

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) in Accredited Institutions
(Revised in October 2013)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

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

Introduction

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

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

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;

- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

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

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

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

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

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

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

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

The role of coordinator

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

Operational Features of the IQAC

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

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

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 or EC number. 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.

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

AQAR for the year (for example 2013-14)

2014-2015

I. Details of the Institution

1.1 Name of the Institution

Nalanda Nritya Kala Mahavidyalaya

1.2 Address Line 1

Plot A-7/1, N.S.Road No.10,

Address Line 2

J.V.P.D.Scheme, Vile Parle (West)

City/Town

Mumbai

State

Maharashtra

Pin Code

400 049.

Institution e-mail address

nnkm1973@gmail.com

Contact Nos.

022-26206326

Name of the Head of the Institution:

Principal Dr. (Smt.) Uma Rele

Tel. No. with STD Code:

022-26206326

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 18879)

OR

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

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B++		2004	09-03-2004
2	2 nd Cycle	B	2.87	2014	21-02-2013
3	3 rd Cycle				
4	4 th Cycle				

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

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

- i. AQAR _____ (DD/MM/YYYY)4
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Fine Arts

1.11 Name of the Affiliating University (for the Colleges)

University of Mumbai

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

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

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="06"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="0"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text"/>
2.9 Total No. of members	<input type="text" value="11"/>
2.10 No. of IQAC meetings held	<input type="text" value="03"/>

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1. Freeships approved for needy students.
2. New reference books are purchased.
3. Acquaguard placed for clean water.
4. Canteen facility improved.
5. Research oriented projects undertaken by students

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1. To nurture research culture	1. More number of students opted for research oriented programmes (Speech/Dissertation)
2. To upgrade canteen facility	2. Canteen facility upgraded

** 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

1. Appointed new/good caterer for college canteen.
2. Water Purifier changed.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	01			01
PG	03			03
UG	02			02
PG Diploma	01			01
Advanced Diploma	01			01
Diploma	01			01
Certificate	01			01
Others	00			00
Total	10			10
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	10

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. Revision/update of regulation of syllabi is the purview of University of Mumbai . We strictly follow the schedule of university of Mumbai in this regard.

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

No.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
13	10	03		

2.2 No. of permanent faculty with Ph.D.

06

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	-	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

01

03

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended			
Presented papers	02	05	
Resource Persons		02	

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

1. Research oriented presentations
2. Choreographic presentations

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

180

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

Exams are conducted by University of Mumbai. We strictly follow the rules and regulations in this regard.

2.9 No. of faculty members involved in curriculum

2

restructuring/revision/syllabus development
as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

80%

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Foundation-I	18	16	44			27
Foundation-II	11		63	27		
B.P.A. Part-I	14					92
B.P.A. Part-II	14					85
B.P.A. (final year)III	5		55	60		
M.P.A. Part-I	18					100
M.P.A. Part-II	13		100			

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

IQAC contributes/monitors/evaluates the Teaching & Learning processes. It helps to prepare academic calendar. It monitors the feedback. It motivates teachers and students to undertake research oriented projects. The members IQAC do attend the research oriented presentations.

2.13 Initiatives undertaken towards faculty development

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

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	07	01	-	-
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

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

1. IQAC encourage students to undertake research oriented projects. Thus more number of students are introduced to research culture.
2. Workshops are organised to help research culture.
3. Research oriented presentations are organised.
4. Study tour was organised. Students visited Tanjore, Chennai and other places as a part of their research.
5. A workshop was organised on Kalaripayatis. Through this students are introduced to Kerala martial art. It was rewarding for students.
6. Freeship is approved for four needy students.
7. Planned to publish Nalanda Sanskruti Pravaha, a research journal with ISSN number.
8. More research oriented books are purchased.
9. Research oriented choreographic presentations were organised.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs			App.1,00,000/-	

3.4 Details on research publications

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

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects		U.G.C.	App.1,00,000/-	
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges
Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences
organized by the Institution

Level	International	National	State	University	College
Number					01Planned
Sponsoring agencies					Self financed

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
01			01			

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

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

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="01"/>		
NCC	<input type="text"/>	NSS	<input type="text"/>	Any other	<input type="text" value="02"/>

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

- Chapter of One India One People started.
- Our students are teaching classical dance in various municipal schools.

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	App.2400 sq.ft			
Class rooms	07			
Laboratories				
Seminar Halls	01			
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

Yes

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	--	--	--	--	--	--
Reference Books	2624	212937	81	39487.86	2705	252424.86
e-Books	--	--	--	--	--	--
Journals	12	12268	--	--	12	12268
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	131	32104	38	3045	169	35149
Others (specify), Thesis, Dissertations. Major & minor research projects	60	--	1	--	61	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	08		08			03	05	
Added	-		-			-	-	
Total	08		08			03	05	

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

--

4.6 Amount spent on maintenance in lakhs :

i) ICT	13000
ii) Campus Infrastructure and facilities	0
iii) Equipments	172684
iv) Others	17600
Total :	203284

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Made admission process student friendly.
2. Appointed teacher mentors.
3. Monitored Anti- ragging, grievance and redressal cell and other committees.
4. Freeship given to 3 needy students.
5. Teaching - learning process made students centric.

5.2 Efforts made by the institution for tracking the progression

1. Special coaching for weak learners.
2. Evaluation of learners at regular intervals through class tests, practical , performances, presentations, etc.
3. Extended library hours as per the students need.
4. Provided study materials to students.
5. Organised co-curricular and extra curricular activities.
6. Organised dance presentations.
7. Organised group discussion in classes to stress the students progression.

UG	PG	Ph. D.	Others
80	17	04	-

5.3 (a) Total Number of students

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	09			92	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
86	16	01	04	--	107	78	15	01	07		101

Demand ratio 100 Dropout %

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

Introduced the trends in the classes.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="--"/>	SET/SLET	<input type="text" value="--"/>	GATE	<input type="text" value="--"/>	CAT	<input type="text" value="--"/>
IAS/IPS etc	<input type="text" value="--"/>	State PSC	<input type="text" value="--"/>	UPSC	<input type="text" value="--"/>	Others	<input type="text" value="--"/>

5.6 Details of student counselling and career guidance

1. Training and placement cell organises career guidance .
2. Teachers do counsel students programme regularly.
3. Since number of student is limited the rapport with the student is too good which ultimately helps students in selecting career. The counselling in this regard is to natural and rewarding.
4. Special counselling is provided to two specially abled students.

No. of students benefitted

All

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
			12

5.8 Details of gender sensitization programmes

Documentaries/Movies are shown on last Saturday of every month.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

6.1 State the Vision and Mission of the institution

State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

Nalanda Dance Research Centre a non-profit public trust, is a premier institution enjoying a unique position in the world of dance and education. Established in 1966 by the renowned dance exponent and scholar Dr. Kanak Rele as an institution to impart traditional training in classical Indian dancing, Nalanda blossomed by 1973 into a unique three-tiered institution with foundation classes for pre-university children, “Nalanda Nritya Kala Mahavidyalaya” a college of classical dancing affiliated to the University of Mumbai providing formal academic education and its different departments for post-doctoral and fundamental research.

Acceptance of formal academics in dancing at the university level and recognition of dance as a full fledge discipline for scientific research are the two pioneering achievements of Nalanda which have justifiably earned it the premier position.

Nalanda is primarily engaged in fulfilling three basic aims.

- 1) Preservation of traditional classical styles in their formal purity by imparting training through the traditional “guru-shishya parampara” method, (teacher-taught tradition).
- 2) Rejuvenation and adaptation of trainings method to meet scientific and technological demands of the fast changing contemporary society and
- 3) Conducting research projects that enhance the understanding, appreciation and knowledge about dance not only as a cultural phenomenon but also as an adjunct to human development. Years ago the eminent Indologist Late Dr. Moti Chandra had selected the motto and emblem for Nalanda

विना तु नृत्यशास्त्रेण चित्रसूत्रम् सुदुर्विदम्

(without the Knowledge of the science of dance the other plastic arts cannot be comprehended)

The emblem of Nalanda shows a dancer who stands on the foundation of Nalanda and is looking upward to the sky to soar on the wings of Knowledge and Success. Nalanda has more than justified this prophetic vision

Besides communication it through orientation, lectures, brochures and official prospectus it is communicated to the students through Indian Classical Dance taught at the Academic level wherein students are trained both, in theory and practicals and are moulded into qualitative classical Dancers. Our courses give the students an insight into our tradition and culture. The validity of these ancient values is imparted to the students through the teaching of various subjects like Epics, Culture, Rituals, Religion, Philosophy etc. This gives an insight into the development of the students personality.

Over the years Nalanda College has created an exceptionally well trained, highly qualified and scholarly generation of dancers who are not only proficient performers but also excellent theoreticians analysers and teachers. The teachers being the product of the college, have done years of research on various dance subjects and have created a worthy bank in the archives of Nalanda.

6.2 Does the Institution has a management Information System

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

6.3.1 Curriculum Development

Faculty members are the members of Adhoc Board of Studies.

6.3.2 Teaching and Learning

1. More power point presentations organised.
2. Poster, pictorial presentations organised.
3. Class based discussions organised.
4. Subject wise revision at regular interval organised.

6.3.3 Examination and Evaluation

We strictly follow the rules and regulations of University of Mumbai. Annual Examination pattern.

6.3.4 Research and Development

1. Students are introduced to research culture.
2. Research based choreographic presentations were organised.
3. Research based project presentations were organised.
4. Research workshops were organised.
5. Research study tour was organised.

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. C.D. database is created.
2. Library books are classified as per G.O.C. number.
3. C.Ds/VcDs are used in teaching learning process.
4. New C.Ds/VcDs are purchased.
5. If required the library and librarian are made available even after the schedule time.

6.3.6 Human Resource Management

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6.3.7 Faculty and Staff recruitment

According to the rules and regulations of the Govt. Of Maharashtra and University of Mumbai.
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6.3.8 Industry Interaction / Collaboration

Approached classical dance industry to undertake joint programmes in future.
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6.3.9 Admission of Students

Admission forms are provided with information broucher.

6.4 Welfare schemes for

Teaching	NO
Non teaching	NO
Students	Freeship for needy students.

6.5 Total corpus fund generated

Rs.50,00,000/-

6.6 Whether annual financial audit has been done

Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	
Administrative	Yes	UGC		

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

For UG Programmes Yes No

For PG Programmes Yes No

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

University of Mumbai conducts the examinations. This college strictly follows the rules and regulations of University of Mumbai.

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

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6.11 Activities and support from the Alumni Association

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6.12 Activities and support from the Parent – Teacher Association

Parent – Teacher Association organised a parent-teacher meets on 5th December,2014.

6.13 Development programmes for support staff

Allowed to attend workshops/training programmes.

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

Students are informed to dos and don'ts to make the campus eco-friendly.

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.

1. This year, research based Choreographic presentations on “festivals of India” were introduced. Students presented it with great skill and apex standards.
2. Students are involved in choreographic presentations choreographed by Dr. Uma Rele. Dance drama, Vidyapati , received a special acknowledgement from the audiences. It was performed in Rajgir Mahotsav, Nalanda , Bihar. Students learnt various elements of dance and management through this production. It will also help them to understand dance and dance research culture. Audiences are asking for more shows of this dance drama.
3. Students are also involved in upcoming dance dramas. It will help them to understand dance and dance research culture.
4. Workshop on Kalaripayattu was organised. It helped students to understand Kerala Martial Arts and its various elements. It also made students physically and mentally more powerful.

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

1. Attendance of students is increased.
2. Class test and their results are declared in time.
3. 100% syllabus covered as per teaching plans.
4. Student support system helps student to learn better.

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

1. Students are going to Municipal Schools , Mumbai to dance educate school children. This is done in collaboration with an NGO CACR (Citizens Association for Child Rights).
2. Students are involved in dance drama productions such as “Vidyapati” and “Prithivi Aanandinee”.

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

7.4 Contribution to environmental awareness / protection

Various competitions on environment awareness/protection are scheduled in this academic year .

7.5 Whether environmental audit was conducted? Yes No

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

8. Plans of institution for next year

1. To organise international conference.
2. To organise research oriented workshops
3. To organise study tour.
4. To organise choreographic dance presentations
5. To organise expert lectures
6. Inter library loan facility
7. To purchase e-journal.
8. To purchase international news letters/journals.
9. To nurture dance research culture.
10. To motivate faculty and students to publish their research papers in peer reviewed international inter-disciplinary journals.
11. To participate more in classical based dance shows.
12. To release ISSN numbered research journal.

Dr. Vijaykumar A. Patil

Coordinator, IQAC

Dr. (Smt.) Uma Rele

Chairperson, IQAC

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
