

QUALITY ASSESSMENT IN HIGHER EDUCATION : NAAC PARAMETERS

PROF M.K.DURGA PRASAD
Former Vice Chancellor,
Krishna University,
Machilipatnam: 521 001

PROCEDURE IN QUALITY ASSESSMENT IN HEIS

SELF STUDY REPORT

- **PROFILE OF THE INSTITUTE**
- **CRITERION WISE ANALYSIS**
- **DEPARTMENTAL PROFILE**
- **DOCUMENTARY EVIDENCES**

VISIT SCHEDULE IN THE INSTITUTE

- **MEETING WITH ACADEMIC HEAD/ PRINCIPAL**
- **MEETING WITH THE STEERING COMMITTEE/ IQAC COORDINATOR**
- **VISIT TO THE DEPARTMENTS**
- **LUNCHEON MEETING WITH THE GOVERNING BODY**
- **VISIT TO THE SUPPORT SERVICES**
- **INTERACTION WITH STUDENTS**
- **INTERACTION WITH PARENTS**
- **INTERACTION WITH ALUMNI**
- **INTERACTION WITH SUPPPORTING STAFF**
- **CULTURAL PROGRAMME BY THE STUDENTS OF THE INSTITUTION**
- **CHECKING DOCUMENTARY EVIDENCES**
- **REPORT WRITING**
- **DISCUSSION AND MODIFYING THE DRAFT PEER TEAM REPORT AND FINALIZATION REPORT**
- **SHARING THE PEER TEAM REPORT WITH THE HEAD OF INSTITUTION**
- **EXIT MEETING**

PEER TEAM REPORT

- **GENERAL**
- **CRITERION WISE ANALYSIS**
- **OBSERVATIONS (STRENGTHS AND WEAKNESSES) ON KEY ASPECTS**
- **OVERALL ANALYSIS (SWOC ANALYSIS)**
- **RECOMMENDATIONS**

MODEL REPORT A

Peer Team Report
On
Institutional Assessment and Accreditation
Of
ABC COLLEGE,
NEW YORK
Dates of Visit: March, 27th – 28th, 2017

PEER TEAM REPORT ON INSTITUTIONAL ACCREDITATION

ABC COLLEGE, NEW YORK

Place: .

State:

Section I: GENERAL	Information
1.1 Name & Address of the Institution:	ABC COLLEGE
1.2 Year of Establishment:	1973
1.3 Current Academic Activities at the Institution (Numbers):	
• Faculties/ Schools:	03
• Departments/ Centres:	20
• Programmes/ Courses offered:	20
• Permanent Faculty Members:	60
• Permanent Support Staff:	74
• Students:	2293 (Current year)
1.4 Three major features in the institutional Context (As perceived by the Peer Team):	<ul style="list-style-type: none"> • <i>Constituent, coeducation rural College of T.M. Bhagalpur University .</i> • <i>Recognised under 2(f) and 12(B).</i> • <i>College with qualified teaching staff.</i>
1.5 Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure):	27 and 28, March, 2017.
1.6 Composition of the Peer Team which undertook the on- site visit:	
Chairperson:	
Member Co-ordinator:	
Member:	
NAAC Officer:	

Section II: CRITERION WISE ANALYSIS	
2.1 Curricular Aspects	
2.1.1 Curricular Planning and Implementation:	<ul style="list-style-type: none"> • Curriculum drafted and designed by the parent university following the model laid down by UGC. • Curriculum intermittently revised by the university • Schedules and plans initiated by the college for effective implementation of the Curriculum.
2.1.2 Academic Flexibility:	<ul style="list-style-type: none"> • College offers 20 Degree (Honours) programmes in Arts, Science and Commerce streams. • No PG. or Ph.D. Programmes. • Annual pattern of examination system prevailing.
2.1.3 Curriculum Enrichment:	<ul style="list-style-type: none"> • Add on Diploma / certificate courses and self finance / vocational courses exist . • Majority of the academic programmes are on basic subjects. No inter disciplinary course introduced in the recent past. • Communication skill and computer literacy programmes in vogue.
2.1.4 Feedback System:	<ul style="list-style-type: none"> • Formal feedback from final year students obtained. • Informal feedback from academic peers and parents. • <i>Feedback obtained from industries by appointing a few from industries in the Board of studies.</i>

2.2 Teaching-Learning & Evaluation:

2.2.1 Student Enrolment and Profile:

- Institution admission process transparent and wide publicity given through web site, annual prospectus and advertisement in news papers.
- The demand ratio in student admissions is 1.5:1 in all subjects .
- Students admitted on merit basis giving due importance to reserved communities, women, differently abled persons, etc.

2.2.2 Catering to Student Diversity:

- Orientation programmes organised for freshers in the beginning classes.
- Remedial, special coaching classes and personal guidance classes organised for students.
- Catering to the physical and educational needs of the differently able students.

2.2.3 Teaching-Learning Process:

- Academic calendar on monthly basis and teaching plans in operation.
- Traditional oral lecture method predominant supplemented by interactive, collaborative and independent learning process'
- Audio – visual mode of teaching need to be introduced.
- No virtual laboratories and mechanism to monitor and evaluate the quality of teaching.
- Project work and field work in some courses.

2.2.4 Teacher Quality:

- 60 permanent teaching staff of which 50 are PhD holders.
- Teachers of about 20 % participated in refresher/orientation programmes, seminars, symposia, conferences and workshops elsewhere.
- No significant awards and honours for teachers.

2.2.5 Evaluation Process and Reforms:

- Evaluation process is designed and monitored by the parent university and it is totally computerised.
- Timely declaration of examination results in operation.
- Redressed mechanisms introduced.
- Photo copy of the answer books given for students for verification on demand.

2.2.6 Student Performance and Learning Outcomes:

- Passing results in all subjects about 60%
- The performance and learning outcomes of the college monitored by the IQAC.
- A few rank holders in examinations from the college.

2.4 Infrastructure and Learning Resources:	
2.4.1 Physical Facilities:	<ul style="list-style-type: none"> • College with campus spread in about 3.063Sq. Mts. The built up area is 2063.4 sq. Mts. • About 30 class rooms, 04 laboratories, 01 computer lab, 05 administrative rooms, 08 offices, audiovisual room, central library, parking sheds and an auditorium exist. • Women’s hostel, health centre, canteen, staff room and waiting room for girls need to be updated.
2.4.2 Library as a Learning Resource:	<ul style="list-style-type: none"> • The central library with 55.75 Sq. Mts. area. with one reading room, surrounded by book racks available. • A total of 9480 books with some journals and magazines available. • Library need to be automated and no INFLIBNET and NKW facilities .
2.4.3 IT Infrastructure	<ul style="list-style-type: none"> • Internet facility and Xerox facility available for staff. • Wi-Fi facility and Web site in existence • Central computing facility available • Library, Offices and Departments are equipped with internet facility and moderate number of computers.
2.4.4. Maintenance of Campus Facilities:	<ul style="list-style-type: none"> • Budget allocations for infrastructural maintenance meagre. • Technicians of concerned fields for maintenance of the instruments available • Campus maintenance need to be improved.

<i>2.5 Student Support and Progression:</i>	
<i>2.5.1 Student Mentoring and Support:</i>	<ul style="list-style-type: none"> • College supports students with State, Central and University scholarships. • College prospectus, hand book and web site provide the necessary updated information to the students. • Grievance redressed cell, women `s cell and students welfare cell in existence.
<i>2.5.2 Student Progression:</i>	<ul style="list-style-type: none"> • Passing percentages in UG are more than 60%. • The dropout rate is 10 %. • Student progression to higher studies is moderate (40% to PG courses) and securing jobs need to be improved. • Career Guidance Cell is in existence.
<i>2.5.3 Student Participation and Activities:</i>	<ul style="list-style-type: none"> • Student council representatives take part in framing student activities. • Students bagged a few prizes in inter collegiate cultural competitions. • Achievements in sports and games are note worthy.

2.6 Governance, Leadership and Management:	
2.6.1 Institutional Vision and Leadership:	<ul style="list-style-type: none"> • Constituent college controlled by Bhagalpur University and State Government Of Bihar. • The vision and mission of the college are pursued to some extent in organising the activities of the college. • Good coordination seen in between management and staff.
2.6.2 Strategy Development and Deployment	<ul style="list-style-type: none"> • A document on perspective plan development is in existence and the execution part of it is taken care of by the principal through decisions taken in the management meetings and staff. • Grievance Redressed cell of the institution attends the complaints. • Formal academic auditing of the departments not conducted.
2.6.3 Faculty Empowerment Strategies:	<ul style="list-style-type: none"> • General provident fund, Group insurance scheme and cognitive loan facilities are made available to the employees. • Workshops , seminars, refresher programmes are yet to be organised • Computer training need to be taken up for office staff.
2.6.4 Financial Management and Resource Mobilization:	<ul style="list-style-type: none"> • Office accounts and records not automated. • Accounts are internally audited by the registered chartered accountant and externally by the office of the Accountant General. • The budget receipts are mainly supported by the state government, university and student fees.
2.6.5 Internal Quality Assurance System:	<ul style="list-style-type: none"> • IQAC is established in August 2012. • Involved in the quality management of the college • IQAC shall be constituted as per NAAC norms.

<i>2.7 Innovations and Best Practices:</i>	
<i>2.7.1 Environment Consciousness:</i>	<ul style="list-style-type: none"> • Campus with a few plants and trees. • Generator for uninterrupted power supply • Energy audit not conducted.
<i>2.7.2 Innovations:</i>	<ul style="list-style-type: none"> • Innovative practices need to be taken up.
<i>2.7.3 Best Practices:</i>	<ul style="list-style-type: none"> • Community oriented programs organised. • Timely publication of Examination result.

Section III: OVERALL ANALYSIS	
3.1 Institutional Strengths:	<ul style="list-style-type: none"> • Qualified teaching staff • Transparent admissions • Add on, self finance and vocational certificate and diploma courses.
3.2 Institutional Weaknesses:	<ul style="list-style-type: none"> • Lack of hostel facility for boy & girls. • Lack of vertical mobility in academics. • No consultancy and collaborative programmes. • Lack of research ambience • No innovative programmes.
3.3 Institutional Opportunities:	<ul style="list-style-type: none"> • Introduction of regional relevant and vocational science and arts programmes • Scope for getting funds for research and educational programmes. • Enhancement of skills for employability among students. • Efforts to modernise the laboratories and class rooms.
3.4 Institutional Challenges:	<ul style="list-style-type: none"> • To achieve functional autonomous status • To start PG courses for the existing UG courses. • Attracting students from other states and neighbouring countries. • To control deputation of teaching staff services to other institutions. • To procure funds for organising research activities in the college.

Section IV: Recommendations for Quality Enhancement of the Institution

- **Introducing regional relevant and job oriented science courses at UG level.**
- **Introducing PG courses in the existing UG courses.**
- **Improvement of library facilities and addition of good books in the concerned subjects.**
- **Budget allotments for laboratory equipment and teaching gadgets.**
- **Strengthening of placement cell.**
- **Development of college perspective plan**
- **Creating facilities for research in all the departments.**
- **Encouraging teachers to take up consultancy work and collaborative programmes**
- **College shall take up academic and research conferences, seminars, symposia and workshops in all the departments.**
- **College shall procure land for sports and additional infrastructures.**
- **ITC enabled technologies in science departments need to be strengthened.**

GRADE SHEET-1

Criteria and Key Aspects	Weightage (W_i)	Key Aspect Grade Points 4/ 3/ 2/ 1/0	Key Aspect Wise Weighted Grade Points
Criterion I: Curricular Aspects			
Curriculum Design and Development	50	3	150
Academic Flexibility	50	2	100
Curriculum Enrichment	30	2	60
Feedback System	20	3	60
TOTAL	$W_i = 150$	$(CrWGP)_I =$	370
Calculated CrGPA_I = $(CrWGP)_I / W_i = 370 / 150 = 2.47$			
Criterion II: Teaching—Learning and Evaluation			
Student Enrolment and Profile	30	3	90
Catering to Student Diversity	40	3	120
Teaching-Learning Process	100	3	300
Teacher Quality	60	4	240
Evaluation Process and Reforms	30	3	90
Student Performance and Learning Outcomes	40	3	120
TOTAL	$W_{II} = 300$	$(CrWGP)_{II} =$	960
Calculated CrGPA_{II} = $(CrWGP)_{II} / W_{II} = 960 / 300 = 3.20$			
Criterion III: Research, Consultancy and Extension			
Promotion of Research	20	2	40
Resource Mobilization for Research	20	2	40
Research Facilities	20	2	40
Research Publications and Awards	20	3	60
Consultancy	10	3	30
Extension Activities and Institutional Social Responsibility	50	4	200
Collaboration	10	1	10
TOTAL	$W_{III} = 150$	$(CrWGP)_{III} =$	420
Calculated CrGPA_{III} = $(CrWGP)_{III} / W_{III} = 420 / 150 = 2.80$			

GRADE SHEET-2

Criterion IV: Infrastructure and Learning Resources			
Physical Facilities	30	2	60
Library as a Learning Resource	20	2	40
IT Infrastructure	30	2	60
Maintenance of Campus Facilities	20	3	60
TOTAL	$W_{IV}=100$	$(CrWGP)_{IV} =$	220
Calculated CrGPA_{IV}=(CrWGP)_{IV}/W_{IV}=220/100=2.20			
Criterion V: Student Support and Progression			
Student Mentoring and Support	40	3	120
Student Progression	40	3	120
Student Participation and Activities	20	3	60
TOTAL	$W_V=100$	$(CrWGP)_V =$	300
Calculated CrGPA_V=(CrWGP)_V/W_V=300/100=3.00			
Criterion VI: Governance, Leadership and Management			
Institutional Vision and Leadership	10	3	30
Strategy Development and Deployment	10	2	20
Faculty Empowerment Strategies	30	3	90
Financial Management and Resource Mobilization	20	3	60
Internal Quality Assurance System	30	3	90
TOTAL	$W_{VI}=100$	$(CrWGP)_{VI} =$	290
Calculated CrGPA_{VI}=(CrWGP)_{VI}/W_{VI}=290/100=2.90			
Criterion VII: Innovations and Best Practices			
Environment Consciousness	30	3	90
Innovations	30	2	60
Best Practices	40	2	80
TOTAL	$W_{VII}=100$	$(CrWGP)_{VII} =$	230
Calculated CrGPA_{VII}=(CrWGP)_{VII}/W_{VII}=230/100=2.30			
Grand Total	1000		2790
Institutional CGPA = 2790/1000 = 2.79			

GRADE SHEET-3

Criteria	Weightage (W_i)	Criterion-Wise Weighted Grade Points ($CrWGP)_i$	Criterion-Wise Grade Point Averages ($CrWGP)_i/W_i$
I. Curricular Aspects	150	370	2.47
II. Teaching-Learning and Evaluation	300	960	3.20
III. Research, Consultancy and Extension	150	420	2.80
IV. Infrastructure and Learning Resources	100	220	2.20
V. Student Support and Progression	100	300	3.00
VI. Governance, Leadership and Management	100	290	2.90
VII. Innovations and Best Practices	100	230	2.30
Total	7 $\sum W_i = 1000$ $i = 1$	7 $\sum (CrWGP)_i = 2790$ $i = 1$	

$$\text{Institutional CGPA} = \frac{\sum_{i=1}^7 (CrWGP)_i}{\sum_{i=1}^7 W_i} = \frac{2790}{1000} = \boxed{2.79}$$

GRADE = B