

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.

Monitoring Mechanism

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

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

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

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

Mandatory Submission of AQAR by IQAC

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

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

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

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

I. Details of the Institution

1.1 Name of the Institution	Bharatesh Homoeopathic Medical College & Hospital
1.2 Address Line 1	BC 188 Old P.B.Road Belagavi
Address Line 2	
City/Town	Belagavi
State	Karnataka
Pin Code	590016
Institution e-mail address	bhmch1982@gmail.com
Contact Nos.	0831-2469611, 9845283242
Name of the Head of the Institution:	Dr.Shrikant B.Konkani
Tel. No. with STD Code:	0831-2469611
Mobile:	9845283242

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOCN 18879)

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	2.14	2015	5 years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

1.8 AQAR for the year (for example 2010-11)

1.9 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 2016-17 Submitted to NAAC on 15/04/2018 (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

Rajiv Gandhi University Of Health
Sciences, Karnataka, Bangalore

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

Autonomy by State/Central Govt. / University

NO

University with Potential for Excellence

--

UGC-CPE

--

DST Star Scheme

--

UGC-CE

--

UGC-Special Assistance Programme

--

DST-FIST

--

UGC-Innovative PG programmes

--

Any other (*Specify*)

--

UGC-COP Programmes

--

2. IQAC Composition and Activities

2.1 No. of Teachers

09

2.2 No. of Administrative/Technical staff

03

2.3 No. of students

02

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and
community representatives

01

2.7 No. of Employers/ Industrialists

Nil

2.8 No. of other External Experts

01

2.9 Total No. of members

16

2.10 No. of IQAC meetings held 06 meetings

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

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
<input type="text"/>	<input type="text"/>

* 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

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				
PG	03	NIL	03	
UG	01	NIL	01	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	04	NIL	04	
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	02

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.

UG syllabus was revised in the year 2015

- Teaching curriculum of 1st BHMS was reduced to 12 months from 18 months
- Examination for the subjects of Organon and Materia Medica exempted but basic aspect of the subject are included in the curriculum for study purpose
- In 1st year BHMS students are allowed to carry over Pharmacy subject if they fail in that particular subject.
- In 2nd year BHMS the subject of Pathology the students will be attempting 2 papers of 100 marks each wherein previously was only 1 paper of 100 marks
- In the subjects of Medicine, Surgery and OBG there are only 2 papers now of 100 marks each wherein previously there were 3 papers of 100 marks each
- Final year BHMS is now of 18 months instead of 12 months.

MD syllabus was revised in the year 2016

- Advanced Teaching in Fundamentals of Homoeopathy was introduced in 1st MD curriculum
- Compulsory subject of Practice of Medicine was excluded from syllabus .

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
	39	10	13	16	

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

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
		Nil		Nil		Nil		Nil		Nil

2.4 No. of Guest and Visiting faculty and Temporary faculty 15

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	09	05	
Presented papers	01		
Resource Persons		03	04

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

- Healthy interaction between students and faculty which goes beyond the classrooms; Learning beyond curriculum.
- 24X7 Wi-Fi enabled campus providing for technology access.
- Overhead projectors in every classroom
- Well-equipped Internet Resource Centre and computer lab.
- Presentations/videos are regularly being used apart from regular conventional black board teaching.
- Group discussions, Case studies, problem based learning practices.

2.7 Total No. of actual teaching days during this academic year 250 days

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

<p>Various examinations/evaluations undertaken:</p> <ul style="list-style-type: none"> • Regular, weekly tutorials are conducted • Routine and open book tests are conducted • seminars are also encouraged • Continuous evaluation is carried out throughout the semester through regular tests, objective tests, projects, presentations, quizzes etc.
--

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

03	01	01
----	----	----

2.10 Average percentage of attendance of students

90%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
1 st BHMS	100		10%	46%		
2 nd BHMS	44			25%		43.18%
3 rd BHMS	57			73.68%		1.75%
4 th BHMS	11			36.36%		36.36%

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

IQAC has designed CPA cards which are maintained for each student subject wise by respective HOD. College also conducts periodic Sessional examinations , seminars , tutorials and class tests which are evaluated and records are maintained subject wise. The students Feedback are also collected every year through prescribed feedback formats. Based on the evaluation reports the underperformers are identified and necessary remedial measures are adopted under the guidance Associate Dean of TLE.

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	
HRD programmes(HR dept of BET organized Faculty Orientation Program in respect of NABH Accreditation)	23 rd -25 th Jan 2017 conducted by Resource persons of QCI New Delhi – 35 faculty benefitted

Orientation programmes	Workshop in OBG 28 th -29 th August 2016 Organised by CCH New Delhi- 01 faculty benefitted PG workshop to orient PG teachers in newly framed PG ordinance -5 th -6 th December 2016 – 10 faculty benefitted
Faculty exchange programme	
Staff training conducted by the university	17 th -18 th Oct 2016 workshop on curriculum delivery model of P.G course by RGUHS Bangalore – 05 faculty benefitted 23 rd -24 th January 2017 Research Methodology by RGUHS Bangalore - 02 benefitted Masters Training in sensitization of Homeopathic teachers on 23 rd and 24 th January 2017 – 02 faculty benefitted.
Staff training conducted by other institutions	IT Application in Health Science Libraries training from 26- 30 Sept 2016 conducted by National Institute of Health and family Welfare New Delhi.- 01 faculty benefitted
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	16			
Technical Staff	10		01	01
Hospital Staff	49		06	06

Criterion – III

3. Research, Consultancy and Extension

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

IQAC through Research Committee of college organised research training programs for the PG students, PG guides, clinical staff and medical staff of BHMC hospital.

IQAC deputed two senior faculty for Research Methodology workshop organised by RGUHS Bangalore on 23rd -24th January 2017

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				

3.4 Details on research publications

	International	National	Others
Peer Review Journals		01	
Non-Peer Review Journals		02	
e-Journals		03	
Conference proceedings			

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				
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				

NIL

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					02
Sponsoring agencies					BHMC & H Belagavi

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	nil
	Granted	nil
International	Applied	nil
	Granted	nil
Commercialised	Applied	nil
	Granted	nil

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

Total	International	National	State	University	Dist	College

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

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

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="18"/>		
NCC	<input type="text"/>	NSS	<input type="text" value="04"/>	Any other	<input type="text"/>

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

-
-

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	1.865 acres	--	--	1.865 acres
Class rooms	5	--	--	5
Laboratories	5	--	--	5
Seminar Halls	1	1		2
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)	19.04	21.92	--	2.88
Others				

4.2 Computerization of administration and library

--

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	4979	7,81,350	17	30,530	4996	8,11,880
Reference Books	488	1,24,500	53	13,432	579	1,37,932
e-Books	HELINET	1,99,900	-	-	HELINET	1,99,900
Journals	11	12,025	02	4,725	13	16,777
e-Journals	280(From Helinet)				280(From Helinet)	
Digital Database	HELINET					
CD & Video	145	Free	36	Free	181	Free with books
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	33 =	05				16	10	02
Added	13 =	02				05	01	05
Total	46 =	07				21	11	07

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	1,80,735
ii) Campus Infrastructure and facilities	12,05,858
iii) Equipments	1,56,447
iv) Others	3,85,446
Total :	19,28,486

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Updates on notice boards and college website to ensure active participation by students in various activities.

5.2 Efforts made by the institution for tracking the progression

- Alumni database has been initiated to capture the relevant information

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
421	54	-	-

(b) No. of students outside the state

251

(c) No. of international students

nil

Men	No	%	Women	No	%
	217	45.68		258	54.31

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total

Demand ratio

Dropout %

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

None

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

No. of students benefitted

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
2	90	5	Remaining all are self employed after their Degree or Post Graduate Degree.

5.8 Details of gender sensitization programmes:

A gender sensitization program was held on "ROOTS OF GENDER EQUALITY AND THEIR EXPRESSION IN TODAYS SOCIETY" on 22nd September 2017 in PTA meeting.

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution		
Financial support from government		
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

To build the institute with excellence in Homoeopathic Education, Research, Service and to impart Quality Education with basic and advanced learning in Homoeopathy for a better tomorrow.

Mission

- To encourage the new generation to uplift and maintain human values and high objectives.
- To dedicate ourselves so as to create awareness of health and homoeopathy of high dignity by serving the suffering humanity.
- To motivate to practice Homoeopathy in a noble way.
- To strengthen and bring up the rural community to the main stream of nation's growth through health education.
- To provide advanced learning in homoeopathy and upgrade our graduates for global competency.

6.2 Does the Institution has a management Information System

No, the college has no Management information system. All of the the works are distributed to the respective departments and committees in regards to academics, admissions, co-curricular, extra-curricular activities and grievance redressal cell.

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

6.3.1 Curriculum Development

- Some faculty members are involved in course restructuring and revision committees constituted by RGUHS Bangalore.
- Dean Academics looks into overall academic growth and quality improvement.
- Work load distribution as per specialization of faculty members.
- Examination committee ensures smooth conduct of examinations.
- Several faculty members are active members of University appointed examination committee to frame questions papers and evaluate examination scripts

6.3.2 Teaching and Learning

Highly qualified and dedicated faculty.

- Healthy interaction between students and faculty which goes beyond the classrooms.
- Learning beyond curriculum.
- Innovative methods are adopted for teaching and learning process.
- Remedial classes are held for the students requiring additional help.
- Well-equipped library for both faculty and students.
- Excellent collection of rare and latest books and journals.
- Regular feedback from students to improve teaching and learning methods.

6.3.3 Examination and Evaluation

- Continuous evaluation through different methods like internal assessment test, assignments, presentations, projects etc. . . .
- The final term examination question paper is set by RGUHS Bangalore.
- The practical examination is conducted with internal and external examiners appointed by RGUHS Bangalore.

6.3.4 Research and Development

- Research done at college level by PG Students

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Fully equipped library.
- Classrooms with projectors.
- Wi-Fi Facility

6.3.6 Human Resource Management

- Faculty and Staff are encouraged to participate self-development programmes.
- Administration supports faculty, staff and students with necessary and relevant support to optimize their work.

6.3.7 Faculty and Staff recruitment

As per CCH and University guidelines.

6.3.8 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

6.3.9 Admission of Students

- Through KEA
- Common entrance test at college level is conducted

6.4 Welfare schemes for

Teaching	Yes
Non teaching	Yes
Students	Yes

6.5 Total corpus fund generated

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				
Administrative				

6.8 Does the University/ Autonomous College declare 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?

Not Applicable

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

Not Applicable

6.11 Activities and support from the Alumni Association

- Active participation and contribution by alumni.
- Interaction with alumni through annual alumni meetings.
- Involvement of alumni in the Governing Body of the college
- Special lectures, seminars and workshops for alumni are arranged.

6.12 Activities and support from the Parent – Teacher Association

- Feedback and Suggestions are regularly obtained from parents in respect of academics administration and infra structure . Parents are actively involved in over all upgradation of the institute based on feedback of their respective wards.
- Parents meet of Fresher’s is conducted every year during commencement of academic session.

6.13 Development programmes for support staff

Various orientation and Faculty Development programmes are offered.

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

- Well-maintained and environmental friendly campus.
- Tree plantation to mark special occasions.

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.

- Promotion of students from backward community, economically weaker and differently abled .
- Initiatives to promote Social Justice& Good Citizenship
- Cooperation from stakeholders to ensure overall development.
- Promotion of social responsibility and efforts to bring community orientation by faculty and students
- Complaint management system

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

Action Taken Report (ATR):

- Promotion of students from backward community ,economically weaker and differently abled through scholarships,Counseling and training, Personality Development and Language learning programs
- Initiatives to promote Social Justice& Good Citizenship through health awareness, Medical camps, Blood Donation Camps, HIV Awareness programs,De-addiction camps, Pulse polio programs. Participation of students in Seminars, Guest Lectures, Quiz Competitions and Debates
- Cooperation from stakeholders to ensure overall development by periodic meetings
- Promotion of social responsibility and efforts to bring community orientation by faculty and students by curricular and extracurricular activities, blood donations participations in Youth Conventions AIDS and Anti-Tobacco day Awareness and visit to Old age Home.
- Complaint management system works in hand with the other committees and implementation of corrective measures is done after consent of advisory committee of BET

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

SEE Annxure I and II

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

7.4 Contribution to environmental awareness / protection

We promote NSS students towards promoting environmental awareness through celebration of world environmental day, tree plantation and Swachta Abhiyan .

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

IQAC - Plan of action to be decided upon at the beginning of the year.

Academics

- To offer interdisciplinary seminars, workshops and conferences.

Development Programmes and Collaborations

- To encourage staff for Faculty development programs, Paper presentations , attending National and international conferences.

Research and Innovations

- Work towards promoting research in the institution

Institutional Social Initiatives

- Eco-friendly measures
- Implement the existing awareness programmes on environmental issues.

Name : Dr Amey S Jathar

Name: Dr Shrikant B Konkani

Sd/-

Sd/-

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I

Abbreviations:

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