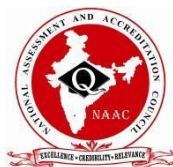


Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality
Assurance Report (AQAR) by Accredited
Institutions

*(AQAR format in line with the revised manual of
Affiliated/Constituent Colleges)
(with effect from the academic year 2020-21)*



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

Criterion 1 – Curricular Aspects

Key Indicator – 1.1 Curricular Planning and Implementation

Metri c No.	
1.1.1. QIM	<i>The Institution ensures effective curriculum delivery through a well planned and documented process</i> The institution adheres and follows the curriculum designed by Periyar University to which the institution is affiliated. It has its own unique ways of delivering the contents of the curriculum to the students. The Department frames time table for each staff member for the particular semester and allots portions of the syllabus to be covered for each subject. The staff members have a lesson plan for each unit of the courses they deal with. They use chalk and talk method and audio-visual method to deliver the contents. The teachers make use of ICT like smart board, recorded videos, TED Talk, BBC English, and English movies. The materials are posted in the Google Classroom created for each class and they are uploaded in the blog of the department. The teachers conduct tests periodically to ensure that what they teach reaches the students. Students are given assignments and they also give seminars on particular topics. They are involved in group discussion on topics related to their subjects and also on general topics. During the pandemic of COVIC-19, classes were dealt with online. Link for Time Table odd sem, even sem, Link for Lesson Plan, Link for Videos and other materials
1.1.2. QIM	<i>The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)</i> The institution prepares its academic calendar every year which gives details about the working days and the schedule for the tests for CIE. The institution adheres to the calendar except when it becomes inevitable and a day has to be declared as a holiday which is not as per the schedule in the calendar. The institution compensates it either by working on a Saturday or by extending the last working day of that particular semester. It adheres to the 90 working day schedule and sometimes exceeds it by one or two days. Link for COLLEGE CALENDAR

1.1.3. Q_nM	<i>Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year</i> <table border="1" data-bbox="395 293 810 371"> <tr> <td>Year</td><td>2020-2021</td></tr> <tr> <td>Number</td><td>11</td></tr> </table> 1. Academic council/BoS of Affiliating University 2. Setting of question papers for UG/PG programs 3. Design and Development of Curriculum for Add on/certificate/Diploma Courses 4. Assessment/evaluation process of the affiliating University Options 1. All of the above 2. Any 3 of the above 3. Any 2 of the above 4. Any 1 of the above 5. None of the above	Year	2020-2021	Number	11
Year	2020-2021				
Number	11				
	Data requirement: (As per Data Template) ● Number of teachers participated ● Name of the body in which full time teacher participated ● Total number of teachers Documents: Upload the scanned copies of the letters issued by the affiliating university/institutions w.r.t the activity in which the teachers are involved. File Description: ● Details of participation of teachers in various bodies/activities provided as a response to the metric ● Any additional information				

Key Indicator- 1.2 Academic Flexibility

Metri c No.	
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1.2.1. QnM	<i>Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</i> 1.2.1.1. Number of Programmes in which CBCS/ Elective course system implemented. <table border="1"> <tr> <td>Year</td><td>2020-2021</td></tr> <tr> <td>Number</td><td>3</td></tr> </table> Data Requirement: (As per Data Template) • Name of all Programmers adopting CBCS • Name of all Programmes adopting elective course system File Description (Upload) • Any additional information • Minutes of relevant Academic Council/BOS meetings • Institutional data in prescribed format (Data Template)	Year	2020-2021	Number	3
Year	2020-2021				
Number	3				
1.2.2. QnM	<i>Number of Add on /Certificate programs offered during the year</i> <i>1.2.2.1: How many Add on /Certificate programs are added during the year.</i> <i>Data requirement for year: (As per Data Template)</i> <i>The template is combined with 1.2.3</i> <table border="1"> <tr> <td>Year</td><td>2020-2021</td></tr> <tr> <td>Number</td><td>01</td></tr> </table> • Names of the Add on /Certificate programs with 30 or more contact hours • No. of times offered during the same year • Total no. of students completing the course in the year File Description (Upload) • Any additional information • Brochure or any other document relating to Add on /Certificate programs • List of Add on /Certificate programs (Data Template)	Year	2020-2021	Number	01
Year	2020-2021				
Number	01				
1.2.3 QnM	<i>Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year</i> 1.2.3.1. Number of students enrolled in subject related Certificate or Add-on programs during the year <table border="1"> <tr> <td>Year</td><td>2020-2021</td></tr> <tr> <td>Number</td><td>01</td></tr> </table> Data Requirement: (As per Data Template) • Total number of students enrolled in certificate / Add-on programs • Total number of students across all the programs File Description(Upload) • Any additional information • Details of the students enrolled in Subjects related to certificate/Add-on programs	Year	2020-2021	Number	01
Year	2020-2021				
Number	01				

Key Indicator- 1.3 Curriculum Enrichment

Metri c No.	
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1.3.1. Q₁M	<i>Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum</i> Upload a description in maximum of 200 words. The curriculum of Periyar University includes Environmental Studies, Value Education – Yoga, Personality Development, Feminist Writing, and English Language Teaching for the U.G. programme and English Language Teaching, Women’s Writing and Human Rights for the P.G. programme. The course “English Language Teaching” inculcates professional ethics related to teaching in the students. There is a Women Development Cell that actively functions in the institution which arranges programmes to enlighten the students on the rights and protection of women. “Feminist Writing” and “Women Studies” make the students analyse the issues that women face, the way the society looks at them and treats them, the ways women have to face those issues and the role of men in the world of women. “Environmental Studies” brings awareness about the environmental issues and the responsibility, particularly of the students towards the maintenance of green and clean globe. “Human Rights” and “Value Education” sensitize the students on their attitude towards others, their rights and responsibilities, and the importance of physical fitness. File Description (Upload) - Any additional information - Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.				
1.3.2. Q_nM	<i>Number of courses that include experiential learning through project work/field work/internship during the year</i> 1.3.2.1 : Number of courses that include experiential learning through project work/field work/internship during the year <table border="1" data-bbox="360 1249 775 1339"> <tr> <td>Year</td><td>2020-2021</td></tr> <tr> <td>Number</td><td>03</td></tr> </table> Data requirement for year: (As per Data Template) - Name of the Course - Details of experiential learning through project work/field work/internship - Name of the Programme File Description: - Any additional information - Programme / Curriculum/ Syllabus of the courses - Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses - MoU's with relevant organizations for these courses, if any - Number of courses that include experiential learning through project work/field work/internship (Data Template)	Year	2020-2021	Number	03
Year	2020-2021				
Number	03				

1.3.3. Q_nM	<i>Number of students undertaking project work/field work/ internships</i> 1.3.3.1. Number of students undertaking project work/field work/ internships <table border="1" data-bbox="359 309 774 398"> <tr> <td>Year</td><td>2020-2021</td></tr> <tr> <td>Number</td><td>32+30+10</td></tr> </table> Data Requirement : (As per Data Template) • Name of the programme • No. of students undertaking project work/field work /internships File Description:(Upload) • Any additional information • List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	Year	2020-2021	Number	32+30+10
Year	2020-2021				
Number	32+30+10				

Key Indicator- 1.4 Feedback System

Metric No.	
1.4.1. Q_nM	<i>Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders</i> <i>1) Students 2) Teachers 3) Employers 4) Alumni</i> Options: A. All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above Choose any one Data Requirement: Report of analysis of feedback received from different stakeholders File Description • URL for stakeholder feedback report • Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) • Any additional information (Upload) (Note: Data template is not applicable to this metric)

1.4.2 Q _n M	Feedback process of the Institution may be classified as follows: Options: A. Feedback collected, analyzed and action taken and feedback available on website B. Feedback collected, analyzed and action has been taken C. Feedback collected and analyzed D. Feedback collected E. Feedback not collected Documents: Upload Stakeholders feedback report, Action taken report of the institute on it as stated in the minutes of the Governing Council, Syndicate, Board of Management File Description • Upload any additional information • URL for feedback report (Note: Data template is not applicable to this metric)
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