## *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 *26th September, 2019*)**



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 Sysstem among Students*
- ➢ *Promoting the Use of Technology*
- ➢ *Quest for Excellence*

# *Guidelines for the Creation of the*

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# and Submission of Annual Quality Assurance

# Report (AQAR) by Accredited Institutions

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*Printed at:*

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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 Institutions are requested to submit the AQAR after one year from date of Accreditation every year *(For example: if the institutions Accredited by NAAC on 10th December 2018. The AQAR for 2017-18 is opened to submit in the portal on 09th December 2019).* HEI's should complete online AQAR submission within 90 days. *(For example: If the AQAR online submission starts on 08-08-2019, then the Institutions should complete submission on or before 07-11-2019).*

*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.*

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, July 1, 2017 to June 30, 2018)*

# Part – A

## Data of the Institution
*(data may be captured from IIQA)*
**1.** Name of the Institution : Bharatesh Homoeopathic Medical College and Hospital

- Name of the Head of the institution : Dr.Shrikant B.Konkani

- Designation: Principal

- Does the institution function from own campus: Yes

- Phone no./Alternate phone no.: 0831-2469611

- Mobile no.: 9845283242

- Registered e-mail: iqacbhmc@gmail.com

- Alternate e-mail : bhmch1982@gmail.com

- Address        : BC 188 Old PB Road Belagavi

- City/Town    : Belagavi

- State/UT      : Karnataka

- Pin Code      : 590016

**2.** Institutional status:
- Affiliated / Constituent: Affiliated
- Type of Institution: 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: Rajiv Gandhi University Of Health Sciences Bangalore
- Name of the IQAC Co-ordinator : Dr.Amey S Jathar
- Phone no. : 0831-2469611

- Mobile: 9886621394

- IQAC e-mail address: iqacbhmc@gmail.com

- Alternate Email address:dr.ameyjathar@bhmc.edu.in

**3.** Website address:
    Web-link of the AQAR: (Previous Academic Year):

**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 | B | 2.14 | 2015 | from:03/03/2015   to:02/03/2020 |
| 2nd | | | | from:          to: |
| 3rd | | | | from:          to: |
| 4th | | | | from:          to: |
| 5th | | | | from:          to: |

**6.** Date of Establishment of IQAC:          10/01/2012

**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 |
| NSS Special Camp at Kalmeshwar Temple JuneBelagavi | 24/06/2019 – 30/06/2019 7 days | All the patients nearby 57 students participation 14 staff were deputed |
| Guest Lecture by Dr Shrikantrao Kulkarni "PRACTICAL APPRACH THROUGH 6TH EDITION OF ORGANON" | 28/06/2019 1 DAY | 39 Saff All final year students and PG students |

**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 |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

**9.** Whether composition of IQAC as per latest NAAC guidelines: Yes/No:

      \*upload latest notification of formation of IQAC

**10.** No. of IQAC meetings held during the year: 06

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website…….
Yes/No
(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

      If yes, mention the amount:      Year:

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

- Periodical meetings with staff members are initiated to formulate the plan of action. The implementation of action plans are reviewed in the subsequent meetings.
- Audit to monitor and ensure the quality of students activities, department activities and staff members for periodic assessment for timely, efficient and progressive performance of academic task.
- Recognition of student's achievements in academic and extra/co-curricular activities.
- Promotion of Research activities and publications
- Workshops and Seminars organized for Faculty enrichment

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 |
|---|---|
| Enclosed Calender Of Events | Achived the objectives of various plans as desired in respect of faculty upgradation, students performance enhamcement and qualitative performance of admisnstrative staff, non teaching staff,hospital staff and supportive staff |
| Preparation Of Student Satisfaction Survey (SSS) | Preperation of sss is under process once it is finalised it will be sent to IQAC for approval and then be implemented |
| To conduct Internal IQAC Audit and Internal Academic Audit for all the departments and other Cells and Clubs for the effective functioning | Systematic examination of a quality system was carried out for all departments by an internal quality auditor and an audit team. |
| A common and specific format may be designed to collect the feedback from different sectors of people associated with the institution. | Measures were taken to frame a common template to acquire the feedback of - Parents Feedback - Employees Feedback - Students Feedback |
| To improve the research | As approved research projects available. Need to get more research projects in hand |

14. Whether the AQAR was placed before statutory body?    Yes /No: Yes

    Name of the Statutory body: Management OF BET   Date of meeting(s):

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?
    **Yes/No: NO**                              Date:

16. Whether institutional data submitted to AISHE: Yes/No:

    Year: 209-2020      Date of Submission:26/02/2019

17. Does the Institution have Management Information System?
    **No**

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

# 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

The college is affiliated to Rajiv Gandhi university of health sciences, Bangalore. The course offered is designed by the University. Being an affiliated college, before action plan the college has to keep in mind the academic calendar is issued by the affiliating University. Before the start of the academic year the heads of the departments start gathering information about the syllabus revision in the respective subject year wise. At the beginning of every academic year, the Principal conducts meeting with all faculty members to develop strategies for effective implementation of curriculum as well as co-curricular and extension activities. Faculty members are working as members in many committees of the university. At the beginning of the academic year Time-Table committee frames the time-table as per the guidelines of the board of studies of the affiliated University and academic calendar is prepared keeping in mind all the curricular aspects. The faculty members participate in the workshops organized by the University time to time in their respective subjects. The outcome of the workshop is being shared in the department; updating themselves the faculty members are encouraged to participate orientation courses, Seminars, workshops and conferences. Teaching faculty members prepare their own plan of action according to the syllabus and the time available. The topic taught dairy is being maintained regularly by the faculty members. This dairy will be submitted to the Principal at the end of every month and it will be countersigned by the principal. Departmental review meetings are arranged regularly to discuss about the completion of syllabus. As per the need of the department - remedial course, tutorials and special sessions are organized as per the guidelines of the University. As per the guidelines of University, the college conducts Internal Examination and skill development activities. College internal examination committee plans the internal exam schedule at the beginning of every academicyear. Faculty members actively participate in the syllabus reframing workshops, seminars, and Conferences. They also participate as the resource persons insuch workshops, seminars and conferences.

1.1.2 Certificate/ 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 |
|---|---|---|---|---|
|  |  |  |  |  |

**1.2 Academic Flexibility**

1.2.1 New programmes/courses introduced during the Academic year

| Programme with Code | Date of Introduction | Course with Code | Date of Introduction |
|---|---|---|---|
|  |  |  |  |

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 |
|---|---|---|---|---|---|
|  |  |  |  |  |  |
| Already adopted (mention the year) |  |  |  |  |  |

1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year

|  | Certificate | Diploma Courses |
|---|---|---|
| No of Students |  |  |

**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 |
|---|---|---|
|  |  |  |

1.3.2 Field Projects / Internships under taken during the year

| Project/Programme Title | No. of students enrolled for Field Projects / Internships |
|---|---|
| 1. Old age home | 37 |

| | | |
|---|---|---|
| 2. Industrial visit to Karnataka Milk Federation | 37 | |
| 3. Visit to Primary Health Centre | 37 | |
| 4. Visit to Pasteurization of Milk | 37 | |
| 5. Visit to water treatment plant | 57 | |
| 6. Industrial visit to Karnataka Milk Federation | 57 | |
| 7. Visit to Pasteurization of Milk | 57 | |
| 8. Visit to Primary Health Centre | 57 | |

**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 | No | Yes |

1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

In order to ensure constant growth of the institution and progress of the students we have put an effective feedback mechanism in place that collects, analyses and implements suggestions from the students to make academic,infrastructural and policy improvements in the college. The feedback is collected from the studentsin a standardised format. The feedback is solicited in academic and nonacademic areas. This feedback is analysed to develop the roadmap for the academic year ahead and align the interests of various stakeholders with the institutional interests. Further, departmental level feedback is taken from students to enhance the teaching learning process. The analysis of such feedback is done on an institutional level and in case of any grievance the appropriate department initiates an enquiry and proposes suitable action to be taken by the Principal. Feedback of stakeholders is sought regularly about infrastructure and learning resources for ensuring their satisfaction. The alumni of the college supply constructive tips on helping the students gain extra recognition and improving themselves.

## 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 |
|---|---|---|---|
| | | | |

| **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 |
|---|---|---|---|---|---|
| 2019-2020 | 69 | 18 | 33 | 06 | 39 |

| **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 *(LMS, e-Resources)* | ICT tools and resources available | Number of ICT enabled classrooms | Number of smart classrooms | E-resources and techniques used |
|---|---|---|---|---|---|
| 39 | 30 | LCD Projector with screen; 7 | 7 | 0 | 280 |

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

The college has a system of mentoring, whereby a tutor was provided to every ward to look after his/her academic and psychological well-being and also monitor class attendance and performance. The same system has now been restructured and named Mentor system. Under the Mentor system, the full-time teachers of the college have been engaged as mentors of each class. Students of each class in the college are having a full-time teacher as their mentor. The classes, where there are huge numbers of students, have been assigned more than one mentor. At the beginning of the academic session, the class-wise names of the mentors are displayed on the college website. The mentors are responsible for academic progress and psychological well-being of their mentees. They are also entrusted with the task of monitoring the attendance and academic progress of the students. They also provide primary psychological counselling to those who need them and refer them for more professional counselling, if required. At the beginning of the academic session, the mentors conduct orientation programmes for the mentees, whereby they are acquainted with the institution, its goals and mission, the facilities available and the regulations of the affiliating university. The mentors maintain the biographic details of each individual mentee including educational background and socio-economic status. They also maintain record of their class-attendance, class-performance and academic progress. The mentors use both formal and informal means of mentoring. The mentor system, apart from its formal part, also exists as a robust informal mechanism to boost inclusiveness, gender sensitivity and social responsibility of students.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor: Mentee Ratio |
|---|---|---|
|  |  |  |

| **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 |
|---|---|---|---|---|
| 00 | 00 | | 00 | 00 |

**2.4.2 Honours and recognitions received by teachers**
*(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )*

| Year of award | Name of full time teachers receiving awards from state level, national level, international level | Designation | Name of the award, fellowship, received from Government or recognized bodies |
|---|---|---|---|
| | | | |

**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 |
|---|---|---|---|---|
| BHMS | Homoeopathy | 2019-2020 | 8/10/2019 | 20/12/2019 |

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As the internal evaluation system for UG and PG is being done under the guidelines prescribed by the affiliating university. Apart from thesessional examinations, some departments also adopt certain internal evaluation procedures like student seminars, class tests, assignments, etc. It is ensured that the sessional examinations, are carried on smoothly and in a hassle free manner. A designated committee is appointed by the Principal, which is responsible for preparing a subject wise examination routine for the various academic departments. The departments normally holds the examinations as per this prescribed routine, but sometimes makes slight adjustments under unwarranted circumstances. The faculty members of the individual departments after completing the tasks of question paper setting sends the hard and softcopies to the designated committee which takes the task of finalizing it in the printed form, after which the question papers are supplied back to the departments in the required quantities. The committee also undertakes the responsibility of sending blank answerscript booklets in the required quantities. The invigilation duties on the examination dates are given by the faculty members from the respective departments. The answers cripts are evaluated at the departmental level and the marks retained till the term end examinations.

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

An academic calendar is prepared by the institution under the active supervision of the IQAC. This is prepared after publication of the affiliating university's academic calendar cum holiday list. The calendar is uploaded in the institutional website.The practice ofprinting hard copies This calendar incorporates various important events and activities planned during the academic year viz. tentative schedule of the various examinations,, different inhouse activities/events like observance of college annual foundation day, annual college week celebration, etc., in addition to the list of various important holidays during the year. However, different miscellaneous events/celebrations,mostly events that are conducted/ held at short notices or within short preparation schedules are excluded from the purview of this academic calendar. Sessional examinations are conducted as per schedule as outlined in the academic calendars. This is not applicable in the context of term end examinations, as these examination schedules are decided by the university authorities.

## 2.6 Student Performance and Learning Outcomes

https://www.bhmc.edu.in/examination-results/

2.6.2 Pass percentage of students

| Programme Code | Programme name | Number of students appeared in the final year examination | Number of students passed in final semester/year examination | Pass Percentage |
|---|---|---|---|---|
| Results to be announced | | | | |

## 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 | Duration | Name of the funding Agency | Total grant sanctioned | Amount received during the Academic year |
| Major projects | | | | |
| Minor Projects | | | | |
| Interdisciplinary Projects | | | | |
| Industry sponsored Projects | | | | |
| Projects sponsored by the University/ College | 2 years<br><br>2 Years | RGUHS BANGLORE<br><br>RGUHS BANGLORE | 100000/-<br><br>421000/- | 50000/-<br><br>105250/- |
| Students Research Projects *(other than compulsory by the College)* | | | | |
| International Projects | | | | |
| Any other(Specify) | | | | |
| 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) |
| --- | --- | --- |
|  |  |  |

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 |
| --- | --- | --- | --- | --- |
| LIPPE AWARD SOLVE THE CASE CONTEST | Dr.Deepa M Gasti | Bamra Arogya Trust Gurugram Haryana |  | Student PG |
|  |  |  |  |  |

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

| Incubation Centre | Name | Sponsored by |
| --- | --- | --- |
|  |  |  |

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

## 3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

| State | National | International |
| --- | --- | --- |
|  |  |  |

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

| Name of the Department | No. of Ph. Ds Awarded |
| --- | --- |
|  |  |

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 |  |  |  |
| 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 |
| --- | --- |
|  |  |

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 pape | 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 |
|---|---|---|---|---|---|---|
| r | | | | | | |
| | | | | | | |

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 | | | | |
| Presented papers | | | | |
| Resource Persons | | | | |

**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 |
|---|---|---|---|
| Lepsorsy Control and TB control | NSS | 01 | All NSS Volunteers |
| World Aids Day | Nss | 03 | All final year students and NSS volunteers |
| Plastic free Rally | NSS | 03 | All final year students and NSS volunteers |
| Swachata Seva | NSS | 02 | All final year students |
| NSS Day | NSS | 01 | NSS volunteers |
| World environment Day | NSS | 03 | All final year students and NSS volunteers |
| World Population Day | NSS | 02 | All final year students and NSS volunteers |

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 |
|---|---|---|---|
| | | | |

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 |
|---|---|---|---|---|
| Road Safety week | Nss | Road Safety Week | 01 | 56 |
| World tobacco Day | NSS | World tobacco Day | 03 | All final year students and NSS volunteers |

**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 |
| Nil |  |  || |
|  |  |  || |

| 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 |
|  |  |  |  |  |
|  |  |  |  |  |

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 |
|---|---|---|---|
| District Civil Hospital | 24/08/2018 | Practical Learning and demonstration of clinical aspects | All the clinical batch of students (medicine/respiratory/psychiatry/peadiatrics/surgery/obg) |
| Lakeview Hospital | 1/04/2015 | Clinical Postings | All interns and clinical batch of students (Medicine/Peadiatrics/Surgery) |
| Kasbekar Metgud Hospital | 30/12/2014 | Clinical Postings | All interns and clinical batch of students (OBG) |
| Deccan Medical Centre | 1/12/2017 | Clinical postings | All interns and clinical batch of students (Medicine/OBG) |

## 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 augmentation | Budget utilized for infrastructure development |
|---|---|
|  |  |

4.1.2 Details of augmentation in infrastructure facilities during the year

| Facilities | Existing | Newly added |
|---|---|---|
| Campus area | 1.865 acres | - |
| Class rooms | 5 | - |
| Laboratories | 5 | - |
| Seminar Halls | 1 | - |
| Classrooms with LCD facilities | 5 | - |
| Classrooms with Wi-Fi/ LAN | - | - |
| Seminar halls with ICT facilities | 1 | - |
| Video Centre | - | - |
| No. of important equipments purchased (≥ 1-0 lakh) during the current year. | - | - |
| Value of the equipment purchased during the year (Rs. in Lakhs) | 1310836 |  |
| Others |  |  |

### 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 |
|---|---|---|---|
| NewGenLib | Automatic | 3.0.4 | 2017 |

10.16

| | Existing | | Newly added | | Total | |
|---|---|---|---|---|---|---|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 9336 | 20,77,789.75 | 129 | 1,02,096 | 9465 | 21,79,885.75 |
| Reference Books | 579 | 2,81,346.07 | 35 | 37,179 | 614 | 3,18,525.07 |
| e-Books | Thieme & ProQuest Database | | Thieme & ProQuest Database | | Thieme & ProQuest Database | |
| Journals | 12 | 31652 | 03 | 8,855 | 15 | 40,507 |
| e-Journals | Thieme & ProQuest Database | | Thieme & ProQuest Database | | Thieme & ProQuest Database | |

| Digital Database | HELINET Consortium | | HELINET Consortium | | HELINET Consortium | |
|---|---|---|---|---|---|---|
| CD & Video | 181 | | 04 | | 185 | |
| Library automation | Yes | | | | | |
| Weeding (Hard & Soft) | 35 | 3,320 | | | 35 | 3,320 |
| Others (specify) | | | | | | |
| | | | | | | |

## 4.3 IT Infrastructure

### 4.3.1 Technology Upgradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Available band width (MGBPS) | Others |
|---|---|---|---|---|---|---|---|---|---|
| Existing | 46 | 07 | | | | 21 | 11 | 84 mbps | 07 |
| Added | 02 | - | | | | - | - | - | - |
| Total | 48 | 07 | | | | 21 | 11 | 84 mbps | 07 |

### 4.3.2 Bandwidth available of internet connection in the Institution (Leased line)

84 MBPS /GBPS

### 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 |
|---|---|
| | |
| | |

### 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 |
|---|---|---|---|
| | | | |

## 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 |
|---|---|---|---|
| 45005000/- | 36460942/- | 2350000/- | 441437/- |

### 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)

## 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 | | | |
| Financial support from other sources | | | |
| a) National | To be dispatched in march 2020 | | |
| b) International | | | |

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 |
|---|---|---|---|
| Nil | Nil | | |

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 |
|---|---|---|---|---|---|
| | | | | | |

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 redressed | Average number of days for grievance redressal |
|---|---|---|
| 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 |
| | | | NIL | | |

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 |
|---|---|---|---|---|---|
| 2019-2020 | 08 | BHMS | Homoepathy | Bharatesh Homoepathy Medical college | MD (HoM) |

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 | | |
| SET | | |
| 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 |
|---|---|---|
| Annual Social Gathering | Institution | 200 |
| Guru Poornima and Kargil Vijay Divas | Institution | 200 |
| Gulli Cricket | Institution | 50 |
| Cultural fest | Institution | 250 |
| Annual sports | Institution | 230 |
| Homoeopathy day Celebrations | Institution | 245 |
| Graduation day | Institution | 410 |
| Independence day celebration | Institution | 300 |

## 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 |
|---|---|---|---|---|---|---|
| 2019-2020 | | | | | | |
| 2019-2020 | | | | | | |
| 2019-2020 | | | | | | |
| 2019-2020 | | | | | | |
| 2019-2020 | | | | | | |

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

The mission of the students' council of the college is to protect and promote the interests of the student community inside the college campus. The student council plays a key role in conducting the Annual social gathering and publication of the college magazine in time. Prevention of ragging in the campus, participation in various activities through NSS and offering suggestions to the administrative authority of the college for improving the amenities of the students through the involvement indifferent in house committees of the college, the college council has become a vital organof the college.

### 5.3 Alumni Engagement

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

YES Institute has registered alumni association since 2011

Our Alumni help the students in placement through their references.

The Alumni guided the Students about the employability skills required by the industry and the areas to be strengthened for enriching it.

Alumni convey their feedback periodically about the curriculum and content delivery.

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

850

5.3.3 Alumni contribution during the year (in Rupees) **:**

39850

5.3.4 Meetings/activities organized by Alumni Association **:**

Meetings of alumni office bearers twice in a year.
Alumni meet once in a year

## 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)

**Decentralization**
The institution has a mechanism of providing operational autonomy to various functionaries in order to ensure a decentralized governance system.
*1. Principal Level*

Principal is the member secretary of the governing body and chairperson of the IQAC. The Principal in consultation with the Teachers' Council nominates different committees for planning and implementation of different academic, student administration and related policies. All academic and operational policies are based on the unanimous decision of the governing body, the IQAC and the teachers' council.

*2. Faculty level*

Faculty members are given representation in various committees/cells nominated by the Teachers' council, in the Governing body, in the IQAC and other committees. Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of faculty members.

*3. Student level*

General Secretary of the students' union is the member of governing body. Students are empowered to play important role in different activities.

*4. Non-teaching staff level*

Non-teaching staff are represented in the governing body and the IQAC. Suggestions of non-teaching staff are considered while framing policies or taking important decisions

**Participative management**
The institution promotes the culture of participative management at the strategic level, functional level and operational level.
1. **Strategic level**: The Principal, governing body, Teachers' council and the IQAC are involved in defining policies & procedures, framing guidelines and rules & regulations pertaining to admission, examination, discipline, grievance, support services, finance etc
2. **Functional level**: Faculty members share knowledge among themselves, students and staff

members while working for a committee. Principal and faculty members are involved in joint research and have published papers

3. **Operational level**: The Principal interacts with government and external agencies & faculty members maintain interactions with the concerned departments of affiliating university. Students and office staff join hands with the Principal and faculty for the execution of different academic, administrative, extension related, co- and extracurricular activities.

6.1.2 Does the institution have a Management Information System (MIS)?
Yes/No/Partial: NO

**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:
Curriculum designing and development is decided by Central Council Of Homoeopathy and the affiliating university. Principal and Faculty members interact with Central Council Of Homoeopathy and the university and provide their views related to curriculum development. Development of curriculum is outside the purview of the institution, the college being an affiliated college. However, the faculty members, who are members of Board of Studies (BOS)under the University took active part in the development of the curriculum.

Teaching and Learning:
- By providing adequate infrastructural facilities
- Appointing well qualified and experienced faculty members
- Providing laboratories with latest equipments and software
- Special care to the slow learners
- Facilitating faculty members to upgrade their skill and knowledge in the emerging trends through workshops
- Motivating faculty members to pursue research and publish their publications.
- Encouraging faculty members to use innovative teaching methodologies

❖　　Examination and Evaluation:
Examination and evaluation works werecompleted within the framework ofguidelines stipulated by theaffiliating university and as per scheduled dates outlined in theacademic calendar .

❖　　Research and Development
Encouraging joint research by faculty members
The institute central library facilitates research oriented books, journals & ejournals for research reference.

❖　　Library, ICT and Physical Infrastructure / Instrumentation
- Fully equipped library.
- Classrooms with projectors.
- Wi-Fi Facility

| | ❖ | Human Resource Management: |

The Institute appoints adequate number of qualified faculty through the procedure of open advertisement and interview by internal expert committee.

The Institute organizes various orientation and enrichment programmes for both teaching and non-teaching staff members for upgrading their skills

Faculty members are encouraged to participate in trainings, workshops and staff development programmes

Industry Interaction / Collaboration:

MOU with Lake view hospital and Kasbekar Metgud Hospital as a part of posting in Medicine, OBG and Surgery departments respectively for students of 3rd Year, Final Year BHMS and interns

❖ Admission of Students:

Admission of students is commenced after declaration of results of 10+2 examinations by different boards.

It is as per prescribed guidelines of university and the central council of Homoepathy.

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

❖ Planning and Development

❖ Administration

College has proposed complete office automation

Office automation will include students' database, faculty and staff database, feedback system etc.

With a view to encourage paperless communication institutional email has been set up.Institutional Email IDs for all faculty members have been created in the new institutional web portal, for official communication purpose.

❖ Finance and Accounts

Salary of faculty members and staff is transferred directly to the bank account.

❖ Student Admission and Support:

The admissions of the students are strictly followed as per rules and regulation based on Central council of Homoepathy and Rajiv Gandhi university of Health Sciences.

❖ Examination:

Evaluation of answer scripts is conducted online in the affiliating university. Faculty members of this college follow fully online system and perform their evaluation duties as examiner as and when appointed by the university

## 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 |
|---|---|---|---|---|
| 2019 | Dr Indira Kulkarni | Sensation to Synergy And Beyond | | 2500/- |
| 2019 | Dr Basavraj Adi Dr Jyoti Kamat | International Conference on significance of Herbal drugs and nutaraceticals in preventing disease | | 5285/- |
| 2019 | Dr Kavita Bugade Dr Archana Patil Dr Smita Nanadawadekar Dr Geeta Adi | National Homoeopathic Seminar by Dr Sunirmal Sarkar | | 8000/- 13124/- |
| 2019 | Dr Ra | | | |

| 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) |
| | | | | | |

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) |
|---|---|---|
| | | |

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

| Teaching | | Non-teaching | |
|---|---|---|---|
| Permanent | Fulltime | Permanent | Fulltime/temporary |
| 39 | 39 | 30 | 30 |

6.3.5 Welfare schemes for

| | |
|---|---|
| Teaching | |
| Non teaching | |
| Students | |

**6.4 Financial Management and Resource Mobilization**

6.4.1 Institution conducts internal and external financial audits regularly

 (with in 100 words each**)**

At the end of each financial year the institution undertakes internal audit of the college accounts, which consists of various fund heads. The preparation of the internal audit is entrusted to.        , has been completed. After the internal audit report is ready,it will be placed before the Governing Body (GB) meeting.

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 | Funds/ Grants received in Rs. | Purpo |
|---|---|---|

| | agencies/ individuals | | se |
|---|---|---|---|
| | | | |

| 6.4.2 Total corpus fund generated |
|---|

**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 | Yes | No | Yes | College council |
| Administrative | Yes | No | Yes | College council |
| | | | | |

6.5.2 Activities and support from the Parent – Teacher Association (at least three)

Providing valuable suggestion for development of the institution
1.Guidelines of IQAC and submission of AQAR for Affiliated/Constituent Colleges Page
2.Pointing out the weaknesses of the college & related Departments and suggesting rectification.
3.Communicating views which the students feel shy to communicate directly to the teachers about the college and the department.

6.5.3 Development programmes for support staff (at least three)

Nil

6.5.4 Post Accreditation initiative(s) (mention at least three)

**6.5.5**
a. Submission of Data for AISHE portal     : Yes
b. Participation in NIRF                             : No
c. ISO Certification                                    : No
d. NBA or any other quality audit              : No

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 |
|---|---|---|---|---|
| | | | | |
| | | | | |

**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 |
| | | | |
| | | | |

| 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

Use of Renewable Energy
- Solar powered water heaters provide hot water to the students in the boys and girls hostels

Rain Water Harvesting System
- The Institute has installed a rain water percolation pond on the campus
- The Institute has in place, two rain water harvesting structures in order to increase the water table, as a part of conservation and preservation of natural resource-water.

**Tree Plantation**
- The Environment Awareness Cell in association with NSS conducts Tree plantation programmes not only in the premises of the institution but also at nearby schools and villages

7.1.3 Differently abled (Divyangjan) friendliness

| Items Facilities | Yes/No | No. of Beneficiaries |
| --- | --- | --- |
| Physical facilities | No | - |
| Provision for lift | No | - |

| Ramp/ Rails | | - |
|---|---|---|
| Braille Software/facilities | No | - |
| Rest Rooms | No | -- |
| Scribes for examination | No | - |
| Special skill development for differently abled students | No | - |
| Any other similar facility | | - |

## 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 |
|---|---|---|---|---|---|---|
| 2018-19 | Nil | 01 | 1 year 01/01/2018 | Health checkups at Shantai OLD AGE HOME | Health problems in geriatric cases | All students of final year BHMS with 1 staff |

## 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) |
|---|---|---|
| | | |

## 7.1.6 Activities conducted for promotion of universal Values and Ethics

| Activity | Duration (from-------to ------ ) | Number of participants |
|---|---|---|
| | | |

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

- Tree plantation programmes are organized by NSS and NCC Units.
- The campus to been declared "plastic free" zone
- Tobacco smoking, chewing of pan-masalas and gutka is prohibited in the college campus. Health hazards caused by tobacco smoking are repeatedly highlighted especially by the NSS unit through different events and awareness programmes

Use of Renewable Energy
- Solar powered water heaters provide hot water to the students in the boys and girls hostels

Rain Water Harvesting System
- The Institute has installed a rain water percolation pond on the campus
- The Institute has in place, two rain water harvesting structures in order to increase the water table, as a part of conservation and preservation of natural resource-water.

## 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

## 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

Bharatesh Homoepathic Medical College and Hospital aspires to become an institution known for

1. Effective conjunction between teaching and research

2. Providing quality education

3. Promoting academic, physical, moral and cultural development of students

4. Preparing students for the competitive world

5. Academic and professional development of teachers and staff

1. The college provides a perfect platform to students to develop their innovative skills by promoting a research based teaching and learning process. Teachers always encourage students to understand topics through research minded approach, which ensures better understanding and provides strong foundation for their future academics.

2. Several students get scholarships from State Government, which further ensures better education of the economically challenged students.

3. Apart from academic excellence, the college also pays sincere attention to the physical, moral and cultural development of students. Students have shown outstanding performance in sports tournaments in the year 2017-2018

4. College is quite sincere to prepare students for the competitive world. The college provides much clinical exposure to students for preparing them in their clinical practice.

5. Professional and academic development of teachers is always encouraged Faculty members participate in short term courses, orientation programmes and other training programmes.

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

- Complete the 2nd Cycle of NAAC A& A process
- Enhance the Research Quality
- Encourage staff in Publishing of Research Papers in High Impact Journals.
- Promoting participation of students and staff in seminars, workshops, sports and cultural activities organized by the college and external agencies
- Make the college campus TOBACCOFREE and PLASTICFREE


*Name*_____          *Name* _____


_____          _____

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


_____ *\*\*\** _____

**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 |

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For Communication with NAAC

**The Director**
**National Assessment and Accreditation Council (NAAC)**
*(An Autonomous Institution of the University Grants Commission)*
 P. O. Box. No. 1075, Nagarbhavi
 Bengaluru - 560 072
Phone: +91-80-2321 0261/62/63/64/65
Fax: +91-80-2321 0268, 2321 0270
E-mail: director.naac@gmail.com
Website: www.naac.gov.in