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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Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective
The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies
IQAC shall evolve mechanisms and procedures for
a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) The relevance and quality of academic and research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions
Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits
IQAC will facilitate / contribute

a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution

2. A few senior administrative officers

3. Three to eight teachers

4. One member from the Management

5. One/two nominees from local society, Students and Alumni

6. One/two nominees from Employers /Industrialists/stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

➤ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

➤ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

⁍ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

Mandatory Submission of AQAR by IQAC

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

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

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

BANWARI LAL JINDAL SUIWALA COLLEGE, TOSHAM (DISTRICT BHIWANI) HARYANA
The Annual Quality Assurance Report (AQAR) of the IQAC
SESSION – 2016-17

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

1. Details of the Institution

1.1 Name of the Institution

> BANWARI LAL JINDAL SUIWALA COLLEGE, TOSHAM

1.2 Address Line 1

> Sagwan Road, Tosham

Address Line 2

> Bhiwani, Haryana

City/Town

> Tosham

State

> Haryana

Pin Code

> 127040

Institution e-mail address

> bljspgcollege@gmail.com

Contact Nos.

> 01253-258101, 01253-259122

Name of the Head of the Institution:

> Dr. Rakesh Kumar Bhardwaj

Tel. No. with STD Code:

> 01253-258101

Mobile:

9416221193

Name of the IQAC Co-ordinator:

Dr. Ashok Kumar Saini

Mobile:

09896699705

IQAC e-mail address:

bljspgcollege@gmail.com

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

HRCOGN10268

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)/10/A&A/20.2

DATE: 15.11.2015

1.5 Website address:

www.bljscollege.org

Web-link of the AQAR:

http://www.bljscollege.org/Files/AQAR-2016-17.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	1st Cycle	B	72%	2003	5
2	2nd Cycle	B	2.42	2015	5
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   01/07/2011

1.8 AQAR for the year *(for example 2010-11)* $\boxed{\text{2016-17}}$

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

   i. AQAR <u>2015-16</u>   <u>28/09/2016</u>   (DD/MM/YYYY)
  ii. AQAR <u>2016-17</u>   <u>29/09/2017</u>   (DD/MM/YYYY)
 iii. AQAR_____ _____ (DD/MM/YYYY)
 iv. AQAR_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

   University   State ☐   Central ☐   Deemed ☐   Private ☐

   Affiliated College   Yes ☑   No ☐

   Constituent College   Yes ☐   No ☑

   Autonomous college of UGC Yes ☐   No ☑

   Regulatory Agency approved Institution   Yes ☐   No ☑

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

   Type of Institution   Co-education ☑   Men ☐   Women ☐

                    Urban ☐   Rural ☑ Tribal ☐

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

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

1.11 Type of Faculty/Programme

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

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

   Others (Specify)

> 1. Certificate Diploma in Web designing and office Automation
>
> 2.B.C.A

1.12 Name of the Affiliating University *(for the Colleges)* | Maharshi Dayanand University, Rohtak (Haryana) |

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

Autonomy by State/Central Govt. / University | No |

University with Potential for Excellence | No | UGC-CPE | No |

DST Star Scheme | No | UGC-CE | No |

UGC-Special Assistance Programme | ✓ | DST-FIST | No |

UGC-Innovative PG programmes | No | Any other (*Specify*) | No |

UGC-COP Programmes | No |

2. IQAC Composition and Activities

2.1 No. of Teachers | 07 |

2.2 No. of Administrative/Technical staff | 02 |

2.3 No. of students | 02 |

2.4 No. of Management representatives | 01 |

2.5 No. of Alumni | 01 |

2. 6 No. of any other stakeholder and

    community representatives | 01 |

2.7 No. of Employers/ Industrialists | 0 |

2.8 No. of other External Experts | 01 |

2.9 Total No. of members | 15 |

2.10 No. of IQAC meetings held   02

2.11 No. of meetings with various stakeholders: No. | 03 | Faculty | 04 |

Non-Teaching Staff Students | 02 | Alumni | 01 | 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. | 03 | International | - | National | - | State | - | Institution Level | 03 |

(ii) Themes

> Themes of Workshop
>
> 1. Fine Arts workshop in September, 2016 – To increase the ability of creativity among students
>
> 2. Theatre and Dance workshop in October, 2016 for soft skill & social skills development
>
> 3. Personality development workshop in January, 2017

2.14 Significant Activities and contributions made by IQAC

> 1. Completed Assessment and Accreditation by NAAC for Cycle 2 process successfully.
> 2. Organised various co curricular and social activities.
> 3. Monitoring and regular follow up of implementation of academic calendar and teaching plan.
> 4. Reviewing and follow up of the detailed action plans for the institution.
> 5. Timely updation of college website.
> 6. Encouragement to the faculty members for various research activities as well as participation in career development programmes.
> 7. Draw attention to the areas where there is scope for quality improvement especially environment protection, cleanliness, security and networking.

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
*College assessment and accreditation by NAAC for Cycle 2.	* Completed Assessment and Accreditation by NAAC for Cycle 2 successfully.
*Preparation of Educational /Cultural/Co-Curricular activity calendar of the institution for quality enhancement	*Prepared Educational /cultural/co-curricular activity calendar and also published in prospectus to intimate the students and monitored progress as per schedule
*Preparation of subject wise teaching and departmental activity plan	*Monitoring actual implementation through progress reports from departments
*Timely updation of college website	*College website is being updated time by time.
* Establishment of E-learning centre in the college library.	*College library is now linked with INFLIBNET to avail facility of N-LIST programme.
* Creation of New Science Block with Six Science Labs & Twelve Class Rooms	*New Science Block is under construction and in short time will be completed and made functional for use.
*Extension of College Library (almost Double in size).	* Extension work of College Library (Double in size) is almost completed .
*Encouraging teaching faculty for their participation in more research activities and career development programs(Rs. One Lac seed money allocated for Research facility to faculty under SFC)	*Continuous motivation resulted in better participation in research activities such as participation and paper presentation in seminars/ conferences and more publications in reputed journals. (Rs. One Lac seed money allocated for Research facility to faculty under SFC by Management)
* Renovation of the college campus buildings and construction of Science Staff Room & another Girls Common Room in New Science Block.	*College campus building is under process of renovation with construction of Science Staff Room & another Girls Common Room in New Science Block.
* Starting of Three Post-Graduate Courses- M.Sc.(Mathematics), M.Sc.(chemistry) and M.Sc.(Physics)	* Three Post-Graduate Courses of M.Sc. (Mathematics), M.Sc.(chemistry) and M.Sc.(Physics) each of 30 seats has been started from this session onwards.
* To make campus fully Wi-Fi enabled.	*Most of the campus premises has been made Wi-Fi enabled.
*Installation of the Water Cooler of 5000 litres with RO for students of the college.	* Installed the Water Cooler of 5000 litres with RO for students of the college.
*Copy free Semester Examination of UG & PG Classes (Regular & Reappear).	*Totally Copy free Semester Examination of UG & PG Classes (Regular & Reappear) conducted.
* Bio metric attendance of Teaching & Non-Teaching Staff.	*Bio metric attendance of Teaching & Non-Teaching Staff implemented.

*Installation of 16CCTV Cameras	*College Campus is completely under 16 CCTV Camera surveillance
*Bio-metric attendance of SC, BC students	*Bio-metric attendance of SC, BC students of each class implemented.

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

2.15 Whether the AQAR was placed in statutory body   Yes ✓   No ☐

Management ✓   Syndicate ☐   Any other body ☐

Provide the details of the action taken

> The governing body of the college approved the AQAR 2016-17 and recommended it for sending to the NAAC. The governing body further directed the Principal to execute all the plan of action proposed by the IQAC.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	06	03	03	-
UG	06	-	04	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	01	-	-	01
Others	-	-	-	-
Total	13	03	07	01

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	12
Trimester	-
Annual	01

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.

No, as the syllabus is prepared & revised by the affiliating university itself.

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

1. M.Sc. (Mathematics)

2.M.Sc. (Chemistry)

3.M.Sc.(Physics)

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
19	10	08	-	01

2.2 No. of permanent faculty with Ph.D.   10

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
06	01	-	-	-	-	-	-	06	01

2.4 No. of Guest and Visiting faculty and Temporary faculty   -   -   26

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended			
Presented papers	01	20	
Resource Persons		01	02

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

1. Preparation of teaching plan for each subject and regular assessment of this done by all the teaching staff.
2. Regular analysis of student's performance through Assignments, Unit Test, Monthly Test, seminar, presentations by Power Point with the help of ICT, attendance in class, library issue/attendance register.
3. Extension Lectures of experts and renowned Professors & scholars are delivered time to time to the students and teaching staff to enrich and enhance the teaching and learning process.
4. IQAC in coordination with other cells interact with the industry professionals, peer teachers and renowned personalities from society regarding latest trends.

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

158

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

None

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

-	-	-

2.10 Average percentage of attendance of students

70%

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III%	Pass %
B.A.	778	2.06%	6.55%	0.014%	-	77%
B.Sc.	280	3.93%	10%	1.785%	-	72%
B.Com.	132	0.76%	7.58%	3.06%	-	68%
B.C.A.	0	-	-	-	-	-
M.A.(Hindi)	17	29.41%	92.31%	7.69%	-	76%
M.Com	48	22.22%	29.17%	6.25%	-	73%
M.A.(History)	31	12.5%	16.12%	32.26%	-	60%
M.Sc.(Maths)	11	9.09%	18.18%	-	-	80%
M.Sc.(Chemistry)	19	-	21.05%	-	-	70%
M.Sc.(Physics)	12	-	8.33%	-	-	65%

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

 - At the beginning of the academic year each teacher prepare a teaching plan and display for student. Moreover acopy of that is also submitted to principal, thus the coverage of syllabus is periodically reviewed.
- To monitor progress of syllabus regular class tests are conducted.
- Appraisal of staff by students at the end of the term for each subject is assessed in a consolidated format.
- IQAC motivates different subject's societies to organise extension activities in their subjects
- Faculty members are encouraged to adopt various innovative teaching methods such as PPT presentations, field tours, seminars etc.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	01
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	01
Others	02

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	12	02	-	02
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

1. Provides information to the faculty members regarding the upcoming seminar, workshops and conference etc.
2. Regularly assist the faculty members by passing information about funding agencies like UGC, ICHR, CSIR etc. that invite proposals for research funding.

3.2   Details regarding major projects - Nil

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3   Details regarding minor projects - 01

	Completed	Ongoing	Sanctioned	Submitted
Number	-	01	-	-
Outlay in Rs. Lakhs	-	1,90,000	-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	06	-	-
Non-Peer Review Journals	-	01	-
e-Journals	04	-	-
Conference proceedings	01	19	-

3.5 Details on Impact factor of publications:

Range   1.16- 5.99   Average   3.37   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	2	UGC	1,90,000	1,30,000
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	01		1,90,000	1,30,000

1,30,000

3.7 No. of books published   i) With ISBN No.   [-]   Chapters in Edited Books   [-]

ii) Without ISBN No.   [-]

3.8 No. of University Departments receiving funds from

UGC-SAP [-]   CAS [-]   DST-FIST [-]

DPE [-]   DBT Scheme/funds [-]

3.9 For colleges   Autonomy [-]   CPE [-]   DBT Star Scheme [-]

INSPIRE [-]   CE [-]   Any Other (specify) [-]

3.10 Revenue generated through consultancy   [Nil]

3.11 No. of conferences
organized by the Institution

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

3.12 No. of faculty served as experts, chairpersons or resource persons   [02]

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 : One Lakh

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

Total | One Lakh |

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

| 03 |

| 01 |

3.19 No. of Ph.D. awarded by faculty from the Institution | 01 |

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

JRF | 0 | SRF | 0 | Project Fellows | 0 | Any other | 0 |

3.21 No. of students Participated in NSS events:

University level | 115 | State level | |

National level | | International level | |

3.22 No. of students participated in NCC events:

University level | - | State level | 55 |

National level | 11 | International level | - |

3.23 No. of Awards won in NSS:

University level | 50 | State level | |
National level | | International level | |

3.24 No. of Awards won in NCC:

University level | - | State level | - |
National level | 11 | International level | - |

3.25 No. of Extension activities organized

University forum | - | College forum | 20 |
NCC | 10 | NSS | 10 | Any other | - |

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

• Jan Chetna rallies by NCC, NSS and Youth red cross units to make the society aware about social issues like- Women Education, Female Foeticide, Right to Vote, Waste Management, Road Safety and Save Water , Cleanliness Campaign & ODF derive in the whole Tosham villege as allotted by higher authories S.D.M. of Tosham done by staff and students of the college etc.
   • Health check up and AIDS awareness program by Red Ribbon Club.
• Fine arts workshop and competitions by Women cell and General lecture regarding problems of adolescent girls.
• Tree plantation programme on different occasions, Cleanliness programmes initiated by NCC and NSS units inside and outside the campus.
• Extension lectures and other curricular activities for better understanding of the subject and its applicability.
• Personality development and communication skill workshops for the students.
• Promoted the students for active involvement in Legal Literacy Cell activities to make them aware about their legal rights, duties, remedies available
• Remedial classes for weak

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	12 acres	10,000 sq. Ft.	Management	-
Class rooms	24	08	Management	-
Laboratories	07	04	Management+ self Financing scheme	-
Seminar Halls	01	-	-	-
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	01	02	Self Financing	03
Value of the equipment purchased during the year (Rs. in Lakhs)	18.51	2.54294	Self Financing	21.02294
Others	-	-	-	-

4.2 Computerization of administration and library

> 1. We have fully computerized library with ICT facilities and all the records are maintained in a very meticulous way. College library is also linked with INFLIBNET and users can avail facility of e- books and e-journals through N-LIST.
> 2. Administrative office is also fully computerised. University has adopted online admission and fees submission so all the related work are done online. Besides, different records such as stock, attendance, admissions, leaves, and college accounts are also maintained on computer.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	11802	1685296	271	83670	12073	1768966
Reference Books	5860	982044	470	180950	6330	1162994
e-Books	-	-	93900		93900	
Journals	48	72792	53	49405	101	122197
e-Journals	-	-	6250		6250	
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)News Paper &Magazines	3850	103621	380	50249	4230	153870

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	71	Lab-I-21 Lab-II-08 Lab-III-18 Lab-IV-10	15	Library for Students	NIL	05	02	Principal-01 Registrar -01 Librarian-01
Added	-	-		-	-	-		-
Total	71	57		04		05	02	03

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

> - Computer and Internet access is available for the students and staff in Computer Labs & Library college during the working hours of the Computer Labs & library.
> - Basic Computer training is provided to newly admitted students of the college. Advanced Computer training is provided at different levels of the students of the college.

4.6 Amount spent on maintenance in lakhs :

i) ICT   0.045

ii) Campus Infrastructure and facilities   32.962

iii) Equipments   0.255

iv) Others(Sports Material)   0.051

Total :   33.313

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The college publishes its updated prospectus annually. The information content is disseminated to students at the beginning of every academic year and also through college magazine 'Sumegha'.
- Students are well informed by IQAC in collaboration with other units and committees of the college about functioning of different cells for their welfare and various schemes implemented by the college, university and govt. They are also acquainted about other facilities available for them time by time.
- The students are interacted in their tutorial groups and updated about latest advancements for them in routine.
- Financial assistance extended to economically weaker students and personal counseling given by teachers help to minimize the dropout rate in the college.
- Various programmes and activities are organized viz. academics expert lectures ,cultural, sports, NCC, NSS, Legal literacy, Road safty, celebration of International Days etc. are organized frequently and regularly to enrich and enhance the alround personality and make them aware.

- Financial assistance to economically weak students through Fee concession, BLJS Trust cash award etc. and personal counseling given by teachers help to minimize the drop out rate in the college.

5.2 Efforts made by the institution for tracking the progression

- Regular vigilance by the concerned subject teacher
- Consolidated reports of Alumni meetings
- As Reported by the students
- Departments are insisted to document, compare and discuss the performance and progress of the students in their exams and other academic activities.
- Feedback in Tutorial classes.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1182	146	-	-

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men	No	%		Women		No	%
	1021	76.88%				307	23.12%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
977	290	0	378	01	1646	777	289	0	332	0	1328

Demand ratio   100: 60   Dropout %   - 20%

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

> - Guidance & Counseling Bureau also guides the students for the preparation of competitive exams
> - The college provides help to give references of the persons who can help them to achieve their goals.
> - Faculty members provide the subject material as well as necessary guidance to help out the interested and willing students.

No. of students beneficiaries   176

5.5 No. of students qualified in these examinations

NET   -   SET/SLET   -   GATE   -   CAT   -

IAS/IPS etc   -   State PSC   -   UPSC   -   Others   80

5.6 Details of student counselling and career guidance

> - From the very beginning of the session ,that is, at the time of admission students are helped by the faculty members.
> - Guidance & Counseling cell provides psychosocial counseling as well vocational guidance.
> - Subject societies invite experts and arrange other programmes to guide them for career options

No. of students benefitted   575

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	90

5.8 Details of gender sensitization programmes

- There is women cell in the college which regularly take different issues related to women time by time
- Girls are encouraged and supported for taking initiatives in extracurricular activities.

5.9 Students Activities

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

State/ University level   21   National level   01   International level   -

No. of students participated in cultural events

State/ University level   105   National level   -   International level   -

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

Sports : State/ University level   02   National level   01   International level   -

Cultural: State/ University level   80   National level   -   International level   -

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	06	2880
Financial support from government	205	1670800
Financial support from other sources (Trust Awards for merit in academics, sports, NCC, NSS, Cultural activities, Sport kits etc.)	80	82900
Number of students who received International/ National recognitions	01	

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 | 12 |

5.13 Major grievances of students (if any) redressed:

 (i) Accommodation : Accomodation is one of the major problem as there is no hostel and no authentic P.G. for girls in Tosham. Moreover this problem has been resolved by providing Bus pass facilities from Haryana State Roadways.

(ii) Internet : Internet Connectivity –Although the Campus has Wi-Fi facility but the connectivity problem arises since the College is located in rural area.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Our vision:
The college envisions to provide Quality Higher Education to the young boys & girls of this highly backward & rural region to meet the demand of industry, state & society through excellence in arts, commerce & vocational education: to remain as a source of pride to Haryana & to the Country.

Our mission:
Apart from imparting higher educational qualifications, we are greatly concerned with enriching our youth with knowledge and skills in a chosen discipline. For us teaching is greatly concerned with building a positive attitude, preparing young generation for the challenges of life and work, fulfilling their intellectual and personal potential in a way that it significantly contributes to each and every role that they play in society, and arming young boys and girls with a set of values that they as a person and as a professional will need throughout their life. We seek to develop in each member of BLJS college family the ability and passion to work wisely, creatively and effectively for the betterment of mankind.

Our goals:
- To set-up and create an institution of excellence in higher education with high intellectual standard.
- To nurture the culture of:
o Academic integrity and accountability
o Respect for the views of one and all.
o Appreciation of intellectual excellence and creativity.
o Tutors as friend, philosopher and guide.
o Good relationship with neighbouring industries and education institution repute.
- To provide congenial and healthy environment of research and training to faculty for improving their quality.
- To design and develop student-centric learning environment.
- To generate and create resources for various extracurricular and sports activities and programmes for better overall development of students.
- To generate and create resources for running Value Added Programmes for overall curricular and personality development of students.
- To invite experts from industry and premier institutions on a regular base to deliver extension lectures on topics of current interest.
Above all, we are also motivated to create Leaders who inspire ; Winners-who set positive paradigms of actions and Achievers-who have the will and the strength to make a difference even if small-to the larger cause of humanity.

6.2 Does the Institution has a management Information System

Management Information System through circulars, social media, electronic announcement system, Display of Notices, by holding staff/ Governing Body meeting, holding staff/students/parents/alumni meeting

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

6.3.1 Curriculum Development

Curriculum is developed by the affiliating University. The members of Staff on various boards send suggestions for improvement

6.3.2 Teaching and Learning

Apart from class room lecture method Group discussions, field studies, seminars are used for teaching. Peer learning is promoted in and outside the class. Study tours are organized for making learning more effective as per requirement.

6.3.3 Examination and Evaluation

- 20% of the marks are evaluated by the college & rest 80% is evaluated by the university.
- Class assessment tests are conducted on frequent intervals and the teachers make an analysis of the performance of students after every internal test.

6.3.4 Research and Development

- As far as the research is concerned there is very less scope because we have only UG/ PG courses in the college and no Ph.D. programmes courses in the college . Still the faculty is very much aware and actively involved in the research work.
- The college also encourages the teachers and specially the BLJS College, Trust fixed seed money of Rs. One Lakh for contractual facility for their involvement in research activities. The college is already having seven PhD degree holders as faculty and some are pursuing their PhDs.
- The college has Centre for Innovation in Research and Development (CIRD) with the aim to motivate the faculty and maintain and promote the research environment.
- The college also has a Research Committee of five members to monitor and assess the proposal of Research Projects. The project Proposals are evaluated by external

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library is regularly updated and upgraded by adding new Text books ,reference books , Research journals, magazines, news papers, e-Journals & E-books..
- It is continued linked with INFLIBNET and an user can access several E-books and E journals with this facility.

6.3.6   Human Resource Management

The college recruits Six faculty members with following the M.D.University, Rohtak selection criteria in Hindi and Commerce (Three each on regular basis) department during this session 2016-17 under SFS scheme and also recruits the teaching staff based on contractual basis . Effective system of appraisal of performance based on securing is made in the session 2016-17 . Member of Faculty getall service benefit, different allowances, pension etc. The governing body also takes care of its employee. Shortage in manpower is regularly intimated to the governing body for necessary action.

6.3.7   Faculty and Staff recruitment

Permanent/ Grant in aid posts of staff and faculty is recruited against sanctioned posts as per university and state govt. rules & policies. Six new faculty(Three in commerce and and Three in Hindi) under SFS scheme selected on regular basis in the session 2016-17 as per MDU, Rohtak criteria &rules. Contractual faculty is appointed at management level as per university norms.

6.3.8   Industry Interaction / Collaboration

Though there is no collaboration with any industry presently, college allows its faculty members & students to interact with them through extension lectures of the executives & experts from different areas.

6.3.9   Admission of Students

- The college follows rules & regulations of affiliating university for admissions..
- Admissions are done purely on merit basis and according to reservation policy of the state govt.

6.4 Welfare schemes for

Teaching	Leaves, pension gratuity, loan etc as per Govt. Rules, opportunities for career development
Non teaching	Leaves, pension, gratuity, loan etc as per Govt. Rule, opportunities for career development
Students	Scholarships, Remedial classes, Welfare schemes implemented by govt and university, free counselling and internet facility, study tours, sport and gymfacilities, subject societies , concessional bus passes, Trust and college cash awards.

6.5 Total corpus fund generated

39,49,878

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	✓	University	✓	Management
Administrative	✓	Govt./University	✓	Management

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

For UG Programmes   Yes ☐   No ☐

For PG Programmes   Yes ☐   No ☐

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

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

   The college has an Alumni Association & one formal meeting is held at least once in a year. Members of alumni participate and give suggestions for various programs/ developmental activities of the college. Moreover the alumnis members are very instrumental in managing off Campus placements.

6.12 Activities and support from the Parent – Teacher Association

   We do not have Parent-Teacher Association as such but Parents are encouraged for decision making and giving advice and suggestions for college betterment.

6.13 Development programmes for support staff

> The members of support staff are encouraged to make use of the avenues & welfare schemes of govt. and college management for their welfare. They are also provided assistance for economic facilities such as pension schemes/loans, different leaves like earned leaves/extra ordinary leaves in accordance with govt/university norms.

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

> - Water harvesting unit & waste water management
> - Tree plantation inside & around the campus and regular maintenance of beautiful landscape.
> - Tobacco and smoke free zone.
> - Best efforts are made to keep the campus plastic, Thermocol & Polythene free.
> - Initiatives like lectures and rallies for environment awareness.

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.

> -Continue Subscription of INFLIBNET in 2016-17 to enrich computerization of library and to promote research facility.
> -Extension of college Library -10000sq. ft covered area for more space for reading rooms for students and staff and capacity to add more books.
> -Construction of Three story New Science Block for UG & PG classes of science students consisting of Six Science Labs & Twelve Rooms for teaching
> -Making emphasis on WI-Fi campus for better Internet Connectivity.
> - Centralized record keeping system

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

> - At the very beginning of the session an academic calendar is provided by the affiliating University that includes schedule for teaching days, examination, vacations and admissions. In accordance with this the IQAC prepared Month-wise Calendar for Educational/ Cultural/ Co-curricular Activities for the session 2016-17 and progress was also monitored.
> - Necessary arrangements were made for upcoming NAAC Peer team visit in the college and for the purpose all the departments and offices were asked to keep records updated and supporting documents ready for the presentation.
> - IQAC suggested all the departments to prepare academic and extracurricular activity plan for the session and they were motivated to follow these plans.
> - The IQAC also planned to have extracurricular and social activities for the session. The college organized a good number of academic as well as extracurricular activities in its premises. Besides, the college students also participated in various activities and competitions organized at other platforms and brought laurels.
> - For of students different workshops on Personality development/ Dance/Theatre/Music were organized personality grooming which resulted in remarkable positions in Zonal Youth Festival, Inter Zonal Youth Festival and other competitions on various platforms.
> - As proposed college campus buildings has been renovated and 4 new rooms are constructed in this session and an amount of approximate 16 lakhs has been spent solely for this purpose.
> - The exiting 20 KV solar panels have been updated by changing the equipments.
> - The college has also started PG(Hindi) from this session as proposed in action plan.
> - Teaching faculty has been continuously motivated for participation in research activities which resulted in better participation in research activities such as participation and paper presentation in seminars/ conferences and more publications in reputed journals.
> - As suggested in future action plan most of the college premises has been covered under Wi-Fi facility.

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

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

> - Theatre, Music, Dance and Literary workshops for over all development of the students.
> - Unique book keeping system with monthly internal audit.

7.4 Contribution to environmental awareness / protection

> - Regular tree plantation in and around the college campus.
> - Water harvesting, waste water management and Green audit are some healthy practices followed by college for environmental awareness and protection.
> - Removal of unwanted plants and maintenance of the landscape
> - Awareness drives such as rallies and lectures for the students and society.

7.5 Whether environmental audit was conducted?   Yes ✓   No ☐

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

> **Strengths-**
> • Well qualified, dedicated and hard working staff.
> • Imparting value based quality education.
> • Eco friendly campus with a beautiful landscape
> • Annual publication of college magazine 'Sumegha' consisting inputs from students and staff.
> • Regular publication of wall magazines in the subjects of Mathematics, Psychology, Geography, Hindi, English and Science.
> • Regular annual function and prize distribution ceremony, which is a platform of reviewing achievements for the year and honouring students who excelled in the field of academics, cultural activities, NCC, NSS and sports in the form of BLJS Trust Awards.
> • We always welcome innovative and constructive ideas from our stakeholders.
> **Weaknesses-**
> • Most of the students belong to rural background and have problems of language and communication skills.
> • Strength of permanent faculty is lesser in comparison to demand of workload as state govt. is not sanctioning new posts .
> **Opportunities-**
> • The college has emerged as a learning hub since its inception. Every year with more strengths and more achievements its going on. It can provide more facilities and learning environment to the students to enhance their communication skills and overall personality so that they can meet the demands of the society and industries and can emerge as responsible citizen of the country.
> **Challenges-**
> • To motivate socially and economically backward students with low aptitude in language and communication skill for higher education.
> • To enable students for appreciating and imbibing the societal relevance of the subjects that they study in the class room through innovative teaching methods
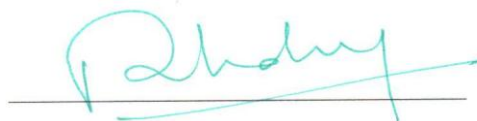
8. **Plans of institution for next year**

- To formulate various strategies to materialize recommendations of NAAC peer team.
- Extension of M.Sc. (Mathematics), M.Sc. (Physics) and M.Sc. (Chemistry) under Self finance scheme for second year.
- increase in sports activity
- submitting proposal for Research seminar , conference for funding from different agenies-DHE, UGC etc.
- submitting proposal for Research Project in DST(FIST) and UGC for grants.
- Computerization of Library
- Extension of the library building.
- Construction of separate three stories New Science block.
- Enrichment of ICT equipment.
- To make campus fully Wi-Fi enabled.
- To Strengthen Alumni Association.

Name Dr. Ashok Kumar Saini   *Name*   Dr. Rakesh Kumar Bhardwaj

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

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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

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