certificate courses such as
    - Internal Audit Program in Food Safety in collaboration with Bureau Veritas Certification India (BVCI)
    - Food and Nutrition
    - Landscaping
    - Basic Embroidery
- Faculty Development Programs

Name   Mrs. Shukrani C. Shinde

S.C.Shinde

_____

Signature of the Coordinator, IQAC

Name Dr. Vidya A. Salokhe

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Signature of the Chairperson, IQAC

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Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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