

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)

2016-2017



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

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

NAAC

VISION

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

MISSION

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

Value Framework

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

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

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

Introduction

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

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

Objective

The primary aim of IQAC is

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

Strategies

IQAC shall evolve mechanisms and procedures for

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

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

Functions

Some of the functions expected of the IQAC are:

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

Benefits

IQAC will facilitate / contribute

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

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

Composition of the IQAC

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

The composition of the IQAC may be as follows:

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

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

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

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

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

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

The role of coordinator

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

Operational Features of the IQAC

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

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

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

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

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

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

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

AQAR for the year (for example 2013-14)

2016-17

I. Details of the Institution

1.1 Name of the Institution

Sant Gadge Maharaj
Mahavidyalaya, Hingna, Dist. Nagpur

1.2 Address Line 1

Suraj Nagar, Hingna

Address Line 2

At. Po. Hingna, Ta. Hingna, Dist.
Nagpur

City/Town

Hingna

State

Maharashtra

Pin Code

441110

Institution e-mail address

sgmmhingna@rediffmail.com

Contact Nos.

07104-324727,280180

Name of the Head of the Institution:

Dr. Arti Uday Moglewar

Tel. No. with STD Code:

07104-280180

Mobile:

9423064389

Name of the IQAC Co-ordinator:

Dr. Ganesh Maywade

Mobile:

9423638645

IQAC e-mail address:

sgmmhingna@rediffmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

MHCOGN 11379

OR

1.4 NAAC Executive Committee No. & Date:

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

EC/17th SC/1.2/2016 Dated 16/09/2016

1.5 Website address:

www.sgmmhingna.org

Web-link of the AQAR:

www.sgmmhingna.org/AQAR2015-16.doc

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	C ⁺		2004	05 Years
2	2 nd Cycle	C	1.77	2016	05 Years
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

16/08/2004

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

- i. AQAR __2015-2016 Submitted to NAAC on 22nd March 2017 (DD/MM/YYYY)
- ii. AQAR __2016-2017 Submitted to NAAC on 08th December 2017 (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

**Rashtrasant Tukadoji Maharaj
Nagpur University, Nagpur**

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

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

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="08"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="00"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="14"/>
2.10 No. of IQAC meetings held	<input type="text" value="02"/>

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

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

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- 1) Interaction with Various stakeholders such as students, teachers, management & staff.
- 2) Preparing plan of action for every academic year and monitoring its implementation.
- 3) Motivating teachers to present and publish papers in national seminar, journals, workshop & sending minor/major research project to the funding agencies.
- 4) Infrastructural development.
- 5) Giving suggestion for starting new courses.
- 6) Monitoring the overall activities of the college and sending proposal to UGC for organising Seminars, conferences and workshop.
- 7) Swot analysis.
- 8) Sending AQAR to NAAC.
- 9) Bringing quality improvement in the overall functioning of the college.

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
See Annexure - 1	

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate LMC

Provide the details of the action taken

The action planned/taken were approved by the Local Managing Committee were executed within the current academic session.

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				
UG	03		01	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	03		01	
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02
Trimester	Nil
Annual	01

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 - See Annexure-02

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The Revision /Update of regulation or syllabi is done by affiliated University through its BOS member. One faculty members of the college is in the Board of Studies.

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
20	13	07	-	-

2.2 No. of permanent faculty with Ph.D.

16

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
07	07	-	-	-	-	-	-	07	07

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

-

22

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	27	35	22
Presented papers	17	25	16
Resource Persons	-	01	02

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

Innovative methods such as interactive method, project method, assignment method group discussion etc. Industrial visits, study tours for the commerce and science students for practical based teaching –learning, guest lecturer of renowned scholars, class seminars and participation of teachers in refresher courses, orientation programme, national and international conferences, seminars workshops etc. to explore advance the level of knowledge and skills, use of modern equipment to make teaching effective, conducting periodical tests from time to time.

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

197

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

Bar Coding, Double Valuation, Photocopy

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

03

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.III	78	-	12.56%	17.69%	16.67%	46.92%
B.Com.III	33	-	6.06%	30.36%	15.15%	51.51%
B.Sc..III	40	-	20%	25%	15%	60%

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

- * Encouraging the teachers for improvement of teaching-learning process.
- * Teachers are advised to conduct class Seminars, Unit Test and ICT based teaching along with Traditional method.
- * Evaluation of teachers and students is done after taking into consideration the performance of Students in Surprising class test, Unit test and terminal examination.
- * Promoting the research and extension among the faculty members and students.
- * Motivating teachers to participate in Seminars, Conference and Workshops.
- * Encouraging teaches to guide students to participate in Seminars, surprise test, group discussion and Class Seminar and other competitions.
- * Motivating the teachers to maintain Daily Dairies and take students attendance regularly.
- * Giving concrete and substantial solution to academic and administrative issue raised by students and faculty members.
- * Analyzing the feedback obtained from various stakeholders.
- * Meeting with class representatives and University Representative for academic problems of the students.

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	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	11	04	-	-
Technical Staff	-	05	-	04

Criterion – III

3. Research, Consultancy and Extension

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

- * IQAC motivates teachers to publish and present papers in National, International state level seminars, conference, Journals and Workshops.
- * IQAC monitors and evaluate the activities of Research Committee existing in the college.
- * Motivate the teachers to send the Major/Minor Research Projects to the funding agencies.
- * Starting Research Centre in the College.
- * Encouraging students to participate in conference and seminars.
- * Library resources and adequate infrastructure are provided to the Research Scholars for Completing their research work.
- * Motivating students to participate in research competition.

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				01
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	06	-	-
Non-Peer Review Journals	-	-	-
e-Journals	03	04	-
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				

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	-	01		-	-
Sponsoring agencies	-	-	-	-	-

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
04	-	02	-	01	-	01

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

06

22

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

01

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 State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="12"/>		
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="13"/>	Any other	<input type="text" value="-"/>

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

- Organised NSS Camp at Kawdas
- Organised Path-Natya at Kawdas on the theme of 'Hagandari Mukta Village.
- Organized Meeting of Alumuni and Parent-teachers Association.
- Organized Death anniversary of Sant Gadge Maharaj.
- Celebrated of Independence day and Republic day.
- Organized Blood Donation Camp and Blood Group Test Camp
- Organized guest lecturer on Disaster Management.
- Organized Guest Lecturer on Birth anniversary of Savitribai Fule
- Organized World Literacy Day
- Organized AIDS Day
- Organized Constitution Day
- Organized Tree Plantation drive and Rasta Suraksha Saptah.
- Organized guest lecture on importance of Environment on World environment Day.
- Organized felicitation programme of students entitled 'Unch Mazi Gunwatta.
- Vena River Cleaning Programme entitled "Mazi Vena Mazi Ganga".

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	2.60 acres			2.60 acres
Class rooms	15			15
Laboratories	04			04
Seminar Halls	02			02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	46	02	UGC+ College	48
Value of the equipment purchased during the year (Rs. in Lakhs)	2097848	60200/-	UGC + College	2158048/-
Others		14	Management	14

Other :- Guest House, Strong Room, IQAC Office, NSS Office, Canteen, Generator Room, Store Room, Record Room, Physical Education Department, Staff Room, Cultural Room, Kitchen etc.

4.2 Computerization of administration and library

- * The administrative office work is computerized with Internet facility.
- * Internet Band Width/Speed is 100Mbps, have facility.
- * The Library is under Process of Computerization.
- * Issuing and Collecting of the reading material through BT Card.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	4085	432120.24	628	131569.00	4713	563689.24
Reference Books	787	428383.60	07	1095.00	794	429478.60
e-Books	-	-	-	-	-	-
Journals/Periodical & Magazine	12	28705.00	14	6172.00	14	34877.00
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
General	1871	147877.12	12		1871	147877.12
Others (specify)	82	24420.00	49	11930.00	131	36350.00
	183	45880.00	10	2000.00	193	47880.00

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	50	27	02 Dongal + Broadband + Wi-Fi	-	-	06	05	11
Added	00	00	01 Dongal			-	-	01
Total	50	27	03			06	05	12

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

Computer with the internal facility is provided to the teachers and students through Computer Lab.

4.6 Amount spent on maintenance in lakhs :

i) ICT	70000/-
ii) Campus Infrastructure and facilities	924342/-
iii) Equipments	483797/-
iv) Others	1202552/-
Total :	2680691/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- * Providing detailed information about support services to students through College Website, Prospectus, Display Board and Notice Board.
- * Starting various support services for students such as Career Counselling Cell, Extra Classes and Tutorials for weaker students etc.
- * Organizing Programmes on gender equality through Gender Violation Cell and Anti-Ragging Cell.
- * Motivating students to participate in various sports, Cultural and Extra-Curricular activities.
- * Motivating students for writing articles, poems etc. in College Magazine.
- * Organizing Guest Lecturers of Expert from various organization/agencies of career Guidance and Personality Development.

5.2 Efforts made by the institution for tracking the progression

- * Orientation of Students in the beginning of the session.
- * Display of Academic Calendar on notice board.
- * Evaluation of students performance through surprising class test, Unit Test and terminal examination.
- * Organizing various curricular, extra-curricular activities in the College.
- * Identification of slow and average students by the individual teachers.
- * Counselling of students through Career Counselling Cell.
- * Obtaining feedback from various stakeholders such as students, Parents, Alumni, Management and Academic peers.
- * Maintaining Eco-friendly environment in Campus of the College.
- * Providing higher education to Rural Students.
- * Providing Library resources to the students who are preparing for Competitive exams.
- * Motivating teachers for Research activities and paper Publications.
- * Providing equipments and other resources to teachers for effective teaching-learning process.
- * Network Resource Centre with internet Facility for teachers staff and students.
- * Increased the number of other infrastructure facilities in the College.
- * SWOT analysis.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
900	-	-	-

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

	No	%		No	%
Men	461	51.22%	Women	439	48.77%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
11	149	63	689	-	912	43	160	86	611	-	900

Demand ratio

Dropout % Nil

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

Nil

No. of students beneficiaries

100

5.5 No. of students qualified in these examinations

NET	-	SET/SLET	01	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	01	Others	-

5.6 Details of student counselling and career guidance

* Career Counselling Cell of the College organizes Seminar on Job opportunities in various field by inviting experts from Nagpur.

No. of students benefitted

All B.A.III and B. Com. III and B. Sc. III Students.

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
Nil	Nil	Nil	20

5.8 Details of gender sensitization programmes

* Equal opportunity Centre ensures equality among its staff and students irrespective of Gender, Cast and Creed.
* Health awareness programme for Girls Students.
* Pathnatya was held at Shivangaon on the theme of 'Stri-Bhrun Hatya.'
* Gender Sensitization programmes were organized by NSS, equal opportunity Centre and Gender Violation Prevention Committee on gender equality, gender violation etc. No case of gender violation has been reported so far since the establishment of the College.

5.9 Students Activities

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

State/ University level	09	National level	01	International level	-
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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	302	1850742/-
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

To provide quality Higher Education to the socially under Privileged and economically disadvantaged students of rural areas and disseminate knowledge by increasing research and moral values.

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

Faculty members follow the instructions of BOS (Board of Study) meetings for Curriculum development.

6.3.2 Teaching and Learning

- * Preparing teaching plans and Unitization of Syllabus.
- * Organizing class seminars and Guest lecturers.
- * Student centred learning such as interactive method of teaching.
- * Regular Class test, Unit Test and Study tours.

6.3.3 Examination and Evaluation

- * Regular Class test, Unit Test, Terminal exam are conducted.
- * Assignment, Oral test, projects.
- * Result improvement Committee analysis the University result of students and give suggestions for improving the result.

6.3.4 Research and Development

- * Teachers were sent to participate in Orientation Programme, Workshops, Training Programme by Academic Staff College and Other institutions.
- * Motivating teachers for paper presentation and participation in national/international, state level conference and seminars.
- * Publishing Research paper and Books by the teachers.
- * 06 Permanent teachers are Ph.D. Guides and 20 students are doing research under their guidance.
- * Teachers were motivated to send Major and Minor Research Projects to the funding agencies.
- * Two teacher are pursuing Ph.D. degree in their respective subject.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- * There is Library Advisory Committee which looks after overall development of Library and its other resources.
- * The Institution added the number of Text Books, Reference books, Journals and Periodicals in the Library.
- * The Library will be upgraded with ICT based services like references services, Reprography, Download, Printing, in house/remote access to e-resources, CD's & Video's e-journals and Digital Database.
- * CCTV Cameras are installed throughout the College Premises for better transparency in academic and administrative office.

6.3.6 Human Resource Management

- * Many faculty members are working with various organization and are involved in Social movement and activities.
- * Some of them are working as the chief and members of various committees existing in the college as per their interest.

6.3.7 Faculty and Staff recruitment

Temporary staff/CHB staff is recruited by the management as per demand and workload of respective departments in accordance with the norms of Government.

6.3.8 Industry Interaction / Collaboration

- * Institution organised river cleaning programme 'Mazi Vena Mazi Ganga' in collaboration with Art of Living, Nagpur.
- * Organized 'Swachha Hingna Abhiyan' in collaboration with Cummins Engineering Collage, Hingna and Rasoni Vidyalaya, Hingna.

6.3.9 Admission of Students

- * The Entire admission process is governed by the reservation policy of the Government.
- * The College ensures transparency in admission process.
- * Admission Committee monitors the admission process in the Institution.
- * The Admission Committee interacts with the students at the time of admission and gives them the subject of their interests.
- * Admission to various courses are given on the basis of previous academic records of the students.
- * Admission of Students is communicated to the affiliating University Manually.

6.4 Welfare schemes for

Teaching	Loan Facility from Credit Co-Operative Society
Non teaching	Loan Facility from Credit Co-Operative Society
Students	See Annexure - 04

6.5 Total corpus fund generated

Nil

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	Yes	University / NAAC	Management/ IQAC	Management /Head of the Institution
Administrative	Yes	Joint Director Office / Govt.Auditer Of Finance Department	CA/ Manegment/ LMC	Management /Head of the Institution

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

For UG Programmes Yes No

For PG Programmes Yes No

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

Annual Examination for B.A. and B.Com. and Semester Pattern to B.Sc.,B.A., B.Com. Bar Code, Internal Assignment, declaration of result in a Stipulated period of time, Time Table and display of result on website, Viva-Voce and practical exam, spot valuation in the headquarter of affiliating University, Revaluation, Xerox copy of Answer book is provided on request.

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

- * Alumni regularly meet in the annual meeting of Alumni Association.
- * Alumni Association regularly attend the various programme in the College.

6.12 Activities and support from the Parent – Teacher Association

- * Parent- Teacher Association meet helps in collecting the feedback from Parents.
- * The overall information about the various academic, Co-curricular and extra-curricular activities are stated to the parents in the beginning of the session.
- * The suggestion collected from the Parents supports in the academic and administrative development of the institution.

6.13 Development programmes for support staff

- * Computer training programme is given to administrative office employees.
- * The Support staff of the library is well trained for cordial relationship with the students.
- * The Training Programme for Technical staff of science faculty is organized to avoid the accidents while handling the chemical in the Science Laboratories.

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

- * Beautiful Garden.
- * Prohibition of burning Plastic and other waste material in the College Campus.
- * Dust-bins are maintained throughout the institution.
- * Regular Cleaning of the Premises and Campus of the Institution.
- * Smoking, Chewing Gutkha, Tobacco and spitting in the Campus is strictly Prohibited.
- * Housekeeping system for E-Waste management.
- * Swacchata Abhiyan drive by N.S.S. students.

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.

- * 'Mazi Vena Mazi Ganga', River Cleaning Programme organized in Collaboration with Art of Living, Nagpur.
- * "Unch Mazi Gunwatta" felicitation programme for the meritorious students has been organized..

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

- * Various Committees were formed for academic and administrative development of the institution.
- * Teaching Plans, Daily Dairies were maintained by the teachers.
- * Felicitation programme of meritorious students was Conducted
- * Major activities were done as per the plan of action.

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

- * Book Bank Scheme for meritorious Poor and physically disabled students.
- * Literary and Research Facilities to teachers and students.

See Annexure - 05

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

7.4 Contribution to environmental awareness / protection

- * Beautiful Garden with good numbers of trees.
- * Tree Plantation is done in the premises of the Institution.
- * Prohibition of burning Plastic and other waste material in the College Campus is done.
- * Smoking Chewing Gutkha, Tobacco and Spitting in the Campus is strictly prohibited.
- * Housekeeping system for E-waste management.
- * Environment subject with project method is compulsory for second year students of the College.
- * N.S.S. Unit regularly cleans the College Premise.
- * Organizing Eco-awareness programme throughout the session.

7.5 Whether environmental audit was conducted? Yes No

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

Institutional Strength

- * Adequate infrastructure and Library resources available for teachers and students.
- * Eco-Friendly Campus.
- * Student Support Mechanism.
- * Well qualified teaching staff, administrative staff and technical staff.
- * Attachment with various stakeholders.
- * Strong IQAC, LMC and staff council.
- * Indoor and outdoor sport facilities.

Institutional Weakness

- * Inadequate Research activities.
- * No Research Journal of the Institution.

Institutional Opportunities

- * To start research centre in the College for research scholars.
- * To develop the College as the best institution in R. T. M. Nagpur University, Nagpur.

Institutional Threats

- * Increasing technical institutions and No-Grant Colleges in the near by villages.
- * Lack of awareness about higher education in most of the rural and poor families.
- * Poor soft skill of students coming from Marathi medium schools and Jr. Colleges.

8. Plans of institution for next year

- * Formation of various Committees for smooth functioning of the College.
- * Preparation of Academic Calendar for the year 2015-16.
- * Preparing Teaching plans according to syllabus and maintaining Daily Dairy by all teachers.
- * Strengthening feedback system of various stakeholders.
- * Conducting Curriculum related classes of renowned scholars.
- * To encourage teachers for participating in conference, Seminars, Symposia and faculty/Staff Development Programme.
- * Promoting use of ICT in teaching learning process.
- * To motivate teachers for participating in research activities and Publications.
- * Conducting extra classes for slow learners.
- * Motivating teachers for sending proposal of Major/Minor Research Projects to UGC.
- * Conducting Students seminars in classes by the respective teachers.
- * Sending proposal to UGC for conducting Seminars.
- * Publishing inter-disciplinary journal of the College.
- * To motivate teachers for Research publication in peer review Journals, Non-peer review Journals and conference Proceedings.
- * Motivating teachers for Book Publication.
- * To motivate students for participating in state/National level events and competitions.
- * Adoption of Village through NSS.
- * Organizing NSS Camp in rural area.
- * Organizing Blood Donation Camp.
- * Increasing infrastructural facilities and equipments.
- * Increasing Library resources.
- * Increasing the number of Computers.
- * Purchasing ICT related equipments.
- * Organizing awareness programme about students services.
- * Encouraging Students to write articles and poems in College Magazine.
- * Strengthening feedback system from students.
- * Organizing Seminars, Programmes on Career guidance.
- * Organizing Health camp, Sickle Cell camp for Students.
- * Organizing Inter-Collegiate competition in the College.
- * Sending Students to participate in various inter-collegiate, University, State Level, National Level Competitions.
- * Promoting Students to participate in Social activities.
- * Organizing sports week and cultural activities, annual gathering in the college.
- * Arranging educational tours and industry visits.
- * Promoting faculty members to work with various state and national level organizations.
- * Increasing welfare schemes for staff and students.
- * Increasing the number of Alumni association meetings
- * Planting trees in the College campus.


Name :- Dr. Ganesh S. Maywade



Dr. Ganesh S. Maywade
Co-Ordinator
IQAC
Sant Gadge Maharaj Mahavidyalaya
Hingna, Dist. Nagpur.

Signature of the Coordinator, IQAC

Name :- Dr. Arti U. Moglewar



Principal
Sant Gadge Maharaj Mahavidyalaya
Hingna Dist. Nagpur

Signature of the Chairperson, IQAC

Annexure – 1

Formulation of various Committee	Done/Executed
Participating in Community upliftment	Done
Organizing Guest Lecturer, Class Seminars	Done
Establishing Science Association, Commerce Association, Social Science Association and Literary Association	Done
Publishing Interdisciplinary College Journal	Not Done
Sending Proposal to the agency for Organizing Research Methodology Workshop	Not Done
Sending Proposal for organizing National Seminars and Conference	Not Done
Feedback from Students, Teachers, Alumni and other stakeholder	Done
Sending Students for participating University, State and National level Competitions at various places	Done
Remedial Classes for SC/ST/OBC and other Minority Students	Not Done

SANT GADGE MAHARAJ MAHAVIDYALAYA,
HINGNA, DIST. NAGPUR
ACADEMIC CALENDAR 2016-2017

Programme/Activity/Place of Action	Date/Achievement
Admission Process	As per University Notification
Beginning of College	16 th June 2016
First Term Examination	Before Diwali Vacation
Diwali Vacations	28/10/2016 to 27/11/2016
Winter/Semester Exam (R.T.M. Nagpur University, Nagpur)	21/10/2016
Declaration of Result	As per University act
World Population Day	11 th July 2016
Inauguration of Literary, Social Science and Science Association	1 st week of August 2016
Independence Day	15 th August 2016
Fresher Day	22 nd August 2016
Sport Day	23 rd August 2016
Teachers Day	5 th September 2016
International Literacy Day	8 th September 2016
N.S.S. Day	24 th September 2016
Birth Anniversary of Mahatma Gandhi and Lal Bahadur Shastri	2 nd October 2016
Constitution Day	26 th Nov. 2016
Parent-Teachers Meeting	Last week of Nov. 2016
World AIDS Day	1 st December 2016
Death Anniversary of Dr. B. R. Ambedkar	6 th December 2016
N.S.S. Camp	1 st week of December 2016
Medical Test	2 nd week of December 2016
Sports Week	3 rd Week of December 2016
Sant Gadge Maharaj Death Anniversary and Felicitation of Meritorious Students	20 th December 2016
Annual Function Day & Prize Distribution	3 rd Week of December 2016
Physical Proficiency Test	Last Week of Jan. 2017
Republic Day	26 th Jan. 2017
Summer Annual Exam	02/05/2017

Annexure – 3

Analysis of feedback from various stakeholders

Alumni Association

(The Following issues were discussed in the meeting)

- * Alumni Association should meet twice in a year.
- * To do 'Tree-Plantation' in the College premises.
- * Competitive review s, magazines, Journals should be increased in the College library.
- * Pure drinking water should be provided.

Parent-Teacher Association

(The following issues discussed in the meeting)

- * The information about various academic, curricular, Co-Curricular activities was given to the parents. Most of the parents were unaware about the activities and so it was decided to send them the invitation of every activity.
- * There was a discussion on the University Result of the College, Parent were not satisfied with the result of most of the classes and suggested to improve the result next year.
- * To provide pure drinking water.
- * Keeping the premises of the college neat and clean.
- * To clean classrooms, desks, benches daily and keep dust free classrooms.

Annexure – 4

Welfare Scheme for Students

- * Student Council.
- * Book Bank Scheme for poor and needy students.
- * Various scholarships like GOI, EBC. etc.
- * Internet facility in Computer Lab.
- * Library with Reading Room and study material.
- * Tutorial Classes for slow learners.
- * Indoor and outdoor sports facility for sport person.
- * Free Hospitalization for College students in an emergency.
- * Doctor on call in an Emergency.
- * Free Medical Check-up of students.
- * Grievance Redressal Cell.
- * Anti-Ragging Cell.
- * Students Guidance and Career counselling Cell.
- * Water purifier and Cooler.
- * Separate Wash room for Boys and Girls students.
- * N.S.S. Unit
- * Well equipped science Laboratories.
- * Study Tours, Industry visits.
- * College Magazine.
- * Eco-Friendly Campus.

- * Ramp with Rail.
- * Free Vehicle Parking.
- * Canteen facility in minimum charges.

Annexure – 5

Best Practices of the Institution

Best Practices 1 :

1) Title of the practice :

Book Bank Scheme

2) Goal :

- * To help the students of poor and weaker sections of the society with reading materials in the form of books.
- * To help those students who can not purchase the books necessary for their studies.
- * To help them to come at par with the students of privileged class of the society.
- * To inculcate the habit of reading among students.
- * To enhance the reading skill of the students.
- * To enable them to improve their performance in the examination.

3) The Context :

National integration is the sole motto while imparting education to the students irrespective of caste, creed, sects and religion. The Institution is located in Hingna which is a Tahasil place in Nagpur District. The Institution has been serving the educational needs of people living in Hingna and its adjoining areas, especially those who come from the weaker sections of the society. More than 90% of students belong to educationally backward classes and poor families with no proper guidance at home. As a part of social commitment college provides one book to one students for a session who come from weaker section of the society in order to create the educational interest among them.

4) The Practice :

Taking into consideration the vision and mission of the Institution, the College has formed the Student Welfare Committee which organizes various programmes including Book Bank scheme to help the students of weaker sections of the society by giving one book to one student prescribed for the respective courses. The Chief aim of this practice is to bring poor students in the main stream of education. After the beginning of the session, the college invites applications from the students of weaker section of the society for the book bank scheme every year. The College informs about the scheme by notifying it on the College notice board as well as circulating notices in the class rooms. The Students are required to submit income certificate to ensure whether they are eligible for said scheme. After the application along with income certificate are received from the students for books, the students welfare committee verifies them with the records from the office to determine the financial condition of the respective students and come to the conclusion whether the student is concerned are very poor and need help from the student welfare committee of the college. The student welfare committee of the college give books to the needy students.

5) Evidence of Success:

During the Session 2014-15 more than 13 students were benefited from this scheme. Apart from this, the institution has succeeded in inculcating the habit of social commitment, creating educational interest and increasing reading habits among the students. Many students of the college have achieved ranks in the University Examinations. Some Students have also got success in competitive

examinations and other fields. In this way, this scheme contributes to the development process of the College.

6) Problems Encountered and Resources Required

The Institution does not encounter any problem for implementing this unique practice.

Best Practice 2 :

1) Title of the Practice :

Library and Research facilities to teachers and students.

2) Goal :

The following are the main goals of the library as a research centre –

- 1) Promoting the research activities in the College.
- 2) Motivating the faculty members and students for using library resources.
- 3) providing study material to the faculty as well as students for research purposes.

3) The Context

Taking into consideration the vision and mission of the college, the college strives to promote research culture among the students and faculty members of the college

4) The practice

The Library of the college serves the research needs of the faculty members and students. The Library of the college is equipped with wide range of reference books, study materials and magazines. Arts, Commerce and Science. It has more than 6000 books on different subjects. There is separate periodical section in the reading room of the library. Besides, the library has subscribed 04 daily Newspapers including 1 English Newspaper of state level. The faculty members who are pursuing their Ph. D. degrees in their respective subjects have been taking the benefit of study materials available in the college library. It has also adequate number of primary and secondary resources. It maintains permanent collections and attempts to provide all necessary study material for the research scholars for sustaining their research.

5) Evidence of Success

The library and research centre of the college has succeeded in its aim to provide necessary research material to the faculty members and students. The following faculty members have completed their Ph. D. with the help of our college library. Their names are as follows:

- 1) Arti U. Moglewar
- 2) Tarachand G. Gedam
- 3) Ganesh N. Chauhan
- 4) Alka S. Zade
- 5) Sushama V. Bageshwar
- 6) Sanjay P. Dhok
- 7) Gansh S. Maywade
- 8) Ulhas S. Moglewar

9) Waman A. Khobragade

10) Shyam R. Atakari

6) Problems Encountered and Resources Required

The library of the college required subscription of so many Journals of various subjects, subscription for Databases is not available and Library does not have Network Resource Centre.

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
