

*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 (for example 2013-14)

**2012-2013**

#### 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.

**97860 50258**

Name of the Head of the Institution:

**Dr. S. MOHAMADRAFI**

Tel. No. with STD Code:

**04173 - 227725**

Mobile: **97860 50258**

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/AQAR2012-13.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 <sup>st</sup> Cycle	<b>B</b>	<b>2.18</b>	<b>2012</b>	<b>5 Years</b>
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC : **DD/MM/YYYY** **02.01.2011**

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

- i. AQAR 2011-12 submitted to NAAC on 02.06.2017
- 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. Learning though ICT – Students**  
**2. Innovative teaching strategies – Teachers**

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
<b>Unit Test</b>	<b>% of Results</b>
<b>Model Exam</b>	

*\* 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	<b>1</b>	---	---	---
UG	<b>1</b>	---	---	---
PG Diploma	---	---	---	---
Advanced Diploma	---	---	---	---
Diploma	---	---	---	---
Certificate	---	---	---	---
Others	---	---	---	---
<b>Total</b>	<b>2</b>	---	---	---
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	<b>2 (B.Ed., &amp; M.Ed.)</b>

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.

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

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## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
<b>14</b>	<b>8+3</b>	<b>1</b>	<b>1</b>	<b>1</b>

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

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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:

**Feedback in Micro teaching session using the AV facilities.**

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

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2.10 Average percentage of attendance of students

**90%**



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>B.Ed.</b>	<b>97</b>	<b>11</b>	<b>67</b>	<b>4</b>	<b>---</b>	<b>85</b>
<b>M.Ed.</b>	<b>33</b>	<b>0</b>	<b>14</b>	<b>11</b>	<b>---</b>	<b>76</b>

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	<b>4</b>	---	---	---
Technical Staff	<b>3</b>	---	---	---

## 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	---	---	---	---

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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

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## 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	<b>5.19 Acre</b>	---	---	<b>5.19 Acre</b>
Class rooms	<b>14</b>	---	---	<b>14</b>
Laboratories	<b>5</b>	---	---	<b>5</b>
Seminar Halls	<b>1</b>	---	---	<b>1</b>
No. of important equipments purchased ( $\geq 1$ -0 lakh) during the current year.	<b>0.90</b>	---	---	<b>0.90</b>
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	<b>970</b>	<b>51730</b>	<b>0</b>	<b>0</b>	<b>970</b>	<b>51730</b>
Reference Books	<b>2300</b>	<b>300000</b>	<b>0</b>	<b>0</b>	<b>2300</b>	<b>300000</b>
e-Books						
Journals	<b>12</b>	<b>7800</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>7800</b>
e-Journals						
Digital Database						
CD & Video	<b>0</b>	<b>0</b>	<b>20</b>	<b>8000</b>	<b>20</b>	<b>8000</b>
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	<b>25</b>	<b>20</b>	<b>1</b>			<b>2</b>	<b>1</b>	<b>1</b>
Added	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>
Total	<b>25</b>	<b>20</b>	<b>1</b>			<b>2</b>	<b>1</b>	<b>1</b>

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

<b>Networking</b>
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#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	<b>0.02</b>
ii) Campus Infrastructure and facilities	<b>5.30</b>
iii) Equipments	<b>2.64</b>
iv) Others	<b>49.11</b>
<b>Total :</b>	<b>57.07</b>

## Criterion – V

### 5. Student Support and Progression

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

**YES, Citizenship Training camp, Awareness Rally, Educational Tour**

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

- **Communication Skill Development**

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

UG	PG	Ph. D.	Others
<b>100</b>	<b>35</b>	--	--

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

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

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Men

No	%
<b>47</b>	<b>34</b>

Women

No	%
<b>88</b>	<b>66</b>

Last Year (2011-12)						This Year (2012-13)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
<b>4</b>	<b>17</b>	<b>0</b>	<b>114</b>	--	<b>135</b>	<b>2</b>	<b>33</b>	<b>0</b>	<b>100</b>	--	<b>135</b>

Demand ratio

Dropout % ---

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

**TRB/TNPSC/BANKING/NET/SLET**

No. of students beneficiaries

**6**

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

**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
<b>2</b>	<b>20</b>	<b>12</b>	<b>60</b>

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	<b>33</b>	<b>1534500</b>
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><b>Imparting quality education to attain wisdom – Vision</b></p> <p><b>Education for life - Mission</b></p>
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6.2 Does the Institution has a management Information System

<p><b>Yes</b></p>
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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

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6.3.9 Admission of Students

**As per University Norms**

6.4 Welfare schemes for

Teaching	---
Non teaching	<b>4</b>
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

<b>YES</b>
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6.12 Activities and support from the Parent – Teacher Association

<b>YES</b>
------------

6.13 Development programmes for support staff

<b>YES</b>
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6.14 Initiatives taken by the institution to make the campus eco-friendly

<b>YES</b>
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**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.

<b>Smart Classroom</b>
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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*

\_\_\_\_\_\*\_\*\_\*\_\_\_\_\_  
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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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