

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) in Accredited Institutions
(Revised in October 2013)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

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

NAAC

VISION

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

MISSION

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

Value Framework

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

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

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

Introduction

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

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

Objective

The primary aim of IQAC is

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

Strategies

IQAC shall evolve mechanisms and procedures for

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

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

Functions

Some of the functions expected of the IQAC are:

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

Benefits

IQAC will facilitate / contribute

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

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

Composition of the IQAC

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

The composition of the IQAC may be as follows:

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

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

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

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

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

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

The role of coordinator

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

Operational Features of the IQAC

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

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

Monitoring Mechanism

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

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

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

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

Mandatory Submission of AQAR by IQAC

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

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

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

**BABE KE AYURVEDIC MEDICAL COLLEGE & HOSPITAL, VPO
DAUDHAR, DISTT. MOGA (PUNJAB)-I 42053-INDIA**

TRACK ID

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

I. Details of the Institution

Name of the Institution

Babe Ke Ayurvedic Medical College & Hospital

Address Line 1

V.P.O Daudhar

Address Line 2

Tehsil Moga – I

City/Town

Moga

State

Punjab

Pin Code

142053

Institution e-mail address

bkamch_daudhar@yahoo.com

Contact Nos.

98146-18792, 84277-52006

Name of the Head of the Institution:

Dr. Shridev Phondani

Tel. No. with STD Code:

01636-253088, 253178, 253120

Mobile:

98146-18792, 84277-52006

Name of the IQAC Co-ordinator:

Dr. Mohinder Pal Singh

Mobile:

94644-20495

IQAC e-mail address:

bkamch_daudhar@yahoo.com

NAAC Track ID (For ex. MHCOGN 18879)

PBCOGN24451

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) 24/A&A /12.1 Dated 2-5-2017

Website address:

WWW.babakegroupofinstitutes.com

Web-link of the AQAR:

<http://www.babakegroupofinstitutes.com/bkamch/AQAR-2017-18.coc>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B++	2.77	2017	5 Years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

Date of Establishment of IQAC :DD/MM/YYYY

15/12/2015

AQAR for the year (for example 2010-11)

2019-20

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 15.06.2018 (DD/MM/YYYY)
ii. AQAR 31.05.2019 (DD/MM/YYYY)
iii. AQAR _____ (DD/MM/YYYY)
iv. AQAR _____ (DD/MM/YYYY)

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

Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

-

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

Guru Ravi Dass Ayurved University
Hoshiarpur, PUNJAB

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE Approved U/S 2F of UGC act of 1956

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

No. of Teachers

No. of Administrative/Technical staff

No. of students

No. of Management representatives

No. of Alumni

2. 6 No. of any other stakeholder and community representatives

No. of Employers/ Industrialists

No. of other External Experts

Total No. of members

No. of IQAC meetings held

05

No. of meetings with various stakeholders:

No.

Faculty

05

Non-Teaching Staff

05

Students

03

Others

05

Has IQAC received any funding from UGC during the year?

Yes

No

If yes, mention the amount

Seminars and Conferences (only quality related)

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

Total Nos.

07

International

0

National

00

State

0

Institution Level

07

(ii) Themes

Specialities from Ayurveda

Significant Activities and contributions made by IQAC

- Reconstitution of IQAC.
- Strategies are formulated to carry out the proceeding of IQAR.
- All the faculty and students are encouraged to contribute their qualitative article for publication in reputed journals consequently 05 Aricles Published.
- Starting up new short term skill enhancement courses are proposed.
- Health consciousness is made by organising health checkup camps and health awareness rallies.
- Encouragement is given to form Parents, Teacher association.
- Strengthening of consultancy cell.
- Revenue generating activities through Panchkarma facilities and pharmacy.
- Awareness compinges for National Programers. (Swatch Bharat Moment, Drug Free India, Beti Bacho Beti Pado)
- Starting of PG programme in remaining ten departments.
- Integration of technical and existing teaching methodology like use of computer aided learning, PPT'S, Brain storming through research oriented discussion and educational tours UG-PG seminar and Talent hunt are organised.
- LCD Projector, Computer And Internet Devices

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 further improve to Facilities at the hostel.	1. Improve of the quality of living
2. To improve the food quality at the students Mess.	2. Better hygiene and health.
3. To Motivate and support the students for Academic and Co-curricular activities.	3. To make them think out of box. 4. Better performance in the University Examination
4. To organize more medical camps.	5. Enhancement in the number of patients in hospital & training for the students.
5. To establish smart Classrooms	6. Facilitate better learning process.

* Attach the Academic Calendar of the year 2020-21 as Annexure.

Attached as Annexure-I

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

- A visit to Public Health Centres with Students.
- Various rallies organised like:-
 - AIDS Awareness Drive is better than cure on 01.10.2019.
 - Swacche Bharat Abhiyan Rally on 09.03.2020.
 - Beti Bachao – Beti Padhao Rally on 09.03.2020.
- Organization of Guest Lectures & Seminars.
- Educational Tour was conducted for the students on 02.11.2019.
- Medical Camps conducted by Hospital wing of college in various villages.
- National Ayurveda Day was celebrated with Dhanwanti Poojan on 25.10.2019.
- Lohri & Teej celebrations were celebrated with Zeal.

Part – B

Criterion – I

I. Curricular Aspects

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	NA	NA	NA	NA
PG	04- PG in Rachna Sharir, Dravyaguna, Samihta & Sidhanta, Bal Rog)	N.A	4 PG Subjects	Not
UG	01- BAMS	N.A	N.A	N.A
PG Diploma	Nil	N.A	N.A	N.A
Advanced Diploma	Nil	N.A	N.A	N.A
Diploma	01- D. Pharmacy (Ayur)	N.A	N.A	N.A
Certificate	04 (Old Age Care, Health Sanitary Inspector, Spa Therapy, Physiotherapist)	N.A	N.A	N.A
Others				
Total	10	N.A	N.A	N.A

Interdisciplinary	Nil	Nil	Nil	Nil
Innovative	Nil	Nil	Nil	Nil

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	-
Trimester	-
Annual	Annual

Feedback from stakeholders* (On all aspects) Alumni Parents Employers Students

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure - Attached as Annexure-II*

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

N.A

Any new Department/Centre introduced during the year. If yes, give details.

N.A

Criterion – II

2. Teaching, Learning and Evaluation

Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
41	20	05	16	0

No. of permanent faculty with Ph.D.

02

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
09	10	01	01	05	05	00	00	15	16

No. of Guest and Visiting faculty and Temporary faculty

00

06

00

Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	10	1
Presented papers	-	03	-
Resource Persons	-	03	-

Innovative processes adopted by the institution in Teaching and Learning:

- Conduct of Debate, Quiz, Puzzles
- Initiation of experiential learning in classrooms, lab & OPD's
- Introduction of interdepartmental PG seminars
- Small group learning, task assigning & discussion in class.
- Ayurvedic way of history taking.
- Modern & Ayurvedic techniques in examination & diagnosis.
- Case based learning & concept mapping.
- Early clinical exposure in radiographic studies for first year for practical Anatomy subject.
- Training in research methodology and research project proposal for final year students.
- Integration of clinical simulation into the curriculum from first year.
- Innovative steps taken for preparation of Ayurvedic medicines for 2nd year students.
- Prakrati analysis (Ayurvedic examination) on patients in hospitals for 1st year students.

Total No. of actual teaching days
during this academic year

293

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

NA

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

02

00

00

Average percentage of attendance of students

77%

Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
MD (1 st Year)	09	DMC Awaited (result – RL)				75%
MD (Final Year)	10	DMC Awaited				100%
BAMS 1 st Year	63	31	40	9	0	78%
BAMS 2 nd Year	59	29	37	8	0	76%
BAMS 3 rd Year	31	0	01	9	0	48%
BAMS 4 th Year	50	37	40	3	0	90%
D.Pharma 1 st Year	05	-	100%	-	-	100%
D.Pharma 2 nd Year	03	-	100%	-	-	100%

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

- i. Conduct of Mini Research Projects Class Room teaching and execution of findings for effective Teaching Learning Process.
- ii. Discussion over the strategies, Methodology of teaching and exploration of emerging effective technique of teaching learning process. Formulation of innovative practices in teaching learning process.
- iii. By getting feedback from students, Parents and Intern.
- iv. Complete of Academic and Clinical activities as per academic calendar.
- v. Evaluates the enhancing Internal Quality of the Resources and Results
- vi. Evaluates learning through Workshops, Seminars.
- vii. Audit & Monthly reports
- viii. Faculty development programmes.

- ix. Formative assessment.
- x. Analysis of Result, Research output, performance of students and teachers analyzed in Core committee meeting and board of studies.

Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	6
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	1
Faculty exchange programme	8
Staff training conducted by the university	0
Staff training conducted by other institutions (ROTP)	4
Summer / Winter schools, Workshops, etc.	3
Others	1

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	09	0	02	0
Technical Staff	10	0	00	0

Criterion – III

3. Research, Consultancy and Extension

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

Various Initiatives have been taken by the institution in bringing forward the sensitizing and research climate promotion in the institute following are the steps taken for promoting the research climate in the institution.

*UG and PG seminars have been conducted in the institute as regular feature.

*Extension guest lectures by various experts of Ayurveda field.

*Students have been sent to tours and pharmacy visits provided with travelling allowance and other required facilities.

*various projects have been submitted to the external agencies.

*Students have been permitted and motivated to attend the conferences and seminars on state and national level to get more exposure of the science of Ayurveda.

*faculty and students are motivated and initiated for paper publication and research articles in various national as well as International all journals

* Gender sensitization programme is being held.

* Conduct of minor research project on classroom and teaching training process subjectwise.

Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	07
Outlay in Rs. Lakhs				Rs. 1,59,30,000/-

Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

Details on research publications

	International	National	Others
Peer Review Journals	15	1	-
Non-Peer Review Journals	-	2	-
e-Journals	-	-	-
Conference proceedings	-	3	-

Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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	N.A.	N.A.	N.A.	N.A.
Minor Projects	N.A.	N.A.	N.A.	N.A.
Interdisciplinary Projects	N.A.	N.A.	N.A.	N.A.
Industry sponsored	N.A.	N.A.	N.A.	N.A.
Projects sponsored by the University/ College	N.A.	N.A.	N.A.	N.A.
Students research projects <i>(other than compulsory by the University)</i>	N.A.	N.A.	N.A.	N.A.
Any other(Specify)	N.A.	N.A.	N.A.	N.A.
Total	N.A.	N.A.	N.A.	N.A.

No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

Revenue generated through consultancy

Level	International	National	State	University	College
Number					07
Sponsoring agencies					AV Room

No. of faculty served as experts, chairpersons or resource persons

No. of collaborations International National Any other

No. of linkages created during this year

Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
Total

No. of patents received this year

Type of Patent		Number
National	Applied	N.A.
	Granted	N.A.
International	Applied	N.A.
	Granted	N.A.
Commercialised	Applied	N.A.
	Granted	N.A.

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

Total	International	National	State	University	Dist	College
03		2	1			

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

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

No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

No. of students Participated in NSS events:

University level State level
National level International level

No. of students participated in NCC events:

University level State level
National level International level

No. of Awards won in NSS:

University level State level
National level International level

No. of Awards won in NCC:

University level State level
 National level International level

No. of Extension activities organized

University forum College forum

NCC NSS Any other

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

Criterion – IV

4. Infrastructure and Learning Resources

Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	37900 sqft	Nil	-	37900
Class rooms	8	Nil	-	8
Laboratories	4	Nil	-	4
Seminar Halls	1	Nil	-	1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	56	Babe Ke Ayu. Medical College & Hospital	56
Value of the equipment purchased during the year (Rs. in Lakhs)		3,04,681	Babe Ke Ayu. Medical College & Hospital	3,04,681
Others				

Computerization of administration and library

Already have computers in Library & Administrative Office.

Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13430	18,53,131	953	26000	14383	18,79,131
Reference Books	936	-	15	-	951	-
e-Books	-	-	99	-	99	-
Journals & Magazines	25	-	22	-	47	-
e-Journals	05	-	-	-	05	-
Digital Database	-	-	-	-	-	-
CD & Video	73	-	2	-	75	-
Others (specify)	-	-	-	-	-	-

Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	43	19	8MBPS connect lease line BSNL 5GB	LAN & Wi-Fi available	-	7 PC	15	6 Printers, 1PC In Library & 1Pc in AV Room
Added	9	-	-	-	-	-	01	Library software updated
Total	52	19	8MBPS connect lease line BSNL 5GB			7 PC	16	6 Printers, 9 Projector 1 AV Room 1- Library 1- Hospital 1- Laptop

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

Internet Access to all students and staff

Standardized Prakriti Assesment Scale & Ayur Prakriti Web Portal 1st Feb – 3rd Feb 2020

Amount spent on maintenance in lakhs :

i) ICT

4,17,034/-

ii) Campus Infrastructure and facilities	34,88,897
iii) Equipments & Machinery	7,33,214
iv) Others	12,88,281
Total :	59,27,426/

Criterion – V

5. Student Support and Progression

Contribution of IQAC in enhancing awareness about Student Support Services

- Extension lectures conducted.
- Meetings of the student support service committee.
- Talent search initiatives.
- Organizations of seminars.
- Students made aware with hostel rules & disciplines by means of hostel meetings.

Efforts made by the institution for tracking the progression

- Increasing participation in academic & co – curricular activities.
- Organization of extension lectures on awareness of Ayurveda.
- Organization of various Health checkup camps.
- Updating of smart class rooms.
- Educational tours to Ayurvedic centres.
- Increasing the scope for research at MD level & publication of research paper by faculty & students.
- To promote minor and major research projects.

(a) Total Number of students

UG	PG	Ph. D.	Others
293	25	-	09

(b) No. of students outside the state

154

(c) No. of international students

None

No	%
157	48.01%

No	%
170	51.98%

Men

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
52	06	-	02	-	60	53	05	-	02	-	60

Demand ratio 40.035% Dropout 2.09 %

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

- Lectures on AIAPGET.
- Coaching for NRHM & Public Service Commission examination

No. of students beneficiaries

No. of students qualified in these examinations

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

Details of student counselling and career guidance

- Career talks organisation .
- Career talks by Principal & faculty.

No. of students benefitted Career guidance -10, Student Counselling-15

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	-	01	10

Details of gender sensitization programmes

1. Rally done by students & staff regarding "Beti Bachao Beti Padhao" yojana. Dated 9th march 2020.
2. Extension lecture on women empowerment.

Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	293	84000
Financial support from government	-	-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

No. of social initiatives undertaken by the students

Major grievances of students (if any) redressed:

- Library should remain open on Sunday also.
- Canteen facilities to be enhanced.
- Increase in number of outings.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision and Mission of Institution

- Vision

Vision of the institute is to develop into a centre of excellence in Ayurveda education and to produce competent clinicians & research scholars in the field of Ayurveda.

- Mission

Mission of the institute is:-

- ✓ To produce high quality graduates and post graduates in the field of Ayurveda.
- ✓ To facilitate growth and development of Ayurveda.
- ✓ Evidence based research.
- ✓ To inculcate humanitarian values in students to be socially and professionally acceptable.

6.2 Does the institution has a management Information System

- The developmental requirements of the departments are conveyed to the respective HODs by the faculty members who in turn convey the same to the Principal and further to the management.
- Regular meetings are held between faculty members; HODs and Principal to discuss the departmental academic activities and further developmental goals are also discussed and planned.

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

6.3.1 Curriculum Development

- The academic program followed by institute is in concurrence with the guidelines of CCIM & the affiliating University.
- Institute is having highly qualified staff with subject specialists in every department which impart quality education by adopting innovation ICT methods.
- The students are provided comprehensive training of both the basic fundamentals of Ayurveda as well as contemporary science.
- In addition to this, hands on training in regard to identification & preparation of drug, their quality control & clinical training is also comprehensively imparted.
- Institute is catering to the health care needs of community by producing skilled competent clinicians & researchers in the field of Ayurveda who provide medical services to the community in different parts of country.
- For professional skills & competencies of the students are develop through training in laboratories, hospitals visits, clinical demonstration on patients, seminars, workshops and through 1 year compulsory internship.

6.3.2 Teaching and Learning

- All teaching, learning activities are student centric.
- Constant interaction with students from the basis of teaching-learning programs.
- Seminars, case-presentations, group discussions, Shalokas recitation, practical demonstration of drug preparation and identification of dried herbs as well as demonstration and identification of different medicinal plants in herbal garden and some of the participatory learning activities adopted by the faculty.

- Along with these extra-curricular activities like sports & cultural program contributes to holistic development of students facilitating lifelong-learning & knowledge management.
- The institute regularly invites subject experts of different specialties from the field of Ayurveda as well as modern medical sciences to deliver guest lectures on their concerned field of specialty to augment learning of faculty as well as students.
- The institution encourages learning by using e-learning resources. For this purpose, the college campus is Wi-Fi enabled.
- Audio-visual room has been set up & many lectures are delivered using ICT aids.
- The faculty members play a role of counselors & mentors & support students through personal counseling whenever the need arises and some time a professional trained clinical psychologist is invited.
- Every batch is assigned with class in-charge from among the senior faculty who looks after the common grievances of that batch.
- Though the campus is ragging free but Anti-ragging committee is constricted to look into grievances of fresher students, if any.
- There is a structured mechanism for UG teaching learning process which includes regular class-room lectures, quiz competition & seminars as well as practical demonstration of patient at hospital.
- There is a structured mechanism for PG teaching learning process which includes regular class-room lectures, group discussion & seminars as well as practical demonstration of patient at hospital.

6.3.3 Examination and Evaluation

- Evaluation is done on the basis of monthly, midterm, pre-final, theoretical practical examination & final examination conducted by affiliating University.
- Final Examination answer sheet evaluation is conducted by GRAU, Hoshiarpur by table marking.
- The performance is judged on the basis of these parameters along with class attendance, project work, assignments.
- The examination is conducted by GRAU. The college strictly follows the guidelines of GRAU, Hoshiarpur for conduction of examination in a transparent manner. The institute has taken several initiatives for smooth conduction of examination at its own level and to fulfill this purpose CCTV is installed.
- The average time taken by university for declaration of examination results is approximately one month.
- The result is published on University website.

6.3.4 Research and Development

- The college has dedicated research committee, comprising of faculty members who monitor & address issues related to research. The committee oversees post graduate research activity on the guidelines of GCP.
- The proposals of research are monitored for study design, sample, size & sampling.
- Research work pertaining to Ayurvedic medicine of international repute and general welfare of the people.
- The literary research projects are also monitored for the design of study.
- This committee also finalizes study formats of the projects.
- The projects cleared by the research committee are submitted to IEC for its necessary.
- The university supports the research activities carried out by students.
- The initial proposals are also sent to the University for its Approval.

- Later on, dissertations are also submitted to the University for examining & approval.

6.3.5 Library, ICT and physical infrastructure/instrumentation

- Campus is Wi-Fi enabled.
- Establishment of Analytical lab in Pharmacy.
- Establishment of Pharmacognosy lab for PG department of *Dravyaguna*.
- Modification of seminar halls in 4 PG department of institute with projector and other instruments.
- Also modification of a common A.C seminar hall for UG/PG departments of institute with projector and other instruments.
- There are 13430 books present in college library till date.
- Addition of more than 949 books in library in last 1 year from March 2019 to till June 2020.
- Daily newspapers of different - different language like Hindi, English & Punjabi are available in library. These newspapers are published mostly from Chandigarh, Jalandhar and Moga.
- Also different *Ayurvedic* & Scientific journals and health, *yoga*, beauty and daily life hacks related magazines also available in library.
- There is a Photostat & Printing machine also provided by college for the betterment of the students.
- Every dept. was enabled with Wi-Fi facility to aid in teaching & learning.
- Most of the departments are having their own museums which are regularly updated to enrich teaching, learning and practical work.
- Continuous round the clock CCTV surveillance is done in entire campus.

6.3.6 Human Resource Management

- The college regularly undertakes activities which have long term positive impact on the environment.
- The college is utilizing considerable resources for maintaining greenery, beautification & carrying out landscaping of the campus.
- More than 1100 potted plants apart from herbal garden are maintained regularly.
- The college has lush green lawns & water sprinkles are used for avoiding wastage & promoting uniform watering.
- The college also maintains herbal garden spread over 2 acres & consisting of over 200 species of plants.
- Day and night security persons for campus, hostel and hospital.
- Management officials, Principal, Medical Superintendent, Wardens and Official staff, they all are participating in managing human resource.

6.3.7 Faculty and Staff recruitment

- The college management has a policy for faculty recruitment which is based on the CCIM requirements and university guidelines.
- For the appointment of new faculty member institute advertises the vacancies in the national newspaper & conducts interview in which the institute scrutinizes their original degree certificates to ensure their validity as per CCIM requirements.
- Past experience if any is also taken into consideration for the purpose of appointment at appropriate designation.

6.3.8 Industry Interaction/Collaboration

- Innovation in teaching, training & research is encouraged by introducing the faculty & students to the use of innovative approaches in respective fields like use of ICT methods, visits to other teaching institutes & hospitals, fields' visits to pharmaceuticals industry & herbal gardens are also conducted at regular intervals.
- The college organizes various activities in collaboration with local bodies & community.
- Medical camps, awareness activities regarding Yoga, hygiene & prevention of diseases are regularly done by the institute.
- The college in collaboration with various NGO's provides medical services to the community on regular basis.
- The institute also carries out charity related activities with Babe Ke International Trust & Roko Cancer Trust.

6.3.9 Admission of Students

- The admission process for BAMS/MD (*Ayurveda*) in the college is extremely transparent. The NTA (National Testing Agency) conducts national level common entrance test known as NEET for admission to these courses and AIAPGET is conducted for Post graduation in Ayurveda.
- The notification for the entrance test is published in regional/national newspapers and also available on internet.
- The same notification is also posted on university & college websites.
- The university draws the merit on the basis of this entrance tests & the centralized counseling is conducted at GRAU to complete the admission process.
- The college also invites application to fill the management quota seats of BAMS/MD which is advertized in newspapers & also hosted on college's websites.
- The admission to D-Pharmacy (Ayu) course is done by inviting application directly by the Punjab State Faculty of *Ayurvedic* and Unani System of Medicine. The advertisement for the same is published in the leading newspapers and also available on internet.
- The annual admission capacity to BAMS is 60 including 30 Govt. & 30 Management seats (including NRI & Special Management Quota).
- 6 seats each in department of *Samhita*, *Rachna Sharir*, *Dravyaguna* and 1 in *Kaumarbhritya* are admitted.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> • Residential facilities. • Free transportation. • Free <i>Ayurvedic</i> medicines. • Sports facilities. • Wi-Fi enabled campus. • 24 hours electricity with generator backup. • Pure water supply.
Non teaching	<ul style="list-style-type: none"> • Residential facilities. • Free transportation. • Free <i>Ayurvedic</i> medicines. • Sports facilities. • Wi-Fi enabled campus. • 24 hours electricity. • Pure water supply.
Students	<ul style="list-style-type: none"> • Hostel facilities.

	<ul style="list-style-type: none"> • Wi-Fi enabled campus. • Sports facilities. • Well equipped library. • 24 hours power supply. • Pure water supply. • Hygienic food in hostel mess. • Transportation facilities. • Free medical checkup. • Free <i>Ayurvedic</i> medicines.
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6.5 Total corpus fund generated

NA

6.6 Whether annual financial audit has been done

Yes

No

6.7 Whether Academic and Administrative Audit (AAA) have been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	CCIM	Yes	C.A.
Administrative	Yes	GRAU	Yes	C.A.

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?

- | |
|--|
| <ul style="list-style-type: none"> • Online transfer of question paper w.e.f. 2018-19. • Installation of CCTV for fare conduction of exams. • Centre superintended is deputed by the university from outside college. |
|--|

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

- | |
|---|
| <ul style="list-style-type: none"> • Subject wise conduction of National Seminar at college level. • Ayurveda awareness at local level. |
|---|

6.11 Activities and support from the Alumni Association

- | |
|---|
| <ul style="list-style-type: none"> • Installation of Air Conditioner |
|---|

6.12 Activities and support from the Parent – Teacher Association

- | |
|---|
| <ul style="list-style-type: none"> • Support to organizing in medical camps. • Support in awareness programmes, tour etc. |
|---|

6.13 Development programmes for support staff

- | |
|---|
| <ul style="list-style-type: none"> • Pre-medical services, group insurance. • Free transportation, PPF etc. |
|---|

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

- | |
|--|
| <ul style="list-style-type: none"> • All the departmental building & classrooms have large size window & high ceiling for |
|--|

proper utilization of day time light. This has minimized the use of fans & lights.

- CFL bulbs are used for lighting & to minimize power consumption.
- All the appliances used in the institute are ISI marked in order to optimize energy utilization.
- Faculty members, students & other staff of the college are motivated to switch off the fans, lights etc. when not in use to avoid waste of energy.
- Currently renewable energy source such as green house in the herbal garden and solar water heaters are being used in the college.
- Boards are being displayed such as 'save electricity' and switch off fan' when not in use etc. to save electricity.

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.

- Departmental Seminar and Guest lectures are conducted for the up gradation of students knowledge.
- Regular meetings are held between faculty members, HOD's and Principal to enhance the departmental activities.
- Inspiration for conducting research and publication.
- Organisation of extension Guest Lectures by various expert of Ayurveda Field.
- Conducting of Pre-final examination which has resulted better performance of students in university examination.
- Research oriented clinical training is provided to the P.G student.
- Students have been motivated to attend the conferences and seminars on state and national level to get more exposure of the science of ayurveda.
- Various products like : Chavanprash, Panchguna tail, Jatyadi tail and Ayush Kadha etc. have been manufactured to enhance the practical knowledge of the students.
- Educational Tours and industrial visits are conducted for enhancing the knowledge of students' time to time renovation of the institute.
- Facilities of computer, projector in all P.G Departments as well as projectors in U.G classes to enhance learning in a better way.

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

- A visit to Public Health Centre with Students.
- Various rallies organised like
 - AIDS Awareness Drive. (1st December 2019)
 - Beti Baccho-Beti Padao Rally. (9th March 2020)
- Organization of guest lectures, seminars
- Educational Tours and Industrial Visits.

]

- Vote awareness lectures conducted in various places.
- Organization of guest lectures and seminars.
- Charaka Jayanti was celebrated online on 26th August, 2020.
- Teachers day was celebrated on 5th September, 2018.
- Fresher Party was organised on 6th March, 2020.
- Farewell Party was organised by 2015 batch on 15th Feb., 2020.
- Free Medical Camps was organised at Sunheran on 26th November, 2019
- Blood Donation camp was organised at College Hospital on 13th March, 2020.
- 05 Medical Camps conducted by Hospital Wing of college in various villages.
- Street play was conducted regarding vote awareness by Renowned Artists of the state.
- Lohri and Makar Sakranti were celebrated with zeal on 14th January, 2020.
- National Ayurveda Day was celebrated with Dhanwantri Poojan on 25th October, 2019.
- Flag hosting is done on 15th August, 2019 and 26th Jan., 2020.
- International Yoga Day was celebrated online on 21st June, 2020.
- Participation in Arogya Mela on 18th October, 2019.
- Online competition of Speech and Poster making was organised on 25th May, 2020 by Babe Ke College of Education, Mudki (Ferozpur) for students in which two students of Babe Ke Ayurvedic Medical College & Hospital, VPO Daudhar, Distt. Moga got 1st Position .
- Free of cost Ayurvedic Medicine i.e. Ayush Kadha was distributed on 9th June, 2020.
- COVID-19 awareness programme was held at College on 5th March, 2020.
- Live talk at DD Punjabi regarding COVID-19 awareness by Dr. Ish Sharma on 18th March, 2020.
- Online Webinar was organised by Department of Kaya Chikitsa on the Topic of Geriatric Care on 6th August, 2020.

7.3 Give two Best Practices of the institution

1. Participation of students in conferences, seminars etc upgrading their knowledge.
2. Teaching and learning process through smart classes.

7.4 Contribution to environmental awareness / protection

- Time to time maintenance of electrical appliances/Machineries.
- Placement of dustbins at several places in campus.
- Maintaining Greenery.

7.5 Whether environmental audit was conducted?

Yes

No

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

- Strength
 - Staff are highly qualified and approved by university and CCIM.
 - Provision of e-learning in the library.
 - Smart classes for students' education.
 - Well established department libraries in every department having all concerned Ayurvedic & modern referral books.
 - Subscription of reputed national and international journals and magazines for student and staff in the library.
 - All departments have computers with Wi-Fi connection facilities.
 - Well established hospital for clinical training.
 - Provision of book bank for poor students.
 - An Effective modern medicine backup available with cancer wing, AKU & Mobile Dental/Cancer Unit.
 - A Rich Transport fleet.
 - Establishment of medical consultancy for patients.
- Weakness
 - Poor connectivity to hospital due to rural location.
 - UG departments are involved only in under graduate teaching program. Scarcity of research work.
 - Conduct of major research projects.
 - Lack of Air conditioning in departments and class rooms.
- Opportunities
 - Arrangement for coaching classes for NEET/PSC preparation.
 - Motivating students for higher studies.
 - Providing clinical exposure for practical experiences.
 - Organising more medical camps.
 - To become leading Ayurvedic centre in term of medical Tourism.
 - To uplift the Sanskrit Language for understanding the Ayurvedic Literatures.

- Challenges
 - Lack of exposures to the students due to rural location of the college.
 - To promote non clinical department specific OPD.
 - Round the clock service availability due to clinical subject in the attached hospital
 - Co-relation of Ayurvedic topics with modern concepts should be done in departmental journals.
 - Introduction of newer method of drug manufacturing.

8. Plans of institution for next year

- Strengthening coaching programme for NEET/PSC preparation.
- To enhance consultancy for patients awareness programme of national importance.
- To make more cordial atmosphere with the staff and students.
- To organize more medical camps.
- To enhance the number of patients by providing better services.
- To conduct awareness campaign in surrounding area of institute in team of Ayurvedic Principle of lifestyle.
- Plan of start PG in All Department.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____***_____

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

Annexure I

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
