

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

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

2011-2012

I. Details of the Institution

1.1 Name of the Institution

SRI BALAJI COLLEGE OF EDUCATION

1.2 Address Line 1

Arcot Road, A.C.S. Nagar,

Address Line 2

Irumbedu

City/Town

ARNI

State

TAMILNADU

Pin Code

632 317

Institution e-mail address

sribalajicoed@yahoo.in

Contact Nos.

9488014921

Name of the Head of the Institution:

Dr. S. MOHAMADRAFI

Tel. No. with STD Code:

04173 - 227725

Mobile: **9488014921**

Name of the IQAC Co-ordinator: **Mr. H. PRABHU**

Mobile: **94880 14921**

IQAC e-mail address: **prabuknb@gmail.com**

1.3 NAAC Track ID (For ex. MHC0GN 18879) **---**

OR

1.4 NAAC Executive Committee No. & Date: **EC/60/A&A/007 dated:05.07.2012**
(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.sbce.in**

Web-link of the AQAR: **www.sbce.in/AQAR2011-12.pdf**

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	2.18	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** **02/01/2011 (1st)**

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

- i. AQAR _____ (DD/MM/YYYY)
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution (NCTE) Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

.....

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

Tamilnadu Teachers Education University (TNTEU)

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

Autonomy by State/Central Govt. / University	<input type="text" value="----"/>		
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="14"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="6"/>
2.3 No. of students	<input type="text" value="135"/>
2.4 No. of Management representatives	<input type="text" value="2"/>
2.5 No. of Alumni	<input type="text" value="3"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="---"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="---"/>
2.8 No. of other External Experts	<input type="text" value="---"/>
2.9 Total No. of members	<input type="text" value="7"/>
2.10 No. of IQAC meetings held	<input type="text" value="2"/>

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

1. Empowering the future education by effective Teaching Learning Techniques – Teachers
2. Need for Value Education – Students

2.14 Significant Activities and contributions made by IQAC

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
Unit Test Model Exam	

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

2.16 Whether the AQAR was placed in statutory body Yes No
 Management Syndicate Any other body

Provide the details of the action taken

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
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 (B.Ed., & M.Ed.)

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.

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
14	8+3	1	1	1

2.2 No. of permanent faculty with Ph.D.

3

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

2.4 No. of Guest and Visiting faculty and Temporary faculty

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

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended			
Presented papers		✓	✓
Resource Persons		✓	✓

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

Training Classes using Power point.

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

160+40 = 200

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

Yes

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

93%

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.	99	7	73	8	---	89
M.Ed.	34	0	19	7		76

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

Through Meeting and feedback forms

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	---
UGC – Faculty Improvement Programme	---
HRD programmes	---
Orientation programmes	---
Faculty exchange programme	---
Staff training conducted by the university	---
Staff training conducted by other institutions	---
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	4	---	---	---
Technical Staff	3	---	---	---

Criterion – III

3. Research, Consultancy and Extension

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

Research Paper - Publications

New Tools Construction

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	---	---	---
Non-Peer Review Journals	---	---	---
e-Journals	---	---	---
Conference proceedings	---	---	---

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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sponsoring agencies	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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	<input type="text"/>
	Granted	<input type="text"/>
International	Applied	<input type="text"/>
	Granted	<input type="text"/>
Commercialised	Applied	<input type="text"/>
	Granted	<input type="text"/>

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

1

0

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

0

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

-
-

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	5.19 Acre	---	---	5.19 Acre
Class rooms	14	---	---	14
Laboratories	5	---	---	5
Seminar Halls	1	---	---	1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	0.90	---	---	0.90
Value of the equipment purchased during the year (Rs. in Lakhs)	---	---	---	---
Others	---	---	---	---

4.2 Computerization of administration and library

YES

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	900	40000	70	11730	970	51730
Reference Books	2000	250000	300	50000	2300	300000
e-Books						
Journals	8	6000	2	1800	10	7800
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	15	10	1			2	1	1
Added	0	0	0			0	0	0
Total	15	10	1			2	1	1

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

Networking

4.6 Amount spent on maintenance in lakhs :

i) ICT	0
ii) Campus Infrastructure and facilities	0.33
iii) Equipments	0.13
iv) Others	32.70
Total :	33.16

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

RRC, Citizenship Training camp, Awareness Rally, Educational Tour

5.2 Efforts made by the institution for tracking the progression

- **Communication Skill Development**
- **TNTET Coaching (2011-12)**

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
100	35	--	--

(b) No. of students outside the state

(c) No. of international students

Men

No	%
44	33

Women

No	%
91	67

Last Year (2010-11)						This Year (2011-12)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
3	36	0	86	0	125	4	17	0	114	--	135

Demand ratio

Dropout % ---

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

TNPSC / NET / BANKING TRB

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

Yes, Students who approach the counsellor with problems have been counselled and guided.

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

5.8 Details of gender sensitization programmes

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	17	790500
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

<p>Imparting quality education to attain wisdom – Vision</p> <p>Education for life - Mission</p>
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6.2 Does the Institution has a management Information System

<p>Yes</p>

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

6.3.1 Curriculum Development

As per University Guidelines

6.3.2 Teaching and Learning

Workshop on Teaching

Workshop on Learning

6.3.3 Examination and Evaluation

Unit Test & 3 Model Exams

6.3.4 Research and Development

**Construction & Standardization of new
tool in M.Ed. itself. & Case study in
B.Ed.**

6.3.5 Library, ICT and physical infrastructure / instrumentation

Books & Net Library

6.3.6 Human Resource Management

Arrange for Campus Interview

6.3.7 Faculty and Staff recruitment

Through an Interview

6.3.8 Industry Interaction / Collaboration

6.3.9 Admission of Students

As per University Norms

6.4 Welfare schemes for

Teaching	---
Non teaching	4
Students	---

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	ISO	Yes	Auditor
Administrative	Yes	BSI		

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

For UG Programmes Yes No

For PG Programmes Yes No

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

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

YES

6.12 Activities and support from the Parent – Teacher Association

YES

6.13 Development programmes for support staff

YES

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

YES

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.

Smart Classroom

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

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

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

7.4 Contribution to environmental awareness / protection

YES

7.5 Whether environmental audit was conducted? Yes No

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

8. Plans of institution for next year

Implementing Campus Interview

Name Mr. H. PRABHU

Name Dr. S. MOHAMADRAFI

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____*_*_*_____

Abbreviations:

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