

*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

	<b>Page Nos.</b>
1. Introduction	..... 4
2. Objective	..... 4
3. Strategies	..... 4
4. Functions	..... 5
5. Benefits	..... 5
6. <i>Composition of the IQAC</i>	..... 6
7. The Role of Coordinator	..... 7
8. Operational Features of the IQAC	..... 7
9. Monitoring Mechanism	..... 7
10. Mandatory Submission of AQAR by NAAC	..... 8
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	..... 15
14. Criterion – II: Teaching, Learning and Evaluation	..... 17
15. Criterion – III: Research, Consultancy and Extension	..... 20
16. Criterion – IV: Infrastructure and Learning Resources	..... 24
17. Criterion – V: Student Support and Progression	..... 26
18. Criterion – VI: Governance, Leadership and Management	..... 30
19. Criterion – VII: Innovations and Best Practices	..... 35
20. Abbreviations	..... 38
21. Annexure-I: Academic Calendar (2018-19)	..... 39
22. Annexure – II: Feedback	..... 40

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

## **Introduction**

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a 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](mailto: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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> and subsequent cycles of A& A **with effect from 16<sup>th</sup> 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

Institute of Science & Technology for Advanced Studies & Research (ISTAR)

1.2 Address Line 1

Sardar Patel Centre for Science & Technology

Address Line 2

Mota Bazaar

City/Town

Vallabh Vidyanagar

State

Gujarat

Pin Code

388120

Institution E-mail Address

[istarcvmvn@yahoo.co.uk](mailto:istarcvmvn@yahoo.co.uk)

Contact Nos.

02692-234955

Name of the Head of the Institution:

Prof. Nirmal Kumar, J.I.

Tel. No. with STD Code:

02692-234955

Mobile:

+91-9825968242

Name of the IQAC Co-ordinator:

Dr. Jigar V. Patel

Mobile:

+91-9898261951

IQAC E-mail Address:

[director@istaradm.co.in](mailto:director@istaradm.co.in)

1.3 NAAC Track ID (For ex. MHCOGN 18879)

GJCOGN16891

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)

EC (SC)/03/AQA/04 dated 24-09-2014

1.5 Website Address:

[www.istar.edu.in](http://www.istar.edu.in)

Web-link of the AQAR:

[istar.edu.in/doc/AQAR 2017-18.pdf](http://istar.edu.in/doc/AQAR%2017-18.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	A	3.10	2014	5 years
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

03/04/2012

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 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- ii. AQAR AQAR2015-16 submitted to NAAC on 18-07-2016 (DD/MM/YYYY)
- iii. AQAR AQAR2016-17 submitted to NAAC on 22-07-2017(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) AICTE for MCA

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)

MCA

1.12 Name of the Affiliating University (for the Colleges)

Sardar Patel University &  
Gujarat Technological University

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

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

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	10
2.2 No. of Administrative/Technical staff	01
2.3 No. of students	03
2.4 No. of Management representatives	01
2.5 No. of Alumni	01
2.6 No. of any other stakeholder and community representatives	00
2.7 No. of Employers/ Industrialists	02
2.8 No. of other External Experts	02
2.9 Total No. of members	20
2.10 No. of IQAC meetings held	04

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

Teachers Training Programme on Effective classroom teaching, Stress Management, Environmental Awareness

2.14 Significant Activities and contributions made by IQAC

- Online Students attendance system developed and implemented
- Online Students feedback system developed and implemented
- Academic Audit of staff members using feedback from students
- Encouraging departments to arrange more seminars/conferences etc.
- Effort for improving academic standards
- Orientation programme for fresher students
- Weekly test as a part of internal assessment
- Strengthening research work
- Strengthening laboratory facilities
- Formation of Staff club

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 \*

<b>Plan of Action</b>	<b>Achievements</b>
Online students attendance	Developed indigenously and implemented
Online students feedback	Developed indigenously and implemented
Teachers Training	Designed and Conducted
Re-structuring of duties of Peons with respect to cleaning of campus	Mission 'My Campus, Clean Campus' implemented
Environmental Audit	Carried out by EST department through Green Audit
Recycling of the plastic samples	Carried out by PST department
Staff Club	Formed and Functioning

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

Yes

2.15 Whether the AQAR was placed in statutory body

Yes

No

Management

Syndicate

Any other body

Provide the details of the action taken:

The AQAR was placed before IQAC of the Institution. The committee reviewed it, and suggestions were incorporated and subsequently Management approval was taken.

## **Part – B**

### **Criterion – I**

#### **I. Curricular Aspects**

##### 1.1 Details about Academic Programmes

<b>Level of the Programme</b>	<b>Number of existing Programmes</b>	<b>Number of programmes added during the year</b>	<b>Number of self-financing programmes</b>	<b>Number of value added / Career Oriented programmes</b>
PhD	04	01	05	
PG	13		13	
UG				
PG Diploma	01		01	
Advanced Diploma				
Diploma				
Certificate	01		01	
Others				
<b>Total</b>	19	01	20	
Interdisciplinary				
Innovative	05			

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

<b>Pattern</b>	<b>Number of Programmes</b>
Semester	13 + 01
Trimester	
Annual	

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.

- ✓ Course was updated in following departments and was implemented in 2017-18:
- ✓ Polymer Science and Technology (PST) Department,
- ✓ Surface Coating Technology (SCT) Department,
- ✓ Organic Chemistry Department,
- ✓ Industrial Hygiene and Safety Department
- ✓ Valuation –Plant and Machinery, Real Estate

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>19</b>	17	01	01	06

2.2 No. of permanent faculty with Ph.D.

15

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
<b>03</b>	13	00	03	00	02	03	01	06	19

2.4 No. of Guest and Visiting faculty and Temporary faculty

61

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
<b>Attended</b>	06	21	11
<b>Presented</b>	01	04	02
<b>Resource Persons</b>	00	03	03

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

- WIFI Campus for faculty & students to make use of internet for study and research
- Use of multimedia- LCD projectors
- Encouragement for participation in various state/national level competitions
- Web Seminars
- Remedial class and crash course for weak learners
- NPTEL video lectures
- In-plant / Industrial training
- Certificate Course
- Interview Preparation
- Expert/Alumni Lectures
- Industrial Visits
- Project work
- Seminars

2.7 Total No. of actual teaching days during this academic year 192

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) Weekly tests as a part of internal evaluation

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 11

2.10 Average percentage of attendance of students 85%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total No. of Students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Industrial Chemistry	70	18.57	41.42	40	-	100.00
Surface Coating Technology	26	19.23	50.00	30.76	00.00	100.00
Polymer Science and Technology	28	42.85	53.57	3.57	-	100.00
Organic Chemistry	32	25	59.37	12.50	-	96.87
Environmental Chemistry	45	24.44	48.88	26.66	-	100.00
Industrial Hygiene and Safety	15	40.00	26.66	33.33	-	100.00
Valuation RE	22	45.45	27.27	27.27	--	100.00
Valuation PM	10	20	50	30	--	100.00
Information Technology	06	34	66	-	Nil	100
Instrumentation & Control	04	-	04	-	-	100.00
Mobile Technology	01	100	-	-	-	100.00
Geoinformatics	08	08	-	-	-	100.00
MCA	08	01	05	00	00	75%

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

- IQAC meetings are conducted at the beginning and end of every semester and all the teaching & learning related issues are discussed and implemented
- IQAC monitors the academic and non-academic functioning of the various departments and makes necessary suggestions and actions
- IQAC reviews course plan and outcomes of each and every department

- Online Feed back is taken from the students twice a year and accordingly counseling is arranged for concerned teaching staff if required.
- Continuous evaluation through Assignments, Weekly tests ,Seminars etc.
- IQAC organizes various workshops/seminars/training for teachers during the academic year

#### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
<b>Refresher courses</b>	01
<b>UGC – Faculty Improvement Programme</b>	05
<b>HRD programmes</b>	01
<b>Orientation programmes</b>	04
<b>Faculty exchange programme</b>	-
<b>Staff training conducted by the university</b>	03
<b>Staff training conducted by other institutions</b>	05
<b>Summer / Winter schools, Workshops, etc.</b>	16
<b>Others</b>	05

#### 2.14 Details of Administrative and Technical staff

<b>Category</b>	<b>Number of Permanent Employees</b>	<b>Number of Vacant Positions</b>	<b>Number of permanent positions filled during the Year</b>	<b>Number of positions filled temporarily</b>
Administrative Staff	05	02	00	00
Technical Staff	08	16	00	03

## Criterion – III

### 3. Research, Consultancy and Extension

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

- IQAC team had many formal and informal meetings with the research co-ordinator of the institute and valuable inputs & suggestions were given for encouraging staff to apply for more research projects from various funding agencies
- During the meetings conducted by IQAC with all teaching staff, special emphasis has been given on promoting research culture in the institute
- All HoDs are encouraged to conduct seminars/ workshops/ conferences in the institute. They are also encouraged to enrol more Ph.D students
- Industry sponsored research work and consultancy is given higher priority and good results achieved.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01 (UGC)			02 (SERB), 01 GUJCOST
Outlay in Rs. Lakhs	12,30,000			~70Lakhs

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02			01
Outlay in Rs. Lakhs	3,40,000/-			50,000

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	29	02	
Non-Peer Review Journals	02	01	
e-Journals		01	
Conference proceedings	02	02	

#### 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
<b>Number</b>		02			
<b>Sponsoring agencies</b>		Gujarat Ecology Commission, and Aether Ind. & Transpek Ind.			

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

- Blood Donation Camp-98 blood units
- Thalassamia awareness talk and check-up camp-294 students participated
- Interactive awareness session on 'Indian Constitution and Democracy'

## 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		-		
Class rooms		-		
Laboratories	15	-		15
Seminar Halls	02	-		02
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.		--		
Value of the equipment purchased during the year (Rs. in Lakhs)		--		
Others				

4.2 Computerization of administration and library

- The administration and library activities are already computerized.
- Institute has its salary and account licence software
- SOUL software and Barcoding system are used in library.
- Library is fully furnished with reading room, internet, multimedia and Reprographic facilities. Also have INFLIBNET- N-LIST & e-journal facility
- The process of the institute administration is computerised. All data related to academic, non-academic activities, exam results have been computerized
- Institute has its own Management Information System which includes students attendance, Various courses, Reference materials, Student Feedback, Faculty Appraisal

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	10834	40,92,361	73	33,351	10907	41,25,712
Reference Books			00			
e-Books NLIST DELNET		17,250				
Journals	36	24,713	21	16,384		
e-Journals NLIST DELNET				19,470		
Digital Database						



CD & Video						
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
<b>Existing</b>								
<b>Added</b>						Tally.ERP 9, Saral Pay Pack, Saral TDS Corporate		
<b>Total</b>						<b>03</b>		

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

- Internet access is available in all computers used for Academic and Administrative work in addition to those in computer and internet labs.
- Wi-Fi facility to access internet is available to all registered staff members and students
- Network operations Centre: NOC of ISTAR manages the web server of 22 colleges and web space of 625 faculty members of various colleges of CVM Management.
- ICT enabled teaching-learning process,
- Online students attendance and Feedback system
- Online faculty appraisal system

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	---
ii) Campus Infrastructure and facilities	<b>0.65</b>
iii) Equipments	---
iv) Others	---
<b>Total :</b>	<b>0.65</b>

## Criterion – V

### 5. Student Support and Progression

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

- IQAC provides information about various Student Support Services available at the institution and from other sources during the orientation programme
- Earn & Learn Scheme for students doing Ph.D.
- Encouraging departments to arrange Industrial Visits, Campus Placement & Project Assignments
- Guidance in publishing student Centric Galaxy Magazine every year
- Encouraging for participation in web seminars
- Encouraging faculty & students for Seminar / conference participation
- All departments arranges summer training and placement for their students

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

The institution monitors and ensures the achievements of the learning outcome through analysis of the tests, examination results, seminar/conference participation, industrial visits and the pass percentage. These are discussed in the IQAC meeting and the Board of management meetings.

In addition, the opinion and suggestion of students are sought through

- Student Counselling
- Suggestion Box
- Feedback from Students

Faculty members are in contact with the alumni for tracking their progression through Face book and other Social Network

Faculty feedback is sought every year during the annual alumni meet

The Teachers are encouraged to prepare a teaching plan. Individually a teacher submits a Teaching plan to the Head of the Department and the plan is finalised after a departmental meeting

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

UG	PG	Ph. D.	Others
	630	18	18

(b) No. of students outside the state

47

(c) No. of international students

00

Men	No	%	Women	No	%
	518	82.3		112	17.7

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
222	08	11	59	01	300	279	9	7	48	0	343

Demand Ratio: 1.0      Dropout %: 2.95

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

NET preparation is conducted (1 period per week) for both semesters' (II & IV) students to compete the national level exams in the subject of Environmental Science.

Students (MSc & PhD) are motivated and encouraged to participate in various competitive events e.g. Seminars / Workshops at State, National and International levels.

Coaching for campus interview is arranged for all final year students.

As and when needed teachers guide and help students to prepare for competitive exams.

The personality development & soft skill programme (GD & PI) are conducted with the help of Career development centre (CDC), Vidyanagar and Globearena (Hyderabad). Guidance is also provided for various competitive examinations

No. of students beneficiaries

All the students of the institute

5.5 No. of students qualified in these examinations

NET	01	SET/SLET		GATE	01	CAT	
IAS/IPS etc		State PSC		UPSC		Others	02

## 5.6 Details of student counselling and career guidance

- The institution has department-wise faculty counsellors for student support and Mentoring. All counsellors keep track of the academic and general performance of the student.
- To improve the communication skill in English, the college conducts PDP classes
- Placement Cell arranges campus interviews for placement from various organizations.
- Personality development programme conducted for all students in association with Career Development Centre, Vidyanagar
- The students are encouraged to exhibit their skills and talents through various co-curricular activities
- Relevant academic activities are conducted time to time under RUSA head.
- In case of need like shortage of attendance and poor performance, parents are informed through letter or phone.
- Project guidance and seminar preparations are provided to final semester students.
- Placement assistance, information is also provided by counsellor/ faculty.
- Open house is conducted every semester, which gives an opportunity for parents and teachers to interact and discuss about the performance/problems of students.
- The institution has department-wise faculty advisors for student support and Mentoring.

Placement Cell arranges campus interviews for placement in various organizations

No. of students benefitted

All the students of the institute

## 5.7 Details of campus placement

Number of Organizations Visited	<i>On campus</i>		<i>Off Campus</i>
	Number of Students Participated	Number of Students Placed	Number of Students Placed
37	187	136	27

## 5.8 Details of gender sensitization programmes

In this year Charutar Vidya Mandal (CVM) has started centralize WDC (Women Development Cell)-CVM Team. On 23<sup>rd</sup> June, 2018 CVM-WDC team conducted one seminar on "ART AND SCIENCE OF COUNSELLING-BOOM TO STAFF AND STUDENTS"

## 5.9 Students Activities

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

State/ University level

51

National level

2

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	93	41,42,000.00
Financial support from government	06	4,08,800.00
Financial support from other sources	08	3,20,000.00
Number of students who received International/ National recognitions	00	8,00,000.00

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: \_\_\_\_\_NIL\_\_\_\_\_

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

##### Vision:

To add significantly to our enduring civilization tradition of pioneering excellence in learning, knowledge, enlightenment and self-realization, in a universally relevant context.

##### Mission:

We dedicate ourselves to the perpetuation our founders' vision of providing the infrastructure ,facilities, operating conditions and overall environment conducive for the education of young scholars, along with the desired physical, mental and character building inputs; we firmly renew our commitment in providing value added globally relevant education with an emphasis on the techno management domain to ensure that our scholars fruit fully explore their knowledge skills and values in the global economy.

Our college follows the above mentioned vision and mission in letter and spirit. Ours is a secular institution whose focus is on imparting quality education in the field of pure & applied sciences and inters disciplinary courses and creating opportunity for young students to expand their knowledge and skills. Moreover, the faculty is always keen to upgrade themselves and always strive to improve the curriculum to make it relevant to the changing times. The college also gives ample opportunities for the overall development of the students by allowing the students to participate in various sports events, academic meets and cultural events. We do believe that overall development of students is essential besides academics and therefore institute has initiated a personality development program. It is said that future leaders of the nation are born in our educational institutions. To make this happen, students are inducted in central committee and given responsibility to manage and organize various events in the collage. This involvement nurtures future leaders and managers besides building the character.

#### 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 the institute is affiliated to Sardar Patel University and Gujarat Technological University, the rules of the universities are followed in curriculum development. Senior faculty members are in the Board of studies of university and they constantly interact with teachers and students and the suggestions are conveyed to the Board of Studies. Opinions of experts from industry and academia are also taken into consideration during syllabus preparation. Syllabus of each department is regularly updated

### 6.3.2 Teaching and Learning

- Bilingual teaching is done in the initial days for the freshers taking into consideration the fact that most of the students are from vernacular medium
- ICT facility in teaching for ensuring effective content delivery
- Institute library and departmental library facilities
- Internet access to students
- Industrial and Study Visits,
- Expert and Alumni Talks and guest faculty lectures conducted regularly in every semester
- Well stacked Library and departmental library
- Faculty development programme
- Alumni invited regularly for sharing their experiences

### 6.3.3 Examination and Evaluation

- Institute follows the examination patterns specified by the university and involves Assignment, Seminar, Weekly Test, Project Work etc.
- Remedial and weekly examinations are conducted for students.
- Results of examinations at different stages are analyzed and steps are taken for further improvement

### 6.3.4 Research and Development

- Institute has an active research committee and guidance is provided to faculty aspiring to pursue research.
- The college creates an academic environment that ignites and fosters students' interest in scientific temper and research culture.
- Research fellows are trained to make presentation before research committee and they are encouraged to participate in Seminar/Conferences etc.
- Post Graduate students and Staff are encouraged for paper presentation in Seminars/Conferences etc.
- Institute representative participates regularly in CVM core research meetings.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- The institute has a library committee which meets regularly, takes stock of the library facilities and take necessary actions for improving the facilities and purchasing of new books, periodicals etc.
- As per the demand from various departments, the infrastructure is improved with the help of financial support from the management.
- Wi-Fi campus with networked computers
- LCD with Projectors to support class room teaching
- CCTV Surveillance Services
- Well equipped laboratories for each department

### 6.3.6 Human Resource Management

- Biometric system and Management Information System are implemented
- Internal Promotion
- Faculty appraisal based on Academic Audit
- Involvement of faculty in Co-curricular and Extra-curricular activities
- Duty leaves for faculty for participating in Seminars/Conferences etc.
- Facility to do part time Ph.D
- Active Staff club

### 6.3.7 Faculty and Staff recruitment

- Recruitment as per norms of Sardar Patel & Gujarat Technological Universities
- Salary as per the norms of Sixth Pay Commission
- *Ad-hoc* Faculty recruited as per the requirement by management
- Experts from Industry invited for delivering special lectures
- Services of Guest and Visiting faculty is availed by the various departments as and when required

### 6.3.8 Industry Interaction / Collaboration

- Institute has an industry-institute interaction cell which takes care of liaison with various Industries. This has helped in placement of Students, Summer training, project-work and fetch Student Scholarship from Industry.
- Industrial Chemistry department has collaboration with Lupin Ltd. , Cadila Health Care Ltd. and SVNIT, Surat
- Environmental Science & Technology department has collaboration with Green Group companies, Baroda, Nandesari Industrial Association, Baroda and AIST, Tsukuba, Japan.
- MIHS department has collaboration with Cincinnati University, USA
- IT & MCA departments have collaboration with IIRS (ISRO) and Indian Society of Geomatics
- SCT department has collaboration with seven seas paints
- Most of the faculty members are members of various Professional Society/groups.



### 6.3.9 Admission of Students

- Institute has an admission committee which plans the various activities required for publicity of various programmes.
- Institute also has a website which provides all information about the institute and facilities are provided for online registration and queries
- Advertisements are given in regional and national news papers
- Prospectus is circulated and displayed on web site
- Admissions are done Online by submitting application on the portal of the Sardar Patel University
- Help centre of the college assists students for online application for admissions

### 6.4 Welfare schemes for

Teaching	02
Non teaching	02
Students	01

### 6.5 Total corpus fund generated

Endowment: Rs. 51,33,360/-
Alumni: Rs.8,94,452/-

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	no	--	yes	CVM
Administrative	Yes	Apaji Amin & Co.,A'bad	yes	CVM

### 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?

Choice based Credit System, Continuous evaluation

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

N.A.

6.11 Activities and support from the Alumni Association

- Training & Placements of Students
- Scholarships for students
- Expert talks

6.12 Activities and support from the Parent – Teacher Association

All departments had conducted open house after the internal examination, which provided a platform for interaction between parents and teachers

6.13 Development programmes for support staff

The support staff are well trained for interview processing, university affiliation processing, salary pay pack software, online examination related work, Income Tax Service, online submission etc.

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

- Mission 'My Campus, Clean Campus' is launched in the current year
- Environmental Audit is done every year

## 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.

Online Student Feedback System  
Online Student Attendance system  
My Campus Clean Campus  
Green Audit(Environmental Audit)

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

Online Student Feedback and attendance system was activated  
National Level seminars were organized  
Faculty development programmes were organized by IQAC  
Environmental audit was carried out by EST department

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

#### **Institute Industry Interface**

Under this various activities like seminars, workshops, expert talks, training, industrial visits, testing and consultancy etc. were organized by each department throughout the year

#### **Placements**

Students were assisted for placement by on campus and off campus placements organized by each department of the institute.

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

#### 7.4 Contribution to environmental awareness / protection

Green Audit

Environment Day Celebration- Tree Plantation

Lecture on Environment Awareness

7.5 Whether environmental audit was conducted?

Yes

Yes

No

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

#### **Strengths**

- Highly Professional and Job oriented PG programmes
- Excellent reputation amongst the Industry
- Well qualified and experienced faculty
- Accomplishment of teaching learning and evaluation process
- Strong support and guidance from CVM management
- Effective implementation of curriculum
- Adequate Infra structure for ICT enabled teaching- learning
- Significant contribution in the curriculum development of S.P. University & Gujarat Technological University
- Sophisticated instrumentation facility available in SICART for training in Analytical Instruments
- R & D laboratories for research and Ph.D work
- State-of-the-art facilities in departmental laboratories

#### **Weakness**

- High dependency on graduates from sister institutes
- Quality of students
- Not conducting any summer courses
- Not much sponsored research projects

#### **8. Plans of Institution for Next Year**

More number of certificate courses- STTP

Conducting National and seminars, Workshops and conferences

Conducting Skill development program and effective class room teaching

*Name* \_\_\_\_\_

*Name* \_\_\_\_\_

\_\_\_\_\_  
*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



## ***ANNEXURE – 1: ACADEMIC CALENDAR (2018-19)***

### **ACADEMIC CALENDAR FOR THE YEAR 2018-19 (FIRST / THIRD SEMESTER)**

11 JUNE:	REOPENING AFTER SUMMER VACATION
21 JUNE:	COMMENCEMENT OF CLASSES OF THIRD SEM STUDENTS
28 JUNE:	ORIENTATION OF FIRST SEM STUDENTS
1 AUGUST –15 SEPTEMBER:	EXPERT TALKS / SEMINAR-WORKSHOP
16 AUGUST –15 SEPTEMBER:	INDUSTRIAL VISITS
20-31 AUGUST:	INTERNAL EXAMINATION
3 -6 OCTOBER:	OPEN HOUSE & FACULTY TRAINING PROGRAM
8 OCTOBER:	NAVRATRI CELEBRATIONS
5 NOVEMBER-10 NOVEMBER:	DIWALI VACATION
15 OCTOBER ONWARDS:	EXTERNAL EXAMINATIONS & ASSESSMENT

### **ACADEMIC CALENDAR FOR THE YEAR 2018-19 (SECOND / FOURTH SEMESTER)**

3 DECEMBER:	COMMENCEMENT OF CLASSES AFTER SEMESTER EXAM BREAK
24 DECEMBER -5 JANUARY:	INTER CLASS SPORTS EVENTS
1 JANUARY – 31 JANUARY:	EXPERT TALKS / SEMINARS / WORKSHOPS/CAMPUS INTERVIEW
12 JANUARY:	INDUSTRIAL VISITS/CAMPUS INTERVIEW
1 FEBRUARY –15 FEBRUARY:	KITE FESTIVALS & COMPETITION
4 MARCH-15 MARCH:	INTERNAL EXAMINATION
10 MARCH –14 MARCH:	ANNUAL DAY CELEBRATIONS, ALUMNI MEET, CULTURAL EVENING
20 MARCH-25 MARCH:	OPEN HOUSE & FACULTY TRAINING PROGRAM
25 MARCH-27 APRIL:	SEMESTER EXAMS & ASSESMENT
29 APRIL -8 JUNE:	SUMMER VACATION

**NOTE:** WEEKLY TEST ON EVERY SATURDAY; NATIONAL HOLIDAYS ARE NOT INCLUDED

## ***ANNEXURE – 2: FEEDBACK***

### **FEEDBACK FROM STUDENTS**

The feedback from students was taken based on the following aspects

- Subject Expertise of faculty
- Knowledge delivery proficiency
- Approach
- Contribution in skill development
- Project Guidance
- Campus Placement

The evaluation was done on a four point scale varying from A to D for excellent and unsatisfactory respectively.

In the academic year 2017-18, most of the teachers received **A GRADE**.

### **FEEDBACK FROM EMPLOYER**

Feedback from employers is taken during the time of campus interview. The organisations, which regularly recruit the students, are satisfied with the performance of senior students working in their units and with the knowledge of those who appeared for interview in the current academic year. No complaints as such have been reported by the various organisations except the need for improvement of soft skills of students.

### **FEEDBACK FROM PARENTS**

Feedback from parents was taken during open house conducted in October 2017. Parents expressed satisfaction over the involvement of ISTAR faculty in moulding the future of students, which includes both teaching and encouragement in co-curricular and extracurricular activities.

### **FEEDBACK FROM ALUMNI**

Feedback from Alumni was taken on the day of Annual alumni Day that was organised on 5<sup>th</sup> March, 2018. Most of the Alumni expressed happiness over the facilities available and up gradation in syllabus. Some of them emphasized on activities for improvement of soft skills.