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*

Contents

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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

1. Details of the Institution

1.1 Name of the Institution

KIIT COLLEGE OF ENGINEERING

1.2 Address Line 1

Sohna Road

Address Line 2

Bhondsi

City/Town

Gurugram

State

Haryana

Pin Code

122102

Institution e-mail address

info@kiit.in

Contact Nos.

0124-2658000

Name of the Head of the Institution:

Dr. S. K. Aggarwal

Tel. No. with STD Code:

0124-2658000

Mobile:

9811626767

Name of the IQAC Co-ordinator:

Mr. Manish Jain

Mobile:

9711843843

IQAC e-mail address:

info@kiit.in

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

HRCOGN20445

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 (SC)/06/A & A/020

1.5 Website address:

www.kiit.in

Web-link of the AQAR:

www.kiit.in/AQAR2017-18.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	1st Cycle	B	2.54	2015	5years
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

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

11-02-2012

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

2017-18

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

    i. AQAR   July 1, 2015 to June 30, 2016   (DD/MM/YYYY) ✓✓

    ii. AQAR   July 1, 2016 to June 30, 2017   (DD/MM/YYYY)✓✓

    iii. AQAR   July 1, 2016 to July 5, 2017   ....(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 [AICTE] 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)*

> M.D.U. Rohtak

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

Autonomy by State/Central Govt. / University

> NA

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

> DST INSPIRE

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

> 7

2.2 No. of Administrative/Technical staff

> 3

2.3 No. of students

> 1

2.4 No. of Management representatives

> 3

2.5 No. of Alumni

> 1

2. 6 No. of any other stakeholder and

   Community representatives

> 1

2.7 No. of Employers/ Industrialists

> 2

2.8 No. of other External Experts

> 2

2.9 Total No. of members

> 20

2.10 No. of IQAC meetings held

| 4 |

2.11 No. of meetings with various stakeholders: No. | 3 | Faculty | 4 |

Non-Teaching Staff Students | 1 | Alumni | 1 | Others | 4 |

2.12 Has IQAC received any funding from UGC during the year?   Yes | | No | ✓ |

If yes, mention the amount | N/ A |

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 7 | International | 1 | National | 1 | State | 1 | Institution Level | 4 |

   (ii) Themes | Role of ICT for quality enhancement in higher education |

2.14 Significant Activities and contributions made by IQAC

> 1. IQAC meetings held as follows :
>   i. 19.07.2017
> ii. 29.12.2018
> iii. 19.05.2018
> iv. 05.07.2018
>
> 2. Regular Monitoring of Classes and labs by College Principal, Dean and HODs. (Performa enclosed as Annexure-1).
>
> 3. Students Feedback and analysis   mechanism through a proper format. (Report enclosed as Annexure-2).
>
> 4. Usage of SMART Class Rooms, ICT, MOOCS. Courses covered through Spoken Tutorial/ MOOCS: SCILAB & OSCAD (List of faculty registered on Swayam Portal and names of courses enclosed as Annexure-3)
>
> **5.** To encourage faculty members to generate resource by way of submitting research proposals and undertaking consultancy and extension activities. **List of research proposals attached at annexure-4**

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
1. To create quality awareness amongst all Stake holders associated with the Institution.	Quality assurance lectures were organised. Discussions were held in each deptt. By HoDs. labs visited for checking quality functionality of the lab equipment by a team consisting of HoDs, Dean, Vice Principal and Principal.
2. To ensure good governance, leadership and management.	24 different committees have been constituted for good governance, Leadership and management of the KIIT College of Engg. These Committees meetings held as per scheduled periodicity. Stocktaking and updating of labs & libraries done on semester basis. Last done during 20.06.18 – 30.06.18

Attached the Academic Calendar of the year as Annexure-5   ☑   ☐

2.15 Whether the AQAR was placed in statutory body   Yes   No

Management ☑   Syndicate ☐   Any other body ☐

Provide the details of the action taken

The initiatives are first discussed in IQAC meetings held on quarterly basis and also broadly included in College Governing Body meetings for wider discussions. These are also reviewed in Academic Advisory Board on yearly basis. The IQAR 2016-17 was presented in CGB & AAB held on 17th Nov 2018and was consented for submission to NAAC. The highlights of IQAR will be included in the Annual Report of the college..

Part – B

Criterion – I

1. 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	NIL	NIL	NIL	NIL
PG	3	NIL	3	NIL
UG	5	NIL	5	NIL
PG Diploma	NIL	NIL	NIL	NIL
Advanced Diploma	NIL	NIL	NIL	NIL
Diploma	NIL	NIL	NIL	NIL
Certificate	NIL	NIL	NIL	NIL
Others	NIL	NIL	NIL	NIL
Total	8	NIL	8	3

Interdisciplinary	NIL	NIL	NIL	NIL
Innovative	NIL	NIL	NIL	NIL

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

Pattern	Number of programmes
Semester	2
Trimester	N.A
Annual	N.A

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 (Plesae refer to Annexure 1)

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

No

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
85	56	18	7	4

2.2 No. of permanent faculty with Ph.D.   07

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
8		1		0				9	

2.4 No. of Guest and Visiting faculty and Temporary faculty   10   5   1

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	14	18
Presented papers	4	8	8
Resource Persons	4	4	4

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

Highlights of innovative processes:

i.   Preparing students for participation in Hackthon-2018 organised by AICTE, HRD.

ii.   Use of innovative methods of enriching faculty by enrolment for MOOCS at Swayam Portal and included Spoken tutorials of IITB & IIT Kharagpur in regular teaching.

iii. Encouraged students to develop innovative working models for demonstrating principles of science, technology and engineering. List of some the important projects made by students is given below: The projects are evaluated by outside industry experts and best 3 projects are awarded

List of innovative projects :

1. 3rd eye – Smart Vision

2. Home Automation system

3. Electronic Voting machine

4. Electronic Diya

5. Smart security system

6. PM 2.5 monitoring device

7. Health monitoring system

8. Sound sensor based

9. Security system

10. Go – Cart

11. Solar powered vehicle

2.7 Total No. of actual teaching days

187

during this academic year

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

Open book assignments, Peer consultation problem solving sessions, multiple choice question examination,

N/A	N/A	N/A

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

2.10 Average percentage of attendance of students

70%

2.11 Course/Programme wise
     distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		No. Of Distinctions	I %	II %	III %	Pass %
B.Tech (CSE)	63		51	18	NIL	78
B.Tech (ECE)	99		71	14	NIL	52
B.Tech(EEE)	47		68	15	NIL	32
B.Tech (Mech.)	60	3	44	NIL	NIL	44
B.Tech (Civil)	42		33	NIL	NIL	14
M.Tech (CSE)	6		NIL	NIL	NIL	100
M.Tech (ECE)	6		33	NIL	NIL	100
MBA	33		75	25	NIL	80

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

Curriculum based monitoring:

The teaching learning processes were regularly monitored and outcome based education model was followed.

Frequent evaluation

Regular evaluation through class tests, assignments and sessional examinations were encouraged, monitored and ensured.

Observation and interaction

Encouraged use of e-classes, blended learning, seminars, educational tours, excursions, group discussions , debates and ensured implementation.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	NIL
UGC – Faculty Improvement Programme	NIL

HRD programmes	NIL
Orientation programmes	1
Faculty exchange programme	NIL
Staff training conducted by the university	NIL
Staff training conducted by other institutions	NIL
Summer / Winter schools, Workshops, etc.	2
Others	2

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	10	-	1	-
Technical Staff	15	-	1	-

Criterion – III

3. Research, Consultancy and Extension

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

1. IQAC regularly informs and encourages the faculty members to apply for research grants projects and grants to UGC/DST/DBT etc. During the period 2017-18 and first half of 2018-19 following 6 project proposal were formulated in line with guidelines for AICTE quality improvement schemes (AQIS):

   a. MODROB

   b. FDP

   c. Grant for organising conference

   d. Short term training program (STTP)

   e. Research Promotion Scheme

   f. Support to students for participating in competition abroad

2. The college authorities provide all necessary infrastructural support including space for carrying out research work.

3.2   Details regarding major projects (1 year data for financial year 2016-17)

	Completed	Ongoing	Sanctioned	Submitted
Number	1	1	0	1
Outlay in Rs. Lakhs	10 lakhs	38.3 lakhs	0	10 lakhs

3.3   Details regarding minor projects (1 year data for financial year 2016-17)

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	1	-	-
Non-Peer Review Journals	-	-	-
e-Journals	1	-	-
Conference proceedings	3	-	-

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	2017-19	DEITY	38.3 lakhs	15
Minor Projects	-	-	-	-
Interdisciplinary Projects	Nov 2015 - 18	DST	19 Lakhs	7
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
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   [20,000/]

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	1	1	1	-	3
Sponsoring agencies	society	-	-	-	KIIT

3.12 No. of faculty served as experts, chairpersons or resource persons   [2]

3.13 No. of collaborations   International [3]   National [2]   Any other [ ]

[1]

3.14 No. of linkages created during this year

3.15 Total budget for research for current year 2017-18 in lakhs is shown as below:

From funding agency | 15 lakhs | From Management of University/College | 3 lakhs |

Total | 18 lakhs |

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 2016-17

Total	International	National	State	University	Dist	College
1	-	✓	-	-	-	-

3.18 No. of faculty from the Institution
    who are Ph. D. Guides | 1 |
    and students registered under them | 1 |

3.19 No. of Ph.D. awarded by faculty from the Institution | 2 |

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones) - N.A

JRF | NA | SRF | NA | Project Fellows | NA | Any other | NA |

3.21 No. of students Participated in NSS events:

University level | X | State level | 102 |

National level | X | International level | X |

3.22 No. of students participated in NCC events:

University level | X | State level | X |

National level [X]   International level [X]

3.23 No. of Awards won in NSS:

University level [X]   State level [X]

National level [X]   International level [X]

3.24 No. of Awards won in NCC:

University level [X]   State level [X]

National level [X]   International level [X]

3.25 No. of Extension activities organized

University forum [   ]   College forum [6]

NCC [   ]   NSS [3]   Any other [2]

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

- Food and cloth Donation Camp
- Blood Donation Camp
- Computer literacy for under privileged children of village, Bhondsi.
- Jal Panchayat
-Women digital empowerment
- International Women day

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				10 Acres Approx
Class rooms	36			36

Laboratories	43		43
Seminar Halls	3		3
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		2	
Value of the equipment purchased during the year (Rs. in Lakhs)		Value included in total	
Others		Total - 2051646	

4.2 Computerization of administration and library

The College library automation has been completed.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	26985	8634934	770	241223	27755	8876157
Reference Books	3150		150		3300	
e-Books						
Journals	63	198723	8		71	201246
e-Journals	-					
Digital Database	3	149500	-		3	149500
CD & Video	1062					
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others

Existing	625	3	BSNL : 4 mbps, 4 mbps 2 mbps (1:1) Tata- 2Mbps	240	1		6	
Added	-	-	Airtel- 10mbps	-	-	-	-	-
Total	625	3	-	-	-	-	-	-

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

* All the faculty members have been encouraged to attend NAAC supported conference on "Role of ICT IN Enhancement of Quality in Higher Education Feb 2017" use ICT for effective and efficient teaching methodologies.

* The faculty has advised to put on College website their lesson plans for ready information of the students as well as other stakeholders.

* Whatsapp, SMS and email are used to communicate with the students for delivering notice, information regarding attendance, and other reports to parents, course plan, assignments etc.

* The college has provided desktops and internet facility to all Departments.

* The college has its own software for admission process and maintenance of faculty and students database

4.6 Amount spent on maintenance in lakhs:

  i) ICT   3.99

  ii) Campus Infrastructure and facilities   23.85

  iii) Equipments   2.00

  iv) Others   17.04

                    Total :   46.87

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> In the IQAC meetings students as well as alumni also participate to exchange information about their experiences based suggestions. On the other hand, The Principal, Dean, HODs engage with students from time to time to make them aware of student support facilities , such as, Book Bank, Mentor, Mentee Connect, club act step training, placements, medical aid, Workshop on academic and career placements, Cultural events, Individual research options, Additional needs of children etc.

5.2 Efforts made by the institution for tracking the progression

> Tracking of student progression is important to know the bottlenecks. Regular meetings of the Academic committee are held for tracking the progression by analysing . Efforts are made for result evaluation, Placements, Research paper writing by Students
>
> Management motivate students in terms of funding their project work and paper publication , participation in national level events and awarded them in various categories at college level like best student, best innovator etc.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
491	121	N.A	N.A

(b) No. of students outside the state

41

(c) No. of international students

Nil

Men	No	%	Women	No	%
	76			23	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
136	4	-	31	-	171	69	5	-	25	-	99

Demand ratio   Dropout %

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

> Student support for competitive examination coaching was continued through:
>
> 1. Support of books for GATE from library.
>
> 2. GD are arranged.
>
> 3. Mock interviews
>
> 4. skill development programme
>
> 5. Question Bank
>
> 6. Book Bank
>
> 7. Mentor, Mentee Connect,
>
> 8. club act step training,
>
> 9. placements,
>
> 10.medical aid
>
> 11. Workshop on academic and career placements
>
> 12. Cultural events

No. of students beneficiaries   18

5.5 No. of students qualified in these examinations

NET [ ]   SET/SLET 2   GATE 2+   CAT 20

IAS/IPS etc 20   State PSC [ ]   UPSC [ ]   Others 30

5.6 Details of student counselling and career guidance

The student counselling and career guidance was provided through :

 Orientation programmes

Personal Counselling

Career Counselling.

Psycho-social Counselling.

PDP Sessions and Mock Interviews for the students.

Seminars & Webinars by Industrial experts.

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
12	210	65	81

5.8 Details of gender sensitization programmes

02 lectures and talks have been organised from time to time

5.9 Students Activities

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

State/ University level   30   National level   -   International level   1

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 | 13 | 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	31	359400
Financial support from government	17	1377000
Financial support from other sources	-	-
Number of students who received International/ National recognitions	3	8000

5.11   Student organised / initiatives

Fairs   : State/ University level | NIL | National level | NIL | International level | NIL |

Exhibition: State/ University level | NIL | National level | NIL | International level | NIL |

5.12   No. of social initiatives undertaken by the students | 2 |

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: We aim to be one of the foremost and premier institutes of quality education, learning, research and development, which provide world class and innovative opportunities to students to become successful entrepreneurs and leaders.

MISSION:
 Maintain   High   quality   academics   standards   by   adopting   latest teaching/learning Processes

Provide students-cantered academic and personal enrichment opportunities to enhance lifelong learning.

Create environments for holistic development and growth of our students and teachers

6.2 Does the Institution has a management Information System

> Yes the institution has an MIS including the following:
>
> i) Attendance monitoring system
>
> ii) Exam marks uploading
>
> iii) Library management system
>
> iv) Feedback management system

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

6.3.1   Curriculum Development

i.	Topics beyond syllabus thru smart classes, videos, u-tube, NPTEL, MOOCS
ii.	Interaction with industry experts and inclusion of experimental learning.
iii.	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities

6.3.2   Teaching and Learning

> The quality of teaching learning is being enhanced and use of SMART classrooms, MOOCS spoken tutorial classes, NPTEL, Edusat classes. LCD projectors is being increased .

6.3.3   Examination and Evaluation

> Continuous evaluation using assignments, quiz, class test , group discussions, presentation, case studies, sessional exams and end semester

6.3.4 Research and Development

i) In house funding

ii) 2 new proposals in pipeline

iii) Incubation Centre has been established to conduct research work on speech recognition for non-machine interaction.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Laboratories and Library are updated, ICT based instruments and computers are purchased and used,
24 x 7 Internet, Wi-Fi, CC TV surveillance services.

KOHA – open source software, opac facility, D-space. barcode based user authentication through voice command.

The human resource of the college is professionally managed. There is a proper recruitment,

selection and induction policy for faculty and staff. For the management of the students' affair, the

6.3.7 Faculty and Staff recruitment

Faculty and staff are recruited transparently as per AICTU norms/rules.

Faculty members are recruited by the College as per MDU/AICTU norms. Any contractual teacher is recruited by an expert committee which includes a University expert and a subject expert following advertisement in daily newspaper

6.3.8 Industry Interaction / Collaboration

MOU Signed with Tevatron Technologies, Noida and Vivtra Technologies & Solutions, Gurgaon for student's Training, Placement & Research Projects.
The institution promotes industry interaction cell through the Training and Placement Cell headed by the Training and Placement Officer. The Cell promotes industrial training for the students and for the faculty as well. Students are sent for internship programmes for summer Training of 6 weeks & industries.
The students are taken for industrial visits every academic year. Both UG and PG students are motivated to undertake their end semester project in the relevant industries of their domain, thus exposing and preparing them to meet the real time requirement in the industry.

6.3.9 Admission data of Students

CSE – 65, ECE – 6, EEE – 3, ME – 18, CE – 16, MBA -57

6.4 Welfare
schemes for

Teaching	**E P F, ESI Scheme,** Free transport to staff, Crèche facility
Non teaching	**E P F, ESI Scheme,** Free transport to staff, Crèche facility
Students	**Book Bank, Scholarships & awards**

6.5 Total corpus fund generated – N.A

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	No	-	Yes	Dean Academics
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?

Examination committee formed. Class tests introduced, University has issued notification for debarring invigilators for showing leniency towards practices.

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

- Providing guidance to the current students for the higher education and employment opportunities
- Updating the current trends in the job markets
- Motivate the students to become entrepreneurs
- To help the college in bringing more companies and industries for campus placements.
- To review the changes and trends in the industry and giving inputs for design of curriculum.
- The alumni help in bringing industries and companies for campus placements and provide employment opportunities to the students
- As few members of the alumni are entrepreneurs, they play an important roles in motivating the students to become entrepreneurs

6.12 Activities and support from the Parent – Teacher Association

Every department holds regular meetings with Parents, to provide them feedback about the academic progress, attendance and contribution to other activities.

6.13 Development programmes for support staff

The institute has organizes Computer Awareness and Computer Literacy Programme for non-teaching employees.

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

i. Rain Water-Harvesting - Underground drainage & water storage facility created & maintained.
ii. Efforts for Carbon Neutrality – Tree plantation through ECO- Club done periodically.
iii. Proper Parking facility with minimum u turns and reversals.
iv. Very well maintained Drainage and Sewage facility to maintain cleanliness.
v. Campus declared no smoking zone.
vi. Campus declared plastic free zone.
vii. Regular testing of drinking water to prevent diseases.

Criterion – VII

7. <u>Innovations and Best Practices</u>

7.1 Innovations introduced during this academic year which have created a positive impact on the
    Functioning of the institution. Give details.

The institution has been encouraging students and faculty for introducing innovations for enhancement of quality of teaching learning. Some of the activities carried out are given below.

a) Use of ICT in Teaching learning process such as PPTs, Smart class rooms, NPTEL, MOOCs, Blended learning, you-tube for video lectures.

b) Monitoring, feedback and Remedial actions :

- Mentor – Mentee are made for all the students,
- Grievances are addressed regularly ,
- corrective action on feedback from students, parents is taken,
- Sessions on PDP, grooming, communication skills.
- Skill development practices such as MATLAB, Carpentry , Welding, Soldering etc

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

Suggested Action Points by CGB Members		Action Taken Report
i)	Sh. Satish Khosla advised to make a corporate entity and consortium of 3-4 universities / colleges to create common facilities to be used by all the colleges and hence marketing and initial expenses will be less. Prof. Grover commented that is is not an easy job and low level training are more in demand. He suggested we should explore whether other institutes have taken up this project or not. He informed regarding the discussions that existing it is should conduct these types of trainings.	A letter was written to the Industry and Academia in the proximity of the college giving various details of the NSDC scheme and the proposal made for seeking funding from NSDC .
ii)	Result Analysis: Prof. Grover asked about various measures taken regarding the poor performance of the students in the university result in Mathematics subject as an example.	Prof. Saxena informed remedial classes are arranged to improve the performance of the students in the examinations.
iii)	General issues and challenges (Poor admissions): Mr. Vivek Varshney appraised that the location of KIIT (located nearby IT & Automobile hub) is more accessible as compared to other colleges of the region. He advised good counselors must attend the inquires of the aspiring students and parents.	The management has taken several measures for handling the admission process. Dr. Vikram Singh and other senior faculty members have met a couple of times to set up action plan and other initiatives such as incentives, scholarship test, campaigning in schools etc. Though the admission are low but still the process is ongoing and will be completed by 15th Aug, 2017.
iv)	Prof. Grover suggested that students must be included in all the activities and processes so that their faith and interest increase in the programme.	The students have been involved in many activities namely organizing internal seminars, attending smart city conference and exhibition, organizing NTD – 2017, Science day programme, Hacakthon -2017 etc.

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

Best Practice- 1: Promotion of Research & Industrial Consultancy: Steps taken include the following:

(i)   Organized industry experts conclave at KIT Campus in June, 2015.
(ii)   Provide study leave to faculty members for pursuing Ph.D.
(iii) Encouraging faculty to submit project proposals to DRDO, DST etc for government funding.
(iv)   Faculty and students are provided opportunity to attend seminars & conferences at other institutions of higher learning.
(v)   10 faculty members & 20 students attended the 2nd Smart Cities India 2016 Expo organized by Exhibition India Group at Pragati Maidan India in May, 2016.
(vi)   Faculty attended National Conference on reforming & rejuvenating Indian Higher Education organised by EPSI at India habitat centre in May, 2016.
(vii) Lecture on Quality of higher education by Dr. Pradeep Verma, Advisor for Higher education, MHRD
(viii) In the process of partnering NSDC programme of the Govt. Of India. 34 skill development courses in the fields of Engineering and Management have been identified. The proposal is under process.

Best Practice – 2: Extension Activity for contribution to Society / Nation: Steps taken include the following:

(i)   Yoga programme conducted daily in the Morning during May – July 2016.
(ii)   Recreational visit of students under the supervision of faculty members.
(iii) Organizing Parents –Teacher meetings in every semester.
(iv)   As part of Institution Social Responsibility (ISR), faculty, staff and students donated cloths & raw food materials, which was given to Old Age Home Society in Bhondsi Village in the month of March / April, 2016.
(v)   Under School Enterprise Challenge, Computer literacy classes are being regularly conducted in the labs at KIIT Campus for underprivileged children of Bhondsi Village.
(vi)   Blood Donation Camp was organized in August, 2015.
(vii) Career Counselling sessions are conducted at various Schools in Gurgaon.
(viii) Various activities, Swacch Bharat Abhiyan, Beti Bachao march etc are conducted under NSS

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

7.4 Contribution to environmental awareness / protection

1. NSS Unit creates awareness of environmental hazards and of the urgent to keep the environment clean green and pollution free. NSS organised Swacch Bharat Abhiyan.
2. NSS volunteers regularly lead campaigns to prevent use of polythene and polythene products in the college campus.
3. Eco – club has organised tree plantation and pro
4. vided tags with Botanical names of each plant.

7.5 Whether environmental audit was conducted?   Yes ✓   No

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

SWOT analysis done.(Annexure IV) / (SWOC) ANALYSIS

STRENGTHS

1. KIIT College of Engineering has an eco-friendly; lush green campus spread over about 10 acres with all infrastructures, sufficiency of class rooms with good quality furniture, smart class rooms, very well equipped laboratories including playground and sports facilities.

2. It has qualified, experienced, faculty and staff members. The Director General of the institution is an eminent scientist of national and international repute spea   research projects and incubation center.

3. The institute has earned excellent reputation for carrying out International level research programs, projects, seminars and conferences conducted in collaboration with Industry, government deptts, such as DRDO, DST, DeitY including an MNC (Nokia China) etc. and received excellence awards from industry Associations bodies of national eminence. The college has signed research related MOUs with Copenhagen Business School, Denmark and Thomson Rivers University.

4. The Management encourages and provides facilities for research and higher education for faculty.

5. The institute has implemented Outcome based education Model and Beyond syllabus curriculum to enrich teaching learning to empower the students for futuristic emerging technologies.
6. The leadership encourages participative management in decision taking.
7. The Training & Placement Cell members have strong linkages with industry, R&D, Govt.,
PSUs and Private sector companies.
8. The Institute has separate hostel facilities for Boys & Girls (150 each) including a few faculty members as needed.
9. The institute has a fleet of busses and cabs for providing Transport facilities for students, faculty and staff members on regular basis. The faculty and staff members are provided with free transport facility.
10. The Institute has the infrastructure, manpower and the expertise to conduct the university sponsored Zonal Youth Festivals, Sports and other cultural activities..
11. The institute has sufficient facilities to accommodate multicultural students and diversity.
12. The institute has all other amenities such as cafeteria, gymnasium, recreational facilities, medical/first aid room, staff rooms etc. and very amicable and pleasing environment.
WEAKNESS CONVERTED INTO STRENGTH
1. Since we are located in an area, where we are faced with shortages of electricity supplies
and therefore we need to spend on Diesel generating sets and diesel for maintaining regular electricity supply for our classes and labs.
OPPORTUNITIES
1. National / International academic, research and industry collaborations and participation opportunities are being tapped regularly for benefit of students and faculty of KIIT college of Engineering.
2. Multi-disciplinary and multi-cultural developments are being conceived and practiced to address the global market scenario.
3. Encouraging and supporting the faculty members for doing the research work, faculty development and training programs.
4. Collaborative projects with industries and other govt. organizations.

1. Retention of good faculty and staff members.

2. Lack of communication skills with rural background students.

3. Growing competition due to opening of many new Universities and private colleges

8. **Plans of institution for next year**

IQAC decided to :

- Provide all departments with facilities for digital class;

- **Sponsor the faculty to Institutions of National importance to encourage them to apply for funding from various Govt. and Industry Agencies**

- **Reorient our teaching learning assessment processes to outcome based education approach.**

- **Strengthen admissions and additions of New Streams/Courses**

- **To setup Industry - Institute R&D facilities**

- Advise the faculties to increase their participation in research-oriented activities and organize students' seminars, quiz contests, excursions/educational tours;

- Renovate the existing office space for better management of office-related works.

- Progress towards completion of Centenary Building.

- Strengthen students' support activities, particularly the grievance redressal and counselling cells, and undertake more outreach programmes.

Name _____   *Name* _____

_____   _____

_____ *** _____

<div align="right">

Annexure I
</div>

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

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