

**The Instructions for filling up the Annual Quality Assurance Report (AQAR) of the IQAC:**

The point wise instructions for filling up the Annual Quality Assurance Report (AQAR) of Internal Quality Assurance Cell (IQAC) established in Universities and their affiliated Colleges are as follows:-

Instructions for filling up the format consists of General Details and Sections A, B, C and D:-

<b>SR.</b>	<b>TASK</b>	<b>RESPONSIBILITY</b>
<b>1.</b>	<b>Preparation of information on formats of General Details.</b>	<b>University &amp; College</b>
<b>2.</b>	The College/University has to find out whether Sections A, B (point no. 1 to 43), C and D is/are applicable to them. If yes, then the description part has to be prepared.	<b>University &amp; College</b>
<b>3.</b>	The filled up format of General Details and Description part of Sections A, B, C and D have to be feeded on the web based application of the Uttar Pradesh State Higher Education Council.	<b>University &amp; College</b>
<b>4.</b>	College can update/change their Login password once it successfully login.	<b>University &amp; College</b>
<b>5.</b>	The completed forms will be evaluated at the University level.	<b>University</b>
<b>6.</b>	Reports will not be updatable if it is evaluated by University.	<b>University &amp; College</b>
<b>7.</b>	The Universities have to evaluate the Annual Quality Assurance Report (AQAR) filled by their affiliated colleges.	<b>University</b>
<b>8.</b>	This evaluation will be done by giving grade like Poor, Average, Good, Very Good or Excellent.	<b>University</b>
<b>9.</b>	Evaluation will be done only for those points for which University or College is applicable; otherwise point will be filled as not applicable.	<b>University</b>
<b>10.</b>	The Annual Quality Assurance Report (AQAR) will be submitted quarterly at the end of the month March, June, Sep and Dec in a session year.	<b>University &amp; College</b>
<b>11.</b>	University/College can read any circular or Notice on Circulars Link published by Uttar Pradesh State Higher Education Council.	<b>University &amp; College</b>
<b>12.</b>	List of Affiliated colleges and their details will be available for universities under their login. University can search colleges by name.	<b>University</b>

## The Format for Annual Quality Assurance Report (AQAR) of the IQAC

## General Details:

Name of the Institution	
Address	
Phone No.	
Website	
Email	
Mobile No. of Coordinator IQAC	
Mobile No. of VC/Principal	
Type of Institute (University/Autonomous/Govt./Govt-Aided/Self-Financed)	
Affiliating University	
Date of establishment of IQAC	
Date of NAAC Evaluation	
Quarter of Report (Jul-Sep/Oct-Dec/Jan-Mar/Apr-Jun)	
Year Session of Report (YYYY-YYYY)	

Section A: Plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement (attach separate sheet if required).

DESCRIPTION (College/ University may increase/decrease the height of the row to fill up the information)	A for Applicable/ NA for Not-Applicable	Evaluation By Affiliating University (Not to be filled by College) A for Poor, B for Average C for Good D for Very Good E for Excellent

Section B: Details in respect of the following (attach separate sheet if required).

SR.	DESCRIPTION (College/ University may increase/decrease the height of the row to fill up the information)	A for Applicable/ NA for Not-Applicable	Evaluation By Affiliating University (Not to be filled by College) A for Poor, B for Average C for Good D for Very Good E for Excellent
1	Activities reflecting the goals and objectives of the institution		
2	New academic programmes initiated (UG and PG)		
3	Innovations in curricular design and transaction		
4	Inter-disciplinary programmes started		
5	Examination reforms implemented		

7	Initiative towards faculty development programme		
8	Total number of seminars/workshops conducted		
9	Research projects a) Ongoing; b) Completed		
10	Patents generated, if any		
11	New collaborative research programmes		
12	Research grants received from various agencies		
13	Details of research scholars		
14	Citation index of faculty members and impact factor		
15	Honors/Awards to the faculty: National and International		
16	Internal resources generated		
17	Details of departments getting assistance/recognition under SAP, COSIST (ASSIST)/DST, FIST, and other programmes		
18	Community services		
19	Teachers and officers newly recruited		
20	Teaching - Non-teaching staff ratio		
21	Improvements in the library services		

New books/journals subscribed and their value		
23	Courses in which student assessment of teachers is introduced and the action taken on student feedback	
24	Feedback from stakeholders	
25	Unit cost of education	
26	Computerization of administration and the process of admissions and examination results, issue of certificates	
27	Increase in the infrastructural facilities	
28	Technology upgradation	
29	Computer and internet access and training to teachers, non-teaching staff and students	
30	Financial aid to students	
31	Activities and support from the Alumni Association	
32	Activities and support from the Parent-Teacher Association	
33	Health services	
34	Performance in sports activities	
35	Incentives to outstanding sportspersons	
36	Student achievements and awards	
37	Activities of the Guidance and Counselling unit	

	Placement services provided to students		
39	Development programmes for non-teaching staff		
40	Good practices of the institution		
41	Linkages developed with National/ international, academic/research bodies		
42	Action Taken Report on the AQAR of the previous year		
43	Any other relevant information the institution wishes to add		

**Section C: Outcomes achieved by the end of the year (attach separate sheet if required).**

<b>DESCRIPTION</b> <b>(College/ University may increase/decrease the height of the row to fill up the information)</b>	<b>A for Applicable/ NA for Not-Applicable</b>	<b>Evaluation By Affiliating University (Not to be filled by College)</b> <b>A for Poor, B for Average C for Good D for Very Good E for Excellent</b>

Section D: Plans of the HEI for the next year (attach separate sheet if required).

DESCRIPTION (College/ University may increase/decrease the height of the row to fill up the information)	A for Applicable/ NA for Not- Applicable	Evaluation By Affiliating University (Not to be filled by College) A for Poor, B for Average C for Good D for Very Good E for Excellent