

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*

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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). The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

Mandatory Submission of AQAR by IQAC

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

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

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders.

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

I. Details of the Institution

1.1 Name of the Institution

JECRC University

1.2 Address Line 1

Plot No. IS-2036 to IS-2039

Address Line 2

Ramchandrapura Industrial Area,
Vidhani, Sitapura Extension

City/Town

Jaipur

State

Rajasthan

Pin Code

303905

Institution e-mail address

registrar@jecrcu.edu.in

Contact Nos.

9829017763

Name of the Head of the Institution:

Shri S.L. Agarwal

Tel. No. with STD Code:

0141-6565615

Mobile:

9829017763

Name of the IQAC Co-ordinator:

Mr. Neeraj Singh

Mobile:

9352870765, 9829017763

IQAC e-mail address:

ju.iqac@jecrcu.edu.in

1.3 NAAC Track ID (For ex. MHC0GN 18879)

RJUNGN101083

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

www.jecrcuniversity.edu.in

Web-link of the AQAR:

https://jecrcuniversity.edu.in/iqac

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	-	-	-	-
2	2 nd Cycle	-	-	-	-
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

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

17-04-2017

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

2016-17

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 July 1, 2016 to June 30, 2017 (DD/MM/YYYY) ✓✓
 ii. AQAR _____ (DD/MM/YYYY)
 iii. 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 ☐ UGC No ☐

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

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

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

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

1.11 Type of Faculty/Programme

Arts ☐ Science ☒ Commerce ☒ Law ☒ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☒ Health Science ☐ Management ☒

Others (Specify)

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

Not Applicable

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

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

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="5"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="4"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="3"/>
2. 6 No. of any other stakeholder and Community representatives	<input type="text" value="0"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="16"/>
2.10 No. of IQAC meetings held	<input type="text" value="01"/>

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

N/A

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

Not Applicable

2.14 Significant Activities and contributions made by IQAC

1. Emphasized various stake holders about the prime need of quality
2. Carried out feedbacks Analysis and Recommendations from stake holders
3. Academic Audit
4. Surprise Class visits and Lab Visits for corrective actions
5. Curriculum Development process
6. Syllabus / Academic Regulations Development
7. Faculty Recruitment process
8. Induction training for Faculty
9. Course allocation based on competency matrix
10. Time Table
11. Course Materials – standardization
12. Course Delivery Plan
13. Course Assessment Plan
14. Course Assessment Reports
15. Continuous Quality Improvement reports
16. Surprise Class / Lab visits
17. Student random feedback
18. Faculty feedback
19. Online courseware / LMS standardizations
20. Monitoring the conduct of classes
21. Feedback through Class committee meetings, Student meetings, Parent meetings
22. Monitoring the pre –placement training process
23. Monitoring the quality of projects
24. Teacher performance analysis through Performance based Appraisal system (PBAS)

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1. To create quality awareness amongst all Stake holders associated with the Institution.	In Progress
2. To ensure good governance, leadership and management.	In Progress

* Attached the Academic Calendar of the year as Annexure-5

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 initiatives are first discussed in IQAC meetings held on quarterly basis and also broadly included in College Governing Body meetings for wider discussions. These are also reviewed in Academic Advisory Board on yearly basis. The highlights of IQAC will be included in the Annual Report of the college.

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	19	NIL	NIL	NIL
PG	12	NIL	NIL	NIL
UG	20	NIL	NIL	NIL
PG Diploma	NIL	NIL	NIL	NIL
Advanced Diploma	NIL	NIL	NIL	NIL
Diploma	NIL	NIL	NIL	NIL
Certificate	NIL	NIL	NIL	NIL
Others	NIL	NIL	NIL	NIL
Total	8	NIL	NIL	NIL

Interdisciplinary	NIL	NIL	NIL	NIL
Innovative	NIL	NIL	NIL	NIL

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	2
Trimester	N.A
Annual	N.A

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 (Please refer to Annexure I)*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

No

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
235	173	31	31	0

2.2 No. of permanent faculty with Ph.D.

81

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
50	20	9	11	7	6	0	0	66	37

2.4 No. of Guest and Visiting faculty and Temporary faculty

00

00

00

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	14	18
Presented papers	4	8	8
Resource Persons	4	4	4

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

During the academic year 2016-17 the academic schedule and teaching plans are prepared in advance and executed thoroughly. The conventional as well as modern teaching methods are adopted by the faculty. Student seminars, assignments, projects, field work and internships are part of the curriculum in almost all the programs. The students are provided with mentors for interaction beyond classrooms. The meritorious students are recognized and awarded scholarships. The student feedback on performance of teachers is collected and analyzed regularly and based on that measures are taken to improve quality of teaching learning process. The following are the key factors contributing to the effectiveness of teaching-learning and evaluation

1. Academic and teaching plans are effectively implemented
2. Focus on practical learning and collective learning
3. Different methods are used to support slow learners and advanced learners
4. Extensive use of ICT in teaching and learning beyond classrooms
5. Mentor and Mentee relationship
6. Inviting learned personality from industry and academic/research institutions
7. Pervasive environment for student centric learning
8. Regular evaluation of student progress with non- discriminatory and transparent evaluation system
9. Active participation of students in organisation of various academic programs
10. To promote creative thinking and desired competencies, students are encouraged to participate in national and international level seminars/workshops/conferences/symposia/ moot courts, student events and contests.

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

162

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

assignments, Peer
consultation problem
solving sessions, multiple
choice question

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

N/A

N/A

N/A

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage- :

Title of the Programme	Total no. of students appeared	Division				
		No. Of Distinctions	I %	II %	III %	Pass %

M.Sc.	7	NIL	7	0	NIL	NIL
B.Sc.	60	NIL	52	8	NIL	NIL
B.A.	3	NIL	3	0	NIL	NIL
B.Voc.	4	NIL	4	0	NIL	NIL
Diploma	13	NIL	13	0	NIL	NIL
MBA	26	NIL	24	2	NIL	NIL
B.Com.	7	NIL	5	2	NIL	NIL
BBA	43	NIL	30	13	NIL	NIL
M.Tech.	10	NIL	10	0	NIL	NIL
MCA	63	NIL	49	14	NIL	NIL
BCA	31	NIL	22	9	NIL	NIL
B.Sc. (IT)	10	NIL	8	2	NIL	NIL
B.Tech	462	NIL	369	93	NIL	NIL

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

Curriculum based monitoring:

The teaching learning processes were regularly monitored and outcome based education model was followed.

Frequent evaluation

Regular evaluation through class tests, assignments and sessional examinations were encouraged, monitored and ensured.

Observation and interaction

Encouraged use of e-classes, blended learning, seminars, educational tours, excursions, group discussions, debates and ensured implementation.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	NIL
UGC – Faculty Improvement Programme	NIL
HRD programmes	NIL
Orientation programmes	1
Faculty exchange programme	NIL
Staff training conducted by the university	NIL
Staff training conducted by other institutions	NIL
Summer / Winter schools, Workshops, etc.	2
Others	2

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	245	5	2	-
Technical Staff	44	3	2	-

Criterion – III

3. Research, Consultancy and Extension

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

1. IQAC regularly informs and encourages the faculty members to apply for research grants projects and grants to NITTR/UGC/DST/DBT etc. During the period 2016-17 and first half of 2017-18 following 6 project proposal were formulated in line with guidelines for AICTE quality improvement schemes (AQIS):
 - a. FDP
 - b. Grant for organising conference
 - c. Short term training program (STTP)
 - d. Research Promotion Scheme
 - e. Support to students for participating in competition abroad
2. The University Authorities provide all necessary infrastructural support including space for carrying out research work.

3.2 Details regarding major projects (1 year data for financial year 2016-17)

	Completed	Ongoing	Sanctioned	Submitted
Number	1	0	1	1
Outlay in Rs. Lakhs	8 lakhs	0	8 lakhs	8 lakhs

3.3 Details regarding minor projects (1 year data for financial year 2016-17)

	Completed	Ongoing	Sanctioned	Submitted
Number	1	-	-	-
Outlay in Rs. Lakhs	8 lakhs	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	77	0	-
Non-Peer Review Journals	0	-	-
e-Journals	77	-	-
Conference proceedings	30	-	-

3.5 Details on Impact factor of publications:

Range 2 Average 1 h-index 2 Nos. in SCOPUS 45

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 (SEC on Engineering Technology)	2016-17	DST	9 lakhs	8 lakh

3.7 No. of books published i) With ISBN No.

-

Chapters in Edited Books

35

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)

DST 8 lakh

3.10 Revenue generated through consultancy

20,000/

3.11 No. of conferences

organized by the Institution

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

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

2

3.13 No. of collaborations

International

National

3

Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year 2017-18 in lakhs is shown as below:

From funding agency

8 lakhs

From Management of University/College

Total

8 lakhs

3.16 No. of patents received this year

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

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year 2016-17

Total	International	National	State	University	Dist	College
20	-	✓	-	-	-	-

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

81

3

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

2

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

JRF NA

SRF NA

Project Fellows NA

Any other

NA

3.21 No. of students Participated in NSS events:

University level 287

State level X

National level X

International level X

3.22 No. of students participated in NCC events:

University level X

State level X

National level X

International level X

3.23 No. of Awards won in NSS:

University level X

State level X

National level X

International level X

3.24 No. of Awards won in NCC:

University level	<input type="text" value="X"/>	State level	<input type="text" value="X"/>
National level	<input type="text" value="X"/>	International level	<input type="text" value="X"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="4"/>	College forum	<input type="text"/>
NCC	<input type="text"/>	NSS	<input type="text" value="2"/>
		Any other	<input type="text" value="2"/>

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

- Blood Donation Drive
- Blood Donation Drive
- Hindu Spiritual and Service FAIR
- Blood Donation Drive
- Tree Plantation Outreach activity
- Mega Blood Donation Camp
- Dental Awareness and Check up
- Voice of Unity and Swachtha Oath

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				32 Acres
Class rooms	72			72
Laboratories				43
Seminar Halls	2			2
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 University Library Automation System is there to facilitate stakeholders.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	29320	20524000	0	0	29320	20524000
Reference Books	2885	2019500	0	0	2885	2019500
e-Books	4993475	-	0	0	4993475	-
Journals	54	109470	0	0	54	109470
e-Journals	9887	-	0	0	9887	-
Digital Database	4	282519	0	0	4	282519
CD & Video	368	3680	0	0	368	3680
Others (specify)	15	49700	0	0	15	49700

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	690	19	Vodafone: 50mbps	690	1		6	
Added	-	-	-	-	-	-	-	-
Total	690	19	-	690	1	-	-	-

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

- All the faculty members have been encouraged to attend NAAC/ UGC/ DST/ AICTE/ CSIR supported conferences/workshops on “Role of ICT IN Enhancement of Quality in Higher Education” use ICT for effective and efficient teaching methodologies.
- The faculty has advised to put on their lesson plans for ready information of the students as well as other stakeholders on ERP Portal.
- Parent Portal is there to communicate with the students through WhatsApp, SMS and E-mail for delivering notice, information regarding attendance, and other reports to parents, course plan, assignments etc.
- The University has provided desktops and internet facility to all Departments.
- The University has its own software for admission process and maintenance of faculty and students database.

4.6 Amount spent on maintenance in lakhs:

i) ICT	50
ii) Campus Infrastructure and facilities	250
iii) Equipments	5
iv) Others	20
Total:	325

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

In the IQAC meetings students as well as alumni also participate to exchange information about their experiences based suggestions. On the other hand, The Principal, Dean, HODs engage with students from time to time to make them aware of student support facilities, such as, Book Bank, Mentor, Mentee Connect, club act step training, placements, medical aid, Workshop on academic and career placements, Cultural events, Individual research options, Additional needs of children etc.

5.2 Efforts made by the institution for tracking the progression

Tracking of student progression is important to know the bottlenecks. Regular meetings of the Academic committee are held for tracking the progression by analysing. Efforts are made for result evaluation, Placements, Research paper writing by Students

Management motivate students in terms of funding their project work and paper publication, participation in national level events and awarded them in various categories at college level like best student, best innovator etc.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
256	14	3	N.A

(b) No. of students outside the state

273

(c) No. of international students

Nil

No	%
76	

Women

No	%
23	

Last Year (2016)						This Year (2017)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1025	57	19	363	-	1464	1170	51	29	418	-	1668

Demand ratio

Dropout %

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

Student support for competitive examination coaching was continued through:

1. Support of books for GATE from library.
2. GD are arranged.
3. Mock interviews
4. skill development programme
5. Question Bank
6. Book Bank
7. Mentor, Mentee Connect,
8. club act step training,
9. placements,
10. medical aid
11. Workshop on academic and career placements
12. Cultural events

No. of students beneficiaries

18

5.5 No. of students qualified in these examinations

NET	2	SET/SLET		GATE		CAT	
IAS/IPS etc		State PSC		UPSC		Others	2

5.6 Details of student counselling and career guidance

The student counselling and career guidance was provided through :

Orientation programmes

Personal Counselling

Career Counselling.

Psycho-social Counselling.

PDP Sessions and Mock Interviews for the students.

Seminars & Webinars by Industrial experts.

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
80	449	213	35

5.8 Details of gender sensitization programmes

02 talks, 01 workshop, 01 poster making have been organised from time to time.

5.9 Students Activities

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

State/ University level

180

National level

-

International level

-

No. of students participated in cultural events

State/ University level

662

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	647	13373900
Financial support from government	53	-
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: NIL

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION: To become a renowned centre of higher learning, and work towards academic, professional, cultural and social enrichment of the lives of individuals and communities.

MISSION:

- To focus on research and spirit of innovation that will drive academic orientation and pursuit at JECRC University.
- To Identify, based on informed perception of Indian, regional and global needs, areas of focus and specialization on which the University can concentrate.
- To undertake collaborative projects that offer opportunities for long-term interaction between academia and industry.
- To develop human potential to its fullest extent so that intellectually capable and imaginatively gifted leaders can emerge in a range of professions.

6.2 Does the Institution has a Management Information System

Yes the institution has an ERP including the following:

- i) Attendance Monitoring System
- ii) Exam marks uploading
- iii) Library Management System
- iv) Feedback Management System
- v) File and Notes Management System
- vi) Notices Management System

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

6.3.1 Curriculum Development

University organized workshops at department level involving experts from industry/research organizations. The Board of studies at PG and UG levels are constituted with members from industry, expert faculty. The feedback collected from students for curriculum and suggestions were placed in BOS meetings. High Priority is given for employability and value based education. Choice Based credit system is initiated in all departments.

6.3.2 Teaching and Learning

During the academic year 2016-17 the academic schedule and teaching plans are prepared in advance and executed thoroughly. The conventional as well as modern teaching methods are adopted by the faculty. Student seminars, assignments, projects, field work and internships are part of the curriculum in almost all the programs. The students are provided with mentors for interaction beyond classrooms. The meritorious students are recognized and awarded scholarships. The student feedback on performance of teachers is collected and analyzed regularly and based on that measures are taken to improve quality of teaching learning process. The following are the key factors contributing to the effectiveness of teaching-learning and evaluation

1. Academic and teaching plans are effectively implemented
2. Focus on practical learning and collective learning
3. Different methods are used to support slow learners and advanced learners
4. Extensive use of ICT in teaching and learning beyond classrooms
5. Mentor and Mentee relationship
6. Inviting learned personality from industry and academic/research institutions
7. Pervasive environment for student centric learning
8. Regular evaluation of student progress with non- discriminatory and transparent evaluation system
9. Active participation of students in organisation of various academic programs
10. To promote creative thinking and desired competencies, students are encouraged to participate in national and international level seminars/workshops/conferences/symposia/ moot courts, student events and contests.

6.3.3 Examination and Evaluation

- Two in-sem examinations and one Semester end examination are conducted.
- Opportunities are given to the students to check his/her evaluated exam sheets.
- Publication of results within one month.
- Grievances cell for examinations.
- Online publication of results.

6.3.4 Research and Development

- Recreation of inter and multi disciplinary research teams
- Organizations of conferences/seminars/workshops/training programmes.
- Sponsoring faculty for conferences /seminars/workshops.
- Establishment of research forum.
- Encouraging faculty towards getting projects.
- Establishment of department research committees and university committees.
- Inviting visiting fellows.
- Creating awareness among research students and community on SCOPUS indexing and other parameters like h-index etc.
- Encouraging staff and students to publish only in reputed and peer reviewed journals research and Development

6.3.5 Library, ICT and physical infrastructure / instrumentation

JECRC University, Central Library has 804 sq.m. of Carpet area. The Library has seating and reading facility to enable the user to choose and refer to the books comfortably. Library reading area is spacious with good ventilation. According to the need and convenience, one finds different seating arrangements. The seating arrangement is user friendly. To provide sufficient scope for optimum interaction among the users a seminar/group discussion room is provided. At a time 300 users can be seated in the library. The library is kept open on all days in the year, except on national holidays and on days declared as holiday by the University. The library works in two shifts.

The Library has 35,000 volumes and 26 Computer Systems are available in the JECRC University, Central Library. The library is effectively using ERP for day to day Activities of Library. The Library opens from 8.30 a.m. to 8.30 p.m. for the benefit of students, research scholars and staff. Apart from this, following ICT and Physical Infrastructure / Instrumentation available in the Central Library, JECRC University.

1. Manupatra (Law) : It has 700 e-books and 335 e-journals.
2. Developing Library Network (DELNET): It has access of 5000 Journals, 80650 e-Books and 1, 00,000 Thesis/dissertations.
3. World e Books Library: It has access of 8245Journals, 4186185 e-Books .
4. Urkund: For checking plagiarism
5. Shodhganga Membership: For uploading Thesis in Shodhganga
6. CD & DVD : 710

6.3.6 Human Resource Management

JECRC University is having structured quality improvement strategy to train the pool of human resource. It encourages its faculty to develop their teaching and research skills by attending and organizing conferences/seminars/workshops /training programmes. JECRC University has organized several training programmes for faculty and non teaching staff to improve their skills. University implemented faculty exchange programmes to provide opportunity for faculty to visit and interact with international reputed research organizations.

6.3.7 Faculty and Staff recruitment

Faculty and staff are recruited transparently as per UGC/AICTE norms/rules.

Faculty members are recruited by the University as per UGC norms. Any contractual teacher is recruited by an expert committee which includes a University expert and a subject expert followed by advertisement in daily newspaper.

6.3.8 Industry Interaction / Collaboration

JECRC University is having interaction and collaboration with reputed research organizations, industries and institutions. JECRC University is also having several interdisciplinary and multidisciplinary projects in collaboration with other reputed organizations. JECRC University is conducting different programmes in collaboration with Foreign Universities/Institutions. JECRC University is providing consultancy services to several industries and organizations. During the academic year 2016-17, 19 MoU's are signed under academic and industry collaboration with various organizations.

6.3.9 Admission data of Students

B.Tech. – 790, M.Tech. – 8, BCA – 92, MCA – 126, B.Sc. – 80, M.Sc. – 11, B.Sc. (Ag.) – 93, Design – 30, Management – 238 = 1468 (Total)

6.4 Welfare schemes for

Teaching	E P F, ESI Scheme, Free transport to staff, Health Centre Leaves
Non teaching	E P F, ESI Scheme, Free transport to staff, Health Centre Leaves
Students	Book Bank, Scholarships & awards, Sports, E-learning facilities, Health Centre

6.5 Total corpus fund generated –

N.A

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	-	No	-
Administrative	No	-	No	-

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

For UG Programmes Yes ☐ No ☒

For PG Programmes Yes ☐ No ☒

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

Examination committee formed. In semester examinations introduced, University has issued notification for debarring invigilators for showing leniency towards practices.

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

Not applicable

6.11 Activities and support from the Alumni Association

- Providing guidance to the current students for the higher education and employment opportunities
- Updating the current trends in the job markets
- Motivate the students to become entrepreneurs
- To help the college in bringing more companies and industries for campus placements.
- To review the changes and trends in the industry and giving inputs for design of curriculum.
- The alumni help in bringing industries and companies for campus placements and provide employment opportunities to the students
- As few members of the alumni are entrepreneurs, they play an important roles in motivating the students to become entrepreneurs

6.12 Activities and support from the Parent – Teacher Association

Every department holds regular meetings with Parents, to provide them feedback about the academic progress, attendance and contribution to other activities. Also, institute provide parent portal access to parents.

6.13 Development programmes for support staff

The institute has organizes Computer Awareness and Computer Literacy Programme for non-teaching employees.

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

- i. Rain Water-Harvesting - Underground drainage & water storage facility created & maintained.
- ii. Efforts for Carbon Neutrality – Tree plantation through ECO- Club done periodically.
- iii. Proper Parking facility with minimum u turns and reversals.
- iv. Very well maintained Drainage and Sewage facility to maintain cleanliness.
- v. Campus declared no smoking zone.
- vi. Campus declared plastic free zone.
- vii. Regular testing of drinking water to prevent diseases.

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.

The institution has been encouraging students and faculty for introducing innovations for enhancement of quality of teaching learning. Some of the activities carried out are given below.

a) Use of ICT in Teaching learning process such as PPTs, Smart class rooms, NPTEL, MOOCs, Blended learning, you-tube for video lectures.

b) Monitoring, feedback and Remedial actions :

- Mentor – Mentee are made for all the students,
- Grievances are addressed regularly ,
- corrective action on feedback from students, parents is taken,
- Sessions on PDP, grooming, communication skills.
- Skill development practices such as MATLAB, Carpentry , Welding, Soldering etc

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

NIL

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

Best Practice # 1

Title of the practice – “100% Placement for Internship”

Objectives of the practice – To provide industry exposure to students at no extra cost and explore opportunities to provide stipend to students during internship.

The Context – Internship in the final semester in most of the programs provides students with practical exposure and expertise that can help them get settled in their first job well. Students may learn relevant or inter disciplinary fields, based on their areas of interest and expertise to fulfill the minimum academic credit as per university curriculum guidelines.

Students gain work experience, develop skills, make connections, learn about a field, assess their interest and abilities as well as stipends through this internship. A paid internship is particularly beneficial, because it enables economically advantage for those students who need fund for their own schooling. An internship allows that job to facilitate a positive future.

The Practice – Internship is a unique practice in itself because it is part of curriculum and is regularly monitored and evaluated strictly by a team of experts from industry and internal internship guide (assigned for each student's intern). The University focus on paid internships which has resulted in more than 35 internship drives in the recent years. Through these drives the some of the students are placed in the companies for the internship with stipends.

Evidence of Success - 100% students placed for internships in the year 2014-19 where not a single student has paid for internship. A large amount of students got stipend paid internships with stipends ranging from INR 5,000 to INR 20,000 per month. After the internship students may get jobs with the 20% extra salary rather than a regular (non-industry-intern) joining.

In addition to it, Students are given with the opportunity to interact with the industry and the corporate scenario through various industrial visits where students get an opportunity to get the insights of the working environment of industry. Students are also motivated to participate in various Technical Contest Like Smart India Hackathon , TCS Codvita running by various corporate hubs come with the variety of

operational problems and students are asked to resolve those problems with their individual cognitive abilities and technical knowledge.

Best Practice # 2

Objective: To evolve and implement a transparent evaluation system.

Practice: After smooth conduct of examinations and evaluation, thereof by evaluations, the respective class teacher hands over answer books to the students concerned with the objectives of verifying correctness of the marks awarded for each question, answers left un-attended, if any, and a student demanding higher marks by justifying the correctness of the answer. Once the concerned teacher is convinced, the marks are revised and the student concerned signs the answer booklet. Thereafter the concerned teacher uploads the marks on ERP for declaration of the final result. Such a practice has paved the way for complete transparency and fair-play in the evaluation system.

Evidence: Transparency in evaluation system has been largely hailed by the student's community. During the last years, marks of the students have increased leading to sometimes up gradation of failure to pass and/or change in GPA/Grade.

Problems: No problems have been encountered in the smooth implementation of the best practice except that the concerned teacher has to put in extra time and energy to convince the affected student(s) in pointing out the mistakes leading to award of lesser marks for a particular question.

Evidence: These efforts reflect in terms of their Internship and Placement.

7.4 Contribution to environmental awareness / protection

1. NSS Unit creates awareness of environmental hazards and of the urgent need to keep the environment clean green and pollution free. NSS organised Swachh Bharat Abhiyan.
2. NSS volunteers regularly lead campaigns to prevent use of polythene and polythene products in the college campus.
3. Eco – club has organised tree plantation

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

IQAC decided to :

- To review and suggest improvements for different practices to enhance employability, skill enrichment and quality of student's project along with students' participations.
- Communication to Parents
- To suggest initiate for financial supports to students from economically weaker sections of societies
- Preparation of Question Bank and Model Question Papers.
- Establishment of Research center on Digital Signal, Image and video Processing
- To review of the status of Internal resource generation and suggest suitable ideas.
- To review the status of extension activities and suggest enhancement of these activities.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I

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
