

***Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality
Assurance Report (AQAR) by Accredited
Institutions
(For Affiliated/Constituent Colleges)***

(Revised on 20th February, 2020)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

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, Bengaluru - 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*

Guidelines for the Creation of the
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(for Affiliated/Constituent Colleges)

(Revised on 26th September, 2019)



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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 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, institutions need to channelize its efforts and measures towards promoting the holistic academic excellence including the peer committee recommendations.

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 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 by IQAC to remove deficiencies and enhance quality like the "Quality Circles" in industries.

IQAC – Vision

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

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) Relevant and quality academic/ 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 assessment and evaluation process;
- 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
- b) Parameters for various academic and administrative activities of the institution;
- c) 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;
- d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters to all stakeholders;
- 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) Periodical conduct of Academic and Administrative Audit and its follow-up
- j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

Benefits

IQAC will facilitate / contribute to

- a) Ensure 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. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each 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, accordingly the representation of teachers may vary. 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 is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.
- ♦ 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 the 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/competent person with experience and exposure 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 essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as 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 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.

The Institutions are requested to submit the AQAR after one year from date of Accreditation every year. 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 as quality sustenance initiatives undertaken by them.

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

The IQACs may create its exclusive window tab on its institutional website for keeping the records/files of NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation Outcomes and regularly upload/ report on its activities, as well as for hosting the AQAR.

Revised Accreditation Framework

NAAC has launched Revised Accreditation Framework since July, 2017 and hence AQAR format also modified, in cognizance with the new methodology. The tools and parameters are designed in the new AQAR format are in such a way that the preparation of AQAR would facilitate the HEI's for upcoming cycles of Accreditation. Data collected/prepared infuses quality enhancement measures undertaken during the years. Further, it also adds quality enhancement and quality sustenance measures undertaken in teaching, learning, research, extension and support activities of the Institution. It is hoped that new AQAR would facilitate Educational Institutions for creating a good database at Institutional level for enhancing the quality culture.

As per the Revised Accreditation Framework (RAF), the NAAC Accredited institutions need to submit the AQAR online. NAAC is in the process of ICT integration in Assessment and Accreditation. The login id for the online submission for AQAR submission will be the e-mail id used for the IIQA. The AQAR submission is part of the post accreditation module, in due course of time. NAAC portal will have the facility to submit the AQAR online and Institutions will receive automated response.

The Higher Education Institutions need not submit the printed/hard copy of AQAR to NAAC.

Mandatory Submission of AQAR by IQAC

The Executive Committee of NAAC has decided that **regular submission of AQARs is mandatory for 2nd and subsequent cycles of accreditation with effect from 16th September 2016:**

The following are the pre-requisites for submission of IIQA for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A:

- 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.

Note: The terms and abbreviation used in AQAR are in accordance with respective manuals for assessment of NAAC. Please refer institutional manual for glossary and abbreviations terms used in AQAR.

The Annual Quality Assurance Report (AQAR) of the IQAC (For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, June 1, 2017 to May 31, 2018)*

Yearly Status Report: 2021-2022

Part – A

Data of the Institution

(data may be captured from IIQA)

1. Name of the Institution **ABS ACADEMY**
 - Name of the Head of the institution : **Mr. SOMNATH CHAKRABORTY**
Designation: **CHAIRMAN**
 - Does the institution function from own campus: **YES**
 - Phone no./Alternate phone no.: **0343-2550698**
 - Mobile no.: **9434002668**
 - Registered e-mail: info@absacademy.com
 - Alternate e-mail : b.ed@absacademy.com
 - Address : **J.P.AVENUE,SAGARBHANGA .DIST- PASCHIM BARDHAMAN.**
 - City/Town : **DURGAPUR**
 - State/UT : **WEST BENGAL**
 - Pin Code : **713211**
2. Institutional status:
 - Affiliated / Constituent: **AFFILIATED & CONSTITUENT**
 - Type of Institution: Co-education/Men/Women **CO-EDUCATION**
 - Location : Rural/Semi-urban/Urban: **URBAN**
 - Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing
(Please specify): **SELF FINANCING**

- Name of the Affiliating University: **WBUTTEPA (WEST BENGAL UNIVERSITY OF TEACHERS' TRAINING, EDUCATION PLANNING AND EVALUATION)**
- Name of the IQAC Co-ordinator : **Dr. SUBHASH CHANDRA NANDI**
Phone no/ Alternate phone no. :
- Mobile: **9434211058**
- IQAC e-mail address: **b.ed@absacademy.com**
- Alternate Email address:

3. Website address:

Web-link of the AQAR: (Previous Academic Year): **absacademy.org.in**

<https://www.absacademy.org.in/m-ed-course.html>

<https://www.absacademy.org.in/b-ed-course.html>

<https://www.absacademy.org.in/d-eled-course.html>

4. Whether Academic Calendar prepared during the year? YES

Yes/No....., if yes, whether it is uploaded in the Institutional website:

Weblink:

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st	C	1.82	2013	from:2013 to: 2018

6. Date of Establishment of IQAC: DD/MM/YYYY: 08.07.2011

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
WORKSHOP ON LEARNING TAECHING MATERIALS	02.08.2021 ONE DAY	165
WOKSHOP ON E-CONTENT PREPARATION	16.03.2022 ONE DAY	36
STATE LEVEL SEMINAR ON “PARADIGM SHIFT IN PEDAGOGY IN RESPECT OF ROLES OF TEACHERS AND STUDENTS IN POST-PANDEMIC PERIOD”	15.06.2022 ONE DAY	185
a. GENDER SENSITIVITY	09.02.2022	250
b. ENVIRONMENTAL	13.05.2022	

SENSITIVITY		190
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Note: Some Quality Assurance initiatives of the institution are:

(Indicative list)

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action
- Participation in NIRF
- ISO Certification
- NBA etc.
- Any other Quality Audit

8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
NIL	NIL	NIL	NIL	NIL

9. Whether composition of IQAC as per latest NAAC guidelines: YES

*upload latest notification of formation of IQAC

10. No. of IQAC meetings held during the year: 4 MEETINGS PER YEAR

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website: **YES**

(Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its Activities during the year? NO

12. Significant contributions made by IQAC during the current year (maximum five bullets)

*** MODE OF CONDUCTING CLASSES: Innovative strategies were adopted along with Blended teaching learning approach in ICT based classroom setup along with the arrangement for Remedial classes.**

*** CO-CURRICULAR ACTIVITIES: Conducted Debate on Women Empowerment Programme.**

* **INDUSTRY VISIT/FIELD WORK:** Maintained Internship records preferably subject wise.

* **SEMINAR:** Conducted a State level Seminar on “PARADIGM SHIFT IN PEDAGOGY IN RESPECT OF ROLES OF TEACHERS AND STUDENTS IN POST-PANDEMIC PERIOD”.

Conducted a state level seminar on “HOW TO BE A GOOD ENTREPRENEUR”.

* **WORKSHOP:** Conducted Workshop on Learning Teaching Materials.

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
<ul style="list-style-type: none"> ✓ Create Environmental Sensitivity among staff & students. ✓ Prepare for the 2nd Cycle of NAAC ✓ Orient the Faculty members & the students towards MOOC Course & SWAYAM Programme ✓ Update the Digital Teaching & Learning Knowledge & skills of the faculty members and the students. ✓ Augment the Infrastructure of the College 	<ul style="list-style-type: none"> Initiated Tree Plantation Programme. Conducted Orientation Programme on the Revised NAAC Accreditation & Assessment process. Conducted Workshop on Orientation towards MOOC (MASSIVE OPEN ONLINE COURSE) through National Digital Library Conducted workshop on e-content preparation. Presented proposal for renovation and Infrastructure augmentation such as ICT Lab, Language Lab, enhancement of Library Books and Volume of Library Books

14. Whether the AQAR was placed before statutory body? YES

Name of the statutory body: **GOVERNING BODY** Date of meeting(s): **27.06.2022**

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning? **YES** Date: **20.03.2003, 21.03.2013, 22.03.2013**

16. Whether institutional data submitted to AISHE: **YES**

Year: **2022**

Date of Submission: **16.02.2022**

17. Does the Institution have Management Information System? **YES**

If yes, give a brief description and a list of modules currently operational. (Maximum 500 words)

Bio metric punching functions in the college. The Admission Notifications published in the Newspaper are uploaded in the website. The Admission Form, Course details, Course Fees, Intake & Eligibility criteria, Syllabuses for different courses, Latest notifications, Academic Calendar, Student's Achievement records, Multimedia Programmes, Seminar, Workshops, List of practice Teaching Schools & list of colleges of Internship Programmes are uploaded in the Website. The college library has Integrated Library Management System.

Part-B

CRITERION I – CURRICULAR ASPECTS				
1.1 Curriculum Planning and Implementation				
1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words				
<p>Our institution implements the B.Ed, D.El.Ed. and M.Ed curriculum of its affiliating university (The West Bengal University of Teachers’ Training Education Planning & Administration) & Board(West Bengal Board of Primary Education). Our Institution provides Value added activities such as Environmental Sensitivity, Gender Sensitivity etc during this year. At the commencement of the programmes our institution distributes the syllabus to each student and conducts orientation programme for the newcomers. The staff under the leadership of the Principal discusses the entire curriculum and prepares the time table (Day Shift: 9.30 am to 4.30pm) according to the credit given to each course. One of the senior faculties functions as the college coordinator to supervise all practical activities. Dates to complete the academic activities (scholastic & co-scholastic) are pre fixed and noted in the college calendar by referring University and Government calendars. Teachers are assigned charge of various activities and the same is informed to students. They are responsible for maintaining the reports and necessary documents. The Principal conducts staff meeting frequently and discusses the progress and functioning of various activities and the minutes of the meetings are noted in the minutes book by the staff secretary. The Principal communicates the information regarding various events in the college to teachers, students and administrative staff through official meetings, notice, email & WhatsApp. The institution encourages teachers to utilize the different resources like library, technological facilities & internet facility to make the learning process effective. The college encourages the faculty to participate in subject meetings, seminars and workshops to enrich their experience and knowledge. Flexible timetable, pre decided schedule for cultural activities, lab work such as; computer lab, language lab, Psychological lab, library work, and value education are other remarkable steps taken by the college. The social commitment, and creativity to contemporary issues of students is enhanced through active participation in clubs under the guidance of teachers. The institution gives full support to the students and teachers in planning and implementing different activities for student welfare and is very particular in observing important days and participating in socially useful activities. In order to develop sensitivity to the needs of the society, the institution organises programmes like visiting rehabilitation centres for Hearing Impaired & Health Centres participating in Swachh Bharat, lending voluntary service in Blood Donation Camp The professional development of students is nurtured by providing chances to prepare and present papers in national seminars, participate in seminars, enrol in online courses (MOOC) and by giving duties and responsibilities while hosting seminars in the institution. The students are encouraged to use ICT & develop e-content by their trainer in the college. The institution accommodates specially challenged students for the B. Ed and M.Ed. programmes and provides them the needed support.</p>				
1.1.2 Diploma Courses introduced during the Academic year				
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
NIL	D.El.Ed	01.03.2015(2 Years)	The teaching skills of the students to teach in Primary level are enhanced throughout the entire training session	
1.2 Academic Flexibility				
1.2.1 New programmes/courses introduced during the Academic year NIL				
Programme with Code	Date of Introduction	Course with Code	Date of Introduction	
NIL	NA	NA	NA	
1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at				

the affiliated Colleges (if applicable) during the Academic year.					
Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
B.Ed & M.Ed	B.Ed	M.Ed	12.05.2015		
Already adopted (mention the year)					
1.2.3 Students enrolled in Diploma Courses introduced during the year					
	Certificate		Diploma Courses		
No of Students	NA		06		
1.3 Curriculum Enrichment					
1.3.1 Value-added courses imparting transferable and life skills offered during the year					
Value added courses		Date of introduction		Number of students enrolled	
VALUE EDUCATION CLASSES		01.02.2022		250	
1.3.2 Field Projects / Internships under taken during the year					
Project/Programme Title		No. of students enrolled for Field Projects / Internships			
a. B.Ed.(INDUCTION PROGRAMME) b. B.ED(FIELD PROJECTS) c. B.Ed. (INTERNSHIP)		200			
a. M.Ed.(FIELD PROJECT) b. M.Ed. (INTERNSHIP) c. M.Ed.(DISSERTAION)		50			
a. D.El.Ed.(PRE-INTERNSHIP) b. D.El.Ed.(SCHOOL INTERNSHIP)		06			
1.4 Feedback System					
1.4.1 Whether structured feedback received from all the stakeholders.					
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents	
Yes	Yes	Yes	Yes	Yes	
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)					
<p>The feedback about teachers received from students is given to the respective teachers. Teachers analyze the responses given by students and find out the strength and weaknesses identified by the students. Based on the feedback obtained they prepare an action plan to implement the necessary changes in their teaching in the future. Feedback from the teachers includes areas related to their profession, relationships</p>					

with colleagues, ethics, academic update, teaching, and relationship with students. The IQAC of the college analyses the feedback collected from teachers on curriculum and course, teaching, learning, evaluation research, facilities, governance, and management. The IQAC points out the strengths of the college and the areas where improvement is needed. All the faculty members think that the curriculum is a rich one and that various areas are dealt with in-depth, focuses on problem-solving methods, and are updated from time to time. However, all the faculty members are not fully satisfied with the evaluation procedures and the time allotted for curriculum transaction by the affiliating university. But the college tries its best to make the optimum utilization of the time limit. Regarding student-centred learning, classroom activities, library, and infrastructure facilities the faculty members are satisfied. Arrangements were made to improve the ICT facilities in staffrooms and classrooms. The feedback from parents and Alumni are collected during the PTA general body meeting. Alumni members are satisfied with the warm welcome and opportunities for regular interactions arranged by the college for them. Parents are proud of the institution, the commitment of teachers, and the facilities of the college. All have an appreciation for the preparation and training given to students for cracking TET, SET, and NET exams. one of the few grievances put forth by parents was regarding the timings of the BEd classes. The classes ended at 5.00 pm. Teachers from this institution are competent in their subject, emotionally balanced, and socially committed. Feedback from the practice teaching schools is collected at the end of the internship program each year. The suggestions of the heads and mentor teachers of the schools are analyzed and the needed changes are brought in to practice each year.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1.1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B.Ed	200	250	198
M.Ed.	50	55	50
D.El.Ed.	100	18	06

2.2 Catering to Student Diversity

2.2.1. Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2021	198 (B.ED) 06(D.EL.ED)	50(M.Ed.)	32(B.Ed.) 16(D.El.Ed.)	10(M.Ed.)	04 (B.Ed. +M.Ed.)

2.3 Teaching - Learning Process

2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of teachers on roll	Number of teachers using ICT (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resource s and techniques used
58	30	32	03	01	01

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

- An orientation program is organized for all the students as part of mentoring services every year at the commencement of each program.
- Each teacher is a mentor and is allotted five students each as mentees. We have a Zero Hour mentoring system where each teacher mentors 5 students. We come to know about the problems faced by our students through informal, open chats and discussions with them.
- Students often report their inconveniences through the Mentoring System functioning effectively in the college.
- The curriculum, syllabus, library, ICT facilities, evaluation schemes, clubs, associations, co-curricular activities, etc. are explained to all the students, especially the students with diverse needs.
- Personal care and attention is given to all students concerning career, personal, vocational matters
- Mentoring Record/File of the mentees is kept by all mentors Remedial teaching for needy students is recommended by mentor teachers.
- Coaching programs for NET, SET, CTET, Communicative English etc. are conducted every year based on the report given by the mentors on their mentees.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
254	58	1:4.4

2.4 Teacher Profile and Quality				
2.4.1 Number of full time teachers appointed during the year				
No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
01	01	NIL	NIL	05
2.4.2 Honours and recognitions received by teachers <i>(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)</i>				
<i>Year of award</i>	<i>Name of full time teachers receiving awards from state level, national level, international level</i>	<i>Designation</i>	<i>Name of the award, fellowship, received from Government or recognized bodies</i>	
NIL	NIL	NIL	NIL	
2.5 Evaluation Process and Reforms				
2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year				
Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
B.Ed	NIL	SEMESTER-IV	02.07.2022	31.08.2022
M.Ed.		SEMESTER-IV	27.09.2022	

D.El.Ed		SECOND YEAR	30.11.2022	NOT PUBLISHED
2.5.2 Reforms initiated on Continuous Internal Evaluation (CIE) system at the institutional level (250 words)				
<ul style="list-style-type: none"> • The responsibility of the internal assessment is vested on the course coordinator and College TIC and the Principal to verify all the documents. • For theory examinations, Grades and Grade points are provided based on their performance and their evaluation as per the percentage of total marks given • Internal Assessment of all components of theory courses are published before the commencement of University Examinations and are acknowledged by the students at all levels. • All details of internal assessment are kept in the college for two years. • For the evaluation of projects and surveys, experimentation, data collection, compilation, involvement, etc are taken into consideration. 				
2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)				
<p>The college has a comprehensive academic calendar cum work book which is annually updated. The calendar is planned and prepared after meetings with the faculties wherein all scholastic and co-scholastic activities for the current academic year are decided. The schedule in the calendar is strictly followed for conducting the various academic events including examinations, except in the case of unforeseen events.</p> <ul style="list-style-type: none"> • Tentative dates Internal & External Evaluation along with Field strips, Educational Tour are mentioned in the academic calendar. • All the faculty keep teachers' diary and work record. • Practice teaching in schools is a systematically planned and well-arranged activity and is noted in the academic calendar. 				
2.6 Student Performance and Learning Outcomes				
2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)				
https://absacademy.org.in/m-ed-course.html https://absacademy.org.in/b-ed-course.html				
2.6.2 Pass percentage of students				
Program me Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
NIL	B.Ed	198	198	100
NIL	D.El.Ed	97	93	95
NIL	M.Ed.	38	38	100
2.7 Student Satisfaction Survey				
2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)				
CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION				
3.1 Resource Mobilization for Research				
3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations				
Nature of the Project	Duratio n	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	NA	NA	NA	NIL

Minor Projects	NA	NA	NA	NIL
Interdisciplinary Projects	NA	NA	NA	NIL
Industry sponsored Projects	NA	NA	NA	NIL
Projects sponsored by the University/ College	NA	NA	NA	NIL
Students Research Projects (other than compulsory by the College)	NA	NA	NA	NIL
International Projects	NA	NA	NA	NIL
Any other (Specify)	NA	NA	NA	NIL
Total				

3.2 Innovation Ecosystem

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of Workshop/Seminar	Name of the Dept.	Date(s)
SEMINAR : 'HUMAN RIGHTS EDUCATION: INTELLECTUAL PROPERTY RIGHTS'	Education	27.07.2022
WORKSHOP: WORKSHOP ON LERANING TEACHING MATERIALS	Education	05.08.2022

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
NA	NA	NA	NA	NA

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Centre	Name	Sponsored by
NA	NA	NA

Name of the Start-up	Nature of Start-up	Date of commencement
NA	NA	NA

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
NA	NA	NA

3.3.2 Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	No. of Ph. Ds Awarded
UG	02
PG	03

3.3.3 Research Publications in the Journals notified on UGC website during the year						
	Department	No. of Publication		Average Impact Factor, if any		
National		AWAITED				
International						
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year						
Department			No. of publication			
B.Ed & M.Ed			One awaited			
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
AWAITED						
3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year:						
No. of Faculty	International level	National level	State level	Local level		
Attended Seminars/ Workshops	0	0	25	25		
Presented papers	NA	NA	10	15		
Resource Persons	NA	0	03	01		
3.4 Extension Activities						
3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year						
Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities		Number of students participated in such activities		
1. Adult Education Programme 2. Traffic	B.Ed & M.Ed Department	30		150		

c Control Progra mme 3.Railw ay Ticket Checki ng Progra mme				
3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year				
Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited	
NA	NA	NA	0	
3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year				
Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
Health awareness services	EXTENSION CLUB	BLOOD DONATION CAMP	15	120
Cleanliness programme		SWACHH BHARAT (CLEANING OF LOCALITY)	25	150
3.5 Collaborations				
3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year				
Nature of Activity	Participant	Source of financial support	Duration	
State Level Seminar	Teacher Educators from various colleges	Self-funded	1 Day	
Group Discussion on current Research Trends	M.Ed. Students		1 Day	
3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year				
Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	Participant

Internship	B.Ed. Semester-III Internship	Co-operating Schools (19)	28.03.2022 to 30.05.2022	Students of B.Ed. 2020-2022
Internship	B.Ed. Semester-II Internship	Co-operating Schools (19)	15.04.2022 to 16.05.2022	Students of B.Ed. 2021-2023
Internship	M.Ed. Semester-III Internship	Co-operating Colleges (05)	12.05.2022 to 28.05.2022	Students of M.Ed. 2020-2022
Practice Teaching	D.El.Ed. Part-II	Co-operating Schools (06)	23.03.2022 to 07.05.2022	Students of D.El. Ed 2020-2022
School Observation	D.El.Ed. Part-I	Co-operating Schools (06)	23.03.2022 to 07.05.2022	Students of D.El. Ed 2021-2023

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
MODERN POWER ENGINEERING COURSE MASCOT KIN INDUSTRIES	13.07.2022	To develop Skills	100

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure	Budget utilized for infrastructure development
-------------------------------------	------------------------------------------------

augmentation						
4.1.2 Details of augmentation in infrastructure facilities during the year						
Facilities	Existing	Newly added				
Campus area	6000.97 sq. m					
Class rooms	19					
Laboratories	09					
Seminar Halls	01					
Classrooms with LCD facilities	01					
Classrooms with Wi-Fi/ LAN	01					
Seminar halls with ICT facilities	01					
Video Centre	NIL					
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	NIL					
Value of the equipment purchased during the year (Rs. in Lakhs)	NA					
Others	NA					
4.2 Library as a Learning Resource						
4.2.1 Library is automated {Integrated Library Management System -ILMS}						
Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation			
NA	NA	NA	NA			
4.2.1 Library Services:						
	Existing		Newly added	Total		
	No.	Value	No.	Value	No.	Value
Text Books	8439	9,12,209			8439	9,12,209
Reference Books	4891	7,12,612			4891	7,12,612
e-Books						
Journals	06	1200			06	1200
e-Journals	01	FREE			01	FREE
Digital Database						
CD & Video	28	4830			28	4830
Library automation	NA	NA			NA	NA
Weeding (Hard & Soft)	NA	NA			NA	NA
Others (specify)	NA	NA			NA	NA

4.3 IT Infrastructure									
4.3.1 Technology Upgradation (overall)									
	Total Computer s	Compu ter Labs	Internet	Browsing Centres	Comp uter Centr es	Office	Departments	Available band width (MGBPS)	Others
Existing	50	01	01	05	0	03	0	20 MBPS	0
Added	0	0	0	0	0	0	0	0	0
Total	50	01	01	05	0	03	0	20 MBPS	0
4.3.2 Bandwidth available of internet connection in the Institution (Leased line)									
20 MBPS									
4.3.3 Facility for e-content									
Name of the e-content development facility					Provide the link of the videos and media centre and recording facility				
NIL					NIL				
4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc									
Name of the teacher		Name of the module			Platform on which module is developed		Date of launching e - content		
NIL		NIL			NIL		NIL		

4.4 Maintenance of Campus Infrastructure			
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year			
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)			
<p>The quality of the teaching-learning process is maintained by adopting appropriate policies and procedures for utilizing the infrastructure facilities of the college. The infrastructure facilities and other learning resources of the college are used very well for the teaching-learning process. The college is equipped with adequate facilities for accommodating the needs of students, faculty, and the administrative staff. The college has a well-maintained computer lab, Wi-fi facility, Networked computer, and printing facility, Visualizer, Printers, LED Projectors and White Boards. LED Projector is effectively used in Multipurpose Hall when the Seminars and Workshops are organised. . The library supports the academic needs of students, research scholars, and faculty of the college by providing information resources such as books, journals, periodicals, CDs, Proceedings, reference books, Project Reports, and theses. The college is equipped with National Digital Library membership for the education wellbeing of the students and faculty members within the campus. The library has an organized collection of theses of M.Ed. Students , open-access to e-journals through NDL , educational articles, Question papers of B.Ed. and M.Ed.,</p>			

Seminar Proceedings, etc. Laboratory Facilities: The Students and faculty of the college have optimally utilized the well-maintained laboratories such as Computer Lab, ICT Lab, Psychology Lab, Science Lab and Language Lab. The physical and health department of the college is very active and encourages students to participate in various activities.

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	NA	NA	NIL
Financial support from other sources			
a) National	National Scholarship Programme	13	Rs. 130000
b) International	NA	NA	NIL

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Extension services and Value Education	February,2022	170	Community Based Activity committee
Women's Empowerment	March,2022	145	Women's Empowerment Committee
Eco-Club	June,2022	80	Eco-Club committee
Yoga	June,2022	250	Sports, Game and Yoga committee
Remedial coaching	November,2021	30	Remedial coaching committee
Language Lab	September,2021	215	Language teachers

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2021	Career counselling	260	100	50	20

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. of grievances	Average number of days for grievance redressal

	redressed	
NIL	NIL	NIL

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
<ul style="list-style-type: none"> ▪ Saagarbhanga High School, ▪ Rairani Girls High School, ▪ Modern High School ▪ Bidhannagr Govt. Sponsered Girls High School 	200	20	<ul style="list-style-type: none"> ▪ DAV Public School ▪ Hemsheela Model School ▪ Asansol DPS School 	200	05

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2021	30	B.Ed. M.Ed.	Education	The University of Burdwan WBUTTEPA	M.Ed. Ph.D.

5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	04	52190020,519081,WB0105202368,88000734
SET	01	20010027
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other		

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
Music Competition	College Level	30
Yoga Competition	College Level	250

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/International	Sports	Cultural	Student ID number	Name of the student
2021	Nil	Nil	Nil	NIL	NIL	NIL

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Women Empowerment awareness programme was organised by the Women Empowerment Committee on 8th March,2022. INDEPENDENCE DAY was celebrated with pomp and Show on 15th August, 2021 in College Premises On the observance of Mahatma Gandhi's 150th Birthday, a short cultural programme along with a quiz contest depicting Gandhi's Values was organised on 2nd October 2021. CLEANING PROGRAMME A cleaning programme was organised on 2nd October 2021, under the 'Swachh Bharat Abhiyan' in connection with Gandhi Jayanthi. ANTI RAGGING AWARENESS Session was conducted by the College on the Orientation Day in 2021 & 2022. AGAMONI Programme was held on 5th October, 2021. Parent-Teacher Meet was held on 18th January,2022 in College premises to build up a healthy and congenial relationship between Parent and Teachers for causing all round development of the students. NETAJI'S birthday was celebrated on 23rd January, 2022. VIDYASAGAR'S birthday was observed on 26th September,2021. AMBEDKAR'S birthday was observed on 14th November,2021.REPUBLIC DAY was celebrated in all its solemnity and grandeur on 26th January 2022 in College Premises. The meeting of the Alumni Association was held on 22nd December,2021. Basant Utsav College Cultural Fest 2021-2022, was conducted on 17th March 2022. A whole lot of programmes were presented by the students.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words): **AWAITED**

5.3.2 No. of ~~registered~~ enrolled Alumni:

5.3.3 Alumni contribution during the year (in Rupees):

5.3.4 Meetings/activities organized by Alumni Association:

One Meeting Yearly

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)

To provide affordable quality Education while equipping students with knowledge and skills in their chosen stream, inculcate values, identify hidden talents, provide opportunities for students to realise their full potential and thus shape them into future leaders, entrepreneur and above all good citizens of the country and ideal teachers.

The institution follows a decentralized and participative mode of decision making, for effective management. The Apex body of the college administration is the Governing body comprising the Patron, Dean, Principal, senior faculty, HOD and TIC. The governing body meets quadrupled a year or as needed. The Principal presents the college activity report before the body. The body reviews the report, discusses and gives valuable suggestions. The college also has a Steering Committee to implement the decisions taken in the Governing body ensure smooth functioning of

the college. The next level includes the Principal, Faculty and Staff. The principal convenes regular meetings of the faculty and staff to discuss various issues related to the academic and non-academic functioning of the college. The entire schedule of the academic events of the year is discussed and tentatively fixed in the beginning of the academic year. The members of the faculty are assigned various duties of the various committees and clubs. The student support programmes are carried out under the strong support and guidance of College Management. At the beginning of the academic year – members of the faculty meet under the leadership of the Principal to distribute the schedule for the academic year and to assign various duties to Faculty – to assign different duties – in charge of various committees – scholastic and non-scholastic. The teachers are the convenors or members in various academic and non-academic committees and clubs of the college. Members of the administrative staff are also members of the various committees organise various programmes under the leadership / guidance of the Staff advisor to the college union Associations like the PTA and Alumni support the college through supply of funds and expertise at various occasions All details regarding the office bearers are mentioned in the academic calendar

6.1.2 Does the institution have a Management Information System (MIS)?

Yes/No/Partial:

Partial

6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

❖ **Curriculum Development:** As our college is an affiliated college, we implement the curriculum designed by the university. All members of the faculty actively participated in the review of the Two -year B.Ed. and M.Ed. programmes. The faculty of the college suggest books related to different dimensions of education.

❖ **Teaching and Learning:** ICT incorporated teaching, Google classroom, flipped classroom, blended learning, peer tutoring, web-based learning, assignments social surveys and projects. Remedial classes for weak students. Field trips and study tours, education camps were organised.

❖ **Examination and Evaluation:** Conducts periodic tests and internal assessment by respective course coordinators and standardise the internal assessment procedures by the college coordinator and the principal. Conduct semester examination and practical examinations. Conduct unit tests, written and oral tests, semester exams and practical examinations. Conduct re-examination for absentees. Discuss previous question papers before examinations. Display internal marks on College Notice Board. Based on a well-structured evaluation process student are classified into various categories and individualised attention is provided. Examination and evaluation process of the institution adheres to the academic calendar prepared in accordance with university academic calendar and government calendar.

❖ **Research and Development:** The institution encourages the faculty to excel in their efficiency by giving opportunities for their professional growth in all respects. College allows the faculty members to attend national and international seminars, workshops, conferences and publications. The institution encourages the teachers to undertake and successfully complete the research programmes like Ph.D., minor/major projects etc. Encourages the faculty as a resource person.

❖ **Library, ICT and Physical Infrastructure / Instrumentation:** Newspaper clippings regarding various subjects are available. Library observes, reading day on 19th June every year. Library has an Advisory committee which consist of the Librarian, Dean, Principal, , and representatives of the faculty and students.

❖ **Human Resource Management:** Professional development of teacher educators through research activities, research guidance, activities of research committee, research-based consultancy services, etc. Training of new generation teachers to transfer the inherent values of the society, training student teachers to meet the emerging educational issues. Members of the faculty provide classes for the P.T.A at the model school and other cooperating schools. The teachers provide training to the students for the various competitions and exhibitions. College provides opportunities to attend various examination - promotion.

❖ **Industry Interaction / Collaboration:** The college has 19 practice teaching /cooperating schools. The faculty of the college offer motivation classes for students and training for parents. The Illiterates and the Neo Literates of the society are given motivation classes by the faculty and the student teachers.

❖ **Admission of Students:** Admission of the students is Merit based as per government rules and

regulations. There is a separate list for reservation/special category based on the Reservation Policy of the government. Category wise merit wise list publication is also published. Being a Minority institution, admission to Management Quota is also merit based.

6.2.2: Implementation of e-governance in areas of operations:

- ❖ **Planning and Development:** The Steering Committee under the leadership of Principal conduct discussions regarding the development of College. On the basis of the decisions made in the steering committee, the Academic calendar committee prepare the Action Plan for the academic year. The draft of this action plan is circulated among all the faculty members for the modification of the academic calendar if any.
- ❖ **Administration:** Information from Registrar, Controller of the Examination from University Level are conveyed to all the members of the college through e-mail and published in our website. Bio- metric attendance terminal for all the faculties recorded in the website every week. The e-print copy of academic calendar made available to the faculty.
- ❖ **Finance and Accounts:** Student’s scholarships are provided through e- grants, Salaries for teaching and non- teaching staff are provided through e-Service.
- ❖ **Student Admission and Support :** As per the guidelines of the University, a merit list is prepared . Students from weaker sections of the society are provided Scholarship facilities and to be maintained. The college has a Grievance Redressed cell and an Anti -sexual harassment cell. Grievances related to ragging can be submitted online to the Principal. Special Physical facilities are provided for the differently abled students.
- ❖ **Examination:** Internal marks are published as per the rules and regulations of the university. University exam/ semester examination dates are noted in the academic calendar and published in the web site.

6.3 Faculty Empowerment Strategies

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2022	NIL	NIL	NIL	NIL

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2022	AWAITED	NIL	NA	NIL	NIL

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
A Refresher Course on Value Education	20	August,2021 to September,2022 (One Month)

6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):

Teaching	Non-teaching
----------	--------------

Permanent	Fulltime	Per man ent	Fulltime/temporary
58	58		58
6.3.5 Welfare schemes for			
Teaching	Helping hand is extended from college Management to all the non teaching staff in case they have any Medical issues.		
Non-teaching	Helping hand is extended from college Management to all the faculty members in case they have any Medical issues.		
Students	Scholarships for academic achievement. Financial assistance for economically backward students initiated by teachers. 'Care and Share'-helping hand to the parents of the students suffering from cancer. Scholarship for poor and academically deserving students Student credit card facility is also available.		
6.4 Financial Management and Resource Mobilization			
6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each)			
Institution conducts internal and external financial audit time to time: Yes. Internal audit is done regularly by the management. Management gives a report. External audit for each financial year is done by Chartered firm			
6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year (not covered in Criterion III)			
Name of the non-government funding agencies/ individuals	Funds/ Grants received in Rs.		Purpose
NA	NA		NA
6.4.2 Total corpus fund generated NA			
6.5 Internal Quality Assurance System			
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?			
Audit Type	External		Internal
	Yes/No	Agency	Yes/No Authority
Academic	Awaited	University concerned	Yes College Management
Administrative	Awaited	University concerned	Yes College Management
6.5.2 Activities and support from the Parent – Teacher Association (at least three): Meetings are held each year.			
Financial support is provided to the needy students. Financial support for college journal publication is provided by the Management.			
6.5.3 Development programmes for support staff (at least three)			
NA			
6.5.4 Post Accreditation initiative(s) (mention at least three)			
a. Provided a good Student Amenity Centre(Common Rooms for Boys and Girls,Indoor and Outdoor Games facilities and special facilities are provided to the female students)and Refreshment facility for Faculty			
b. Green campus			
c. Zero Waste Management Scheme			

6.5.5 Internal Quality Assurance System Details				
a. Submission of Data for AISHE portal : (Yes /No) Yes				
b. Participation in NIRF : (Yes /No) NA				
c. ISO Certification : (Yes /No) Awaited				
d. NBA or any other quality audit : (Yes /No) NA				
6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to-----)	Number of participants
	WOKSHOP ON E-CONTENT PREPARATION	16.03.2022	One day	36
	STATE LEVEL SEMINAR ON “PARADIGM SHIFT IN PEDAGOGY IN RESPECT OF ROLES OF TEACHERS AND STUDENTS IN POST-PANDEMIC PERIOD”	15.06.2022	One day	185
	INITIATED VALUE EDUCATION CLASSES	04.06.2022	Once in a Week	250

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period (from-to)	Participants	
		Female	Male
Women’s Empowerment Programme	08.03.2022	145	

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources

Environmental Consciousness and Sustainability: The college adopts sustainable practices. Our campus is a plastic-free campus. All the students and faculty members are strictly encouraged to carry lunch boxes to reduce the amount of solid waste. The institution adopts several green practices on the campus under the guidance of the Nature Club for ensuring environmental consciousness and sustainability such as awareness programs, poster designing competition, observance of World Environment Day, campus and locality cleaning, etc. The college building is designed in such a way as to promote natural lighting and ventilation to minimize the use of electricity. Energy-saving, CFL, and LED lights are used on the college campus. These are the various initiatives of the college in this regard. The teaching and non-teaching staff adopt a carpooling system which helps in low carbon emission. A separate parking facility is allowed for various types of vehicles. Plastic-free campus. Steel tiffin boxes are used by the students to reduce the plastic waste on the campus. Green Protocol has followed in the entire campus. The campus is made as green as possible by planting a good number of plants by students and the college gardeners. The lawn is well maintained. The college has a well-maintained beautiful garden with a rich variety of plants. The college has well-monitored mechanisms for solid and E-waste management.

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
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Physical facilities	Yes	NA
Provision for lift	Yes	NA
Ramp/ Rails	Yes	NA
Braille Software/facilities	No	NA
Rest Rooms	Yes	NA
Scribes for examination	Yes	NA
Special skill development for differently abled students	No	NA
Any other similar facility	No	NA

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2021	01	01	02.10.2021	SWACHA BHARAT	Cleaning of Local areas	150

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
Handbook on Code of Conduct (Acts & Rules for ABS Academy) Audit of Sarthak Educational Trust)	Awaited	<ul style="list-style-type: none"> The Principal upholds the prescribed code of conduct and values which states that the principal should be a versatile, Goal oriented, unbiased, cordial and ethical leader who convenes meetings of monitors, curricular and extracurricular activities, supervises the maintenance of the campus infrastructure, ensures rapport between the management and the faculty addresses the grievances and insists on discipline, punctuality and accountability. The teachers uphold the prescribed code of conduct and values which states that they should be dynamic, well educated, diligent, dedicated, cooperative, impartial and non – judgmental. There in and out of classroom, performance and mastery over subject, knowledge of current affairs and updation of qualitative embellishments is also closely monitored, and they are called for meetings for institutional development as and when required. The staff uphold the prescribed

		<p>Code of Conduct and values which states that they respect the rules and regulations, are disciplined, punctual, sincere and confidential, comply with the instructions issued by higher authorities, make substitute work arrangement if going on leave, treat students impartially and visitors politely, and follow safety rules and procedures whenever required.</p> <ul style="list-style-type: none"> It is ensured that the students follow the rules and regulation specified in the Handbook, wear ID Cards and College uniform are punctual, respectful, compassionate, participative, disciplined, environment conscious and socially committed.
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7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-----to-----)	Number of participants
Value education classes	10/06/2022 - 29/06/2022	100
Republic Day	26/01/2022	85
World AIDS Day	01/12/2021	75
World Environment Day	05/06/2022	111
Teachers Day	05/09/2021	173

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

Institution takes steps to manage solid and liquid wastes. There are two types of Solid wastes, Biodegradable and Non-biodegradable. The college campus is a plastic free campus. Dust bins are provided throughout the campus. Throwing the waste anywhere is strictly prohibited. Liquid waste Management The college has a good drainage system. The Eco-club of the college spreads awareness about the green protocol and water conservation among the staff and students through posters, organising mimes, skits, and observance of days of environmental importance.

7.2 Best Practices

Describe at least two institutional best practices
 Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

Title- The 3 Cs(Care, Concern and Commitment)

Objectives of Practice: • To foster the values of love, care and concern for needy students • To help the needy patients with serious health issues. Our students, faculty, staff, alumni, and their relatives are members of Programme. The fund for the program is raised through the generous contribution by faculty, staff, alumni of the college, and students and college management takes the pivotal role in this regards.

Title: Career Counselling

Objectives of Practice: To identify the factors influencing career development and provide help according to the interests, abilities, and values of the students.

To locate resources and sources of career information.

The members of Career Counseling committee counsel the students quarterly and keep them updated with the latest job arenas according to their capability and its compatibility with the present needs.

7.3 Institutional Distinctiveness


Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust
Provide the weblink of the institution in not more than 500 words

Our college prepares students for the Competitive Examination such as Teachers Eligibility Test (TET) in order to make them excel in the global platform by providing a opportunity to bridge the gap between Education and Unemployment .Orientation classes on Career opportunities are conducted for the students by the Career Counselling Committee & Placement Cell. Students are provided Grooming classes weekly in which they are taught how to mould their personality and how to develop effective communicative skills. Values are inculcated in the students through various Co-curricular and Extra-curricular activities.

8. Future Plans of action for next academic year (500 words)

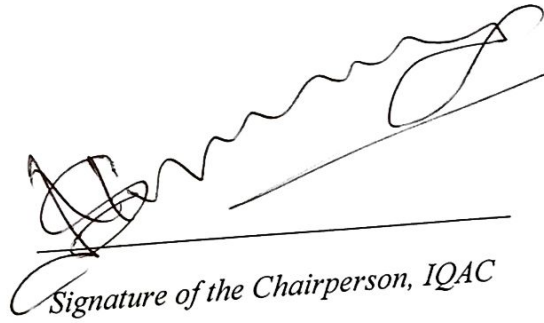
1. To enhance E-Learning 2. Create awareness among the local community about good health and life style diseases 3. Conduct extension activities related to health for the public, such as free medical checkups, Blood Donation Camp etc. 4. Conduct workshops to promote environmental awareness activities 5. Develop effective waste disposal facilities in college campus.

Name DR SUBHASH CHANDRA NANDI.



Signature of the Coordinator, IQAC

Name SOMNATH CHAKRABORTY



Signature of the Chairperson, IQAC

Chairman
ABS ACADEMY

Abbreviations:

CAS	-	Career Advancement 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

For Communication with NAAC

The Director

National Assessment and Accreditation Council (NAAC)

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