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)

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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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 (naac.aqar@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. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

1. Details of the Institution

1.1 Name of the Institution

> BHARATI VIDYAPEETH DEEMED UNIVERSITY, COLLEGE OF NURSING, NAVI MUMBAI

1.2 Address Line 1

> BHARATI VIDYAPEETH, COLLEGE OF NURSING

Address Line 2

> BELPADA COMPLEX, SECTOR -7, OPPOSITE KHARGHAR STATION

City/Town

> KHARGHAR , NAVIMUMBAI

State

> MAHARASHTRA

Pin Code

> 410206

Institution e-mail address

> Principalbvnursing@gmail.com

Contact Nos.

> 02227565956

Name of the Head of the Institution:

> Mrs. ASHALATA V. DAWRI

Tel. No. with STD Code:

> 02227565956

Mobile:

> 9029044109

Name of the IQAC Co-ordinator:

| Mr. SANJAY SEVAK |

Mobile:

| 09967831989 |

IQAC e-mail address:

| bvconnmiqac@gmail.com |

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

1.4 Website address:

| http//conmumbai.bharatividyapeeth.edu |

Web-link of the AQAR:

For ex. http://www.ladykeanecollege.edu.in/AQAR201213.doc

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	A	3.16	2011	2016
2	2nd Cycle	-	-	-	-
3	3rd Cycle	-	-	-	-
4	4th Cycle	-	-	-	-

1.6 Date of Establishment of IQAC :   DD/MM/YYYY | 13/10/2010 |

1.7 **AQAR for the year** *(for example 2010-11)* | 2013-14 |

1.8 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 2010-11submitted to NAAC on 03-09-2011
   ii. AQAR2011-12submitted to NAAC on 29-10-2012
   iii. AQAR2012-13submitted to NAAC on 18-06-2013
   iv. AQAR2013-14submitted to NAAC on 10-07-2014

1.9 Institutional Status

   University   State ☐ Central ☐ Deemed ☑ Private ☐

   Affiliated College   Yes ☑   No ☐

   Constituent College   Yes ☑   No ☐

   Autonomous college of UGC   Yes ☐   No ☑

   Regulatory Agency approved Institution   Yes ☑   No ☐

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

   Type of Institution   Co-education ☑   Men ☐   Women ☐

                          Urban ☐   Rural ☑   Tribal ☐

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

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

1.10 Type of Faculty/Programme

   Arts ☐   Science ☐   Commerce ☐   Law ☐   PEI (Phys Edu) ☐

   TEI (Edu) ☐   Engineering ☐   Health Science ☑   Management ☐

   Others   (Specify)   [.]

1.11 Name of the Affiliating University *(for the Colleges)*   [BHARATI VIDYAPEETH DEEMED UNIVERSITY]

1.12 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 [ ]

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

2.1 No. of Teachers [07]

2.2 No. of Administrative/Technical staff [01]

2.3 No. of students [00]

2.4 No. of Management representatives [01]

2.5 No. of Alumni [01]

2. 6 No. of any other stakeholder and
     community representatives [01]

2.7 No. of Employers/ Industrialists [00]

2.8 No. of other External Experts [00]

2.9 Total No. of members [11]

2.10 No. of IQAC meetings held [04]

2.11 No. of meetings with various stakeholders: No. `10`   Faculty `04`

Non-Teaching Staff Students `1/3`   Alumni `01`   Others `01`

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. `1`   International `0`   National `1`   State `0`   Institution Level `0`

(ii) Themes

National Workshop on Biostatistics
An insight for best nursing practice and research

2.14 Significant Activities and contributions made by IQAC

- Made us aware our strength and weakness.
- IQAC played major role in planning coordination and monitoring the educational input.
- Motivated to organized National workshop
- Encouraged the faculty members to pursue research in their respective field.
- IQAC motivated for the maximum utilization of library resources by students and use of e-book and make it easily accessible to the members of the college.
- Has helped improve the teaching process which has become more ICT based.
- Conduction of Faculty development programme every year Played a vital role as mentor.
- Career Guidance and Placement Cell strengthened
- Upgraded library by subscription to e-books.
- More avenues for students to engage in community services
- Sensitizing students to ecological and environmental issues

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
*Dietetic labs to be started for II & III year B.Sc. Nursing students	Mr. Benty George and Mr. Santhosh George organized dietetic labs for II & III year B.Sc. Nursing students.
*'Evaluation formats' for clinical subject to be prepared & implement.	Evaluation formats are modified as per the clinical experience field. New format are flexible and allow students for better evaluation & implement.
*Update library and purchase new e-books.	Purchased 136 library books and also library e- books.
*To plan to conduct National Workshop.	National workshop organized on Biostatistics - An insight for best nursing practice and research on 28 feb and 1 March 2014.
*Increase faculty no. for Ph. D. enrolment and research projects.	Mr. Sanjay Sevak enrolled for Ph. D. Nursing for year 2013-14.
*Start M. Sc. Nursing programme.	M. Sc. Nursing proposal submitted to state government.
*SWOT analysis of curriculum implementation.	SWOT analysis done.
*Paper presentation – college level by each faculty.	Two faculty presented paper at International conference at Sangli and seven faculty presented at National level.
*Staff development program	Staff development program organised on following area – 1. Thalessemia awareness and

	screening camp on 06th - 07th august 2013.
	2. Bharati Vidyapeeth college of nursing, Navi Mumbai and Centre for study of society, Mumbai organised on women empowerment for female faculty on 2nd October 2013
	3. Prof. Mrs Kamini Khanna, Ph D. have taken seminar on "Qualitative methods of research and How to prepare for paper presentation and publication" on 05 January 2014.
*New innovative teaching method	New innovative teaching methods implemented eg. One minute talk, Mind mapping, Jigsaw method.
Community extension activities -Health exhibitions, street play and puppet show for community awareness. -	• Health exhibitions on Arthritis and family planning. • Street play on Alcoholism. • Puppet show on Hygiene in Anganwadi. • World mental health day celebrated on 10-10-13 at Sambhaji Nagar,C.B.D. Belapur on theme awareness on depression.
MPF concept'- Nutritious diet workshop for Mahila mandal groups.	Mrs. Sudershna Lal took responsibility to organize 'MPF concept'- Nutritious diet workshop for Mahila mandal groups in month of July 2014.

Academic Calendar attached of the year as ANNEXURE. -II

2.15 Whether the AQAR was placed in statutory body   Yes ☐   No ☑

Management ☐   Syndicate ☐   Any other body ☐

Provide the details of the action taken

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	0	0	0	0
PG	0	0	0	0
UG	02	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	0	0	0	0
Total	02	0	0	0
Interdisciplinary	0	0	0	0
Innovative	0		0	0

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

Pattern	Number of programmes
Semester	0
Trimester	0
Annual	01

1.3 Feedback from stakeholders*   Alumni [√]   Parents [√]   Employers [-]   Students [√]
    (On all aspects)

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

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

> N.A.

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

> N.A.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
14	4	0	1	9

2.2 No. of permanent faculty with Ph.D.

Nil

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
4	1	0	2	1	1	9	1	14	05

2.4 No. of Guest and Visiting faculty and Temporary faculty   13   -   -

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	05	14	05
Presented papers	02	07	00
Resource Persons	00	01	00

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

- Innovative teaching learning techniques used.
- Planned "dietetic" laboratory experience
- Application of theory knowledge in community through community extension activities.

- Establishing the teaching plan for every subject well before the commencement of each course along with the course hand outs which are made available all students on the start of the academic year

- Teacher's study materials (soft copy-power point presentation) are shared with students.

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

222

2.8 Examination/ Evaluation Reforms initiated by
     the Institution (for example: Open Book Examination, Bar Coding,

Examinations conducted as per University rules.

Double Valuation, Photocopy, Online Multiple Choice Questions)

2.9 No. of faculty members involved in curriculum
     Restructuring/revision/syllabus development

01	-	-

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

93.5 %

2.11 Course/Programme wise
     Distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B. Sc. Nursing	101	14	51	18	00	84%
P. B.B. Sc. nursing	23	10	12	00	00	95%

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

*by conducting MEETINGS ARRANGING SEMINARS,GUEST LECTURES,MONITORING THE ACTIVITIES, FEEDBACK OF ACTIVTIES BY THE STUDENTS AND STAFFS, MOTIVATING THE FACULTY.

 The college has collected the data from students and teachers at the end of each year and after completion of course about the overall quality of academic programme organized by the college and later IQAC meets to resolve the problems stated if any.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	00
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	00
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, **Workshops,** etc.	14
Others	00

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	00	00	00
Technical Staff	00	00	00	00

Criterion – III

3. Research, Consultancy and Extension

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

- All PG faculties involve in research guidance for students.

- One faculty enrolled for Ph. D. Nursing for year 2013-14.

- Increase no. of faculties presented research paper in national and International journals.

- Students research articles published in college magazine.

- Planning research paper to be published in college journal with ISBN number.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	2	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	01	-
e-Journals	-	-	-
Conference proceedings	-	01	-

3.5 Details on Impact factor of publications:

Range [-]   Average [-]   h-index [-]   Nos. in SCOPUS [-]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-

Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

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

ii) Without ISBN No. | Nil |

3.8 No. of University Departments receiving funds from

UGC-SAP | Nil | CAS | Nil | DST-FIST | Nil |

DPE | Nil | DBT Scheme/funds | Nil |

3.9 For colleges   Autonomy | Nil | CPE | Nil | DBT Star Scheme | Nil |

INSPIRE | Nil | CE | Nil | Any Other (specify) | Nil |

3.10 Revenue generated through consultancy | Nil |

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	0	**1**	0	0	0
Sponsoring agencies	-	BVDU Pune,	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons | 01 |

3.13 No. of collaborations   International | Nil | National | Nil | Any other | Nil |

3.14 No. of linkages created during this year | Nil |

3.15 Total budget for research for current year in lakhs :

From Funding agency | Nil | From Management of University/College | - |

Total | Nil |

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	Nil
Commercialised	Applied	
	Granted	

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

Total	International	National	State	University	Dist	College
			Nil			

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

Nil

Nil

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

Nil

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

JRF   Nil   SRF   Nil   Project Fellows   Nil   Any other   Nil

3.21 No. of students Participated in NSS events:

University level   25   State level   05

National level   Nil   International level   Nil

3.22 No. of students participated in NCC events:

University level   Nil   State level   Nil

National level   Nil   International level   Nil

3.23 No. of Awards won in NSS:

University level   Nil   State level   Ni

National level | Nil | International level | Nil

3.24 No. of Awards won in NCC:

University level | Nil | State level | Nil

National level | Nil | International level | Nil

3.25 No. of Extension activities organized

University forum | Nil | College forum | 04

NCC | Nil | NSS | 01 | Any other | 03

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

- Street play on Alcoholism conducted at Wavanje village by S.Y. B.Sc. Nursing Students along with the 3 teaching faculty.

- Health Exhibition on Arthritis and its prevention at Wavanje village by Fourth.Y. B.Sc. Nursing Students along with the 3 teaching faculty and Family planning at Ramabai Nagar, CBD Belapur by S.Y. B.Sc. Nursing Students.

- Puppet show on personal hygiene for Anganwadi students conducted by Fourth .Y. B.Sc. Nursing Students at Wavnje village.

Students are participated in following activity -
School health
Mid day meal programme
Immunizations
DOTS
Anganwadi

Health education on
Malaria
Environmental sanitation
AIDS
Diabetic Mellitus
Hypertension
Anemia
Diarrhea etc.

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	7.1 Acres	-	-	7.1 Acres
Class rooms	6	-	-	6
Laboratories	5	-	-	5
Seminar Halls	1	-	-	1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	585	81	BVDU,Pune	666
Value of the equipment purchased during the year (Rs. in Lakhs)	65,29,880	2,45,971/-	BVDU,Pune	67,75,851/-
Others	-	-	-	-

4.2 Computerization of administration and library

> o   Library management software used in library.
>
> o   Wi fi facility available in library.
>
> o   Bar coding/book classification system available in library.
>
> o   Provided internet connection to all computers and made available for office staff.
>
> o   Computer room with internet facility available for faculty and students.
>
> o   e books facility made available for faculty and students in library.

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1953	15,75,064	163	1,00,956	2116	16,76,021
Reference Books	-	-	-	-	220	-
e-Books	00	00	10	59044	10	59044
Journals	12	4,91,398	12	2,37,039	12	7,28,437
e-Journals	00	00	00	00	00	00
Digital Database	00	00	00	00	00	00
CD & Video	80	00	00	00	80	00
Others (specify) Specimen books.	70	-	-	-	70	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	26	01	25	00	00	00	00	00
Added	10	00	10	00	00	00	00	00
Total	36	01	36	00	00	01	00	00

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

- Computer with internet available in faculty rooms ,administrative office and in library for students.

- ICT enabled teaching learning process.

4.6 Amount spent on maintenance in lakhs :

i) ICT   25,000

ii) Campus Infrastructure and facilities   Nil

iii) Equipments   Nil

iv) Others   Nil

Total :   25,000

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Fee concession for students.

- Conduction of programmes on **Career Guidance**: The college organizes career guidance for all for the student studying in final year B. Sc. Nursing. A guest lecture is been organized by Bharati Vidyapeeth college of nursing for Passing out batch IVrth year B.Sc. Nursing and P.B.B.ScIIndyr on 24 february 2014 by OVERSEAS EDUCATIONAL COUNSELORS KES-KRAFT EDUCATIONAL SERVICES , Mr. ManmohanKohli ,President & CEO have given lecture on higher education in abroad like masters in nursing specialties , masters in hospital administration with part time jobs and direct visa holders after completion of study .

- **Organizing Campus Placement**: The College organizes the campus placement programme to help student to seek the job when they are in the last phase of training programme. The hospital are following – Jupiter life line hospital, Thane and Curae chain of hospitals.

- **Providing Guidance and Counselling Services**: All kind of guidance and counselling services are provided to students.

- Grievance redressed cell

- Alumina Association

- Student's feedback on learning resources.

- Anti-ragging cell.

5.2 Efforts made by the institution for tracking the progression

> Student are provided the guidance and counselling services on one to one basis based on their performances organized by the college. The college compiles the student progress twice a year and communicates with the parents to help them understand their capabilities.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
123	-	-	-

(b) No. of students outside the state

60

(c) No. of international students -NIL

Men

No	%
52	42.3

Women

No	%
71	57.7

Last Year (2013-14)							This Year					
General	SC	ST	OBC	NT	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
90	11	00	19	03	00	123	-	-	-	-	-	-

Demand ratio   50%   Dropout - 1%

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

> We have various competitive examinations books for RN, NCLEX, IELTS and CGFNS for coaching and studying.

No. of students beneficiaries | 25 |

5.5 No. of students qualified in these examinations

NET | Nil | SET/SLET | Nil | GATE | Nil | CAT | Nil |

IAS/IPS etc | Nil | State PSC | Nil | UPSC | Nil | Others | Nil |

5.6 Details of student counselling and career guidance

> The faculty participate in academic and personal counselling of the students. Each teacher has 5-6 students for counselling. Students are counselled at least three times in a year. After that counselling is done as need based.

No. of students benefitted | 123 |

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
02	20	15	05

5.8 Details of gender sensitization programmes

- Women's Day was celebrated.
- Equal ratio is maintained in male/ female recruitment.
- Community awareness on Female foeticide.

5.9 Students Activities

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

State/ University level | Nil | National level | Nil | International level | Nil

No. of students participated in cultural events

State/ University level | Nil | National level | Nil | International level | Nil

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level | Nil | National level | Nil | International level | Nil

Cultural: State/ University level | Nil | National level | Nil | International level | Nil

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	Nil	Nil
Financial support from government	Nil	Nil
Financial support from other sources	Nil	Nil

5.11   Student organised / initiatives

Fairs   : State/ University level | 0 | National level | 0 | International level | 0

Exhibition: State/ University level | 0 | National level | 0 | International level | 0

5.12   No. of social initiatives undertaken by the students | 00

5.13 Major grievances of students (if any) redressed: _____NIL_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision statement of the College of Nursing Navi Mumbai ''To obtain excellence in education by initiation, promotion, sustenance and maintenance of "quality in nursing educatio& practice."

 Mission statement of the college is "Professionalism and quality care through dynamic education",
Mission statement of Bharati Vidyapeeth Deemed University
  * "Social transformation through dynamic education".

Objectives of our college:-
To competence in skill and technique of Nursing based on scientific principles
To practice ethical values in professions
To work in coordination with other members of health team
To provide quality care based on nursing process.
To communicate effectively
To develop basic skills in teaching, management and research in Nursing setting.

6.2 Does the Institution has a management Information System -Yes

  * Computerized academic administrative records, reports maintained
  * Alumni portal is formed and maintained during 2013-14.

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

6.3.1 Curriculum Development

Curriculum as per Indian Nursing Council and as per BVDU Pune.

  * Institutional level the curriculum is organised so to enable to develop the competency & enriched by quality enhanced activities.

  * Two days orientation programme for newly admitted students. & newly appointed faculty.

  * Clinical supervision strategy, technique, nature of guidance etc.

6.3.3 Examination and Evaluation

We do continuous assessment of students through conducting regular examination by giving **unit tests** and **final university examination**. In the clinical field, students are evaluated and supervised by nursing faculty to check their clinical competency. We conduct practical examination also to know their clinical skills.

- Unit test
- Prefinal Examination
- Clinical evaluation
- Assignment

Unit test marks and Prelims examination marks periodically informed to parents

Optional questions available in SAQ, and LAQ as per exam pattern

Internal Examinations are conducted as per the instructions of the University.

6.3.4 Research and Development

- Organized National workshop on Biostatics.
- 2 Faculty presented paper in International workshop at Sangali.
- Publication of papers in journals.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- On – line access and internet facilities are available in the library.

- Existing new arrivals are displayed in open racks for easy access and ready reference by students and staff.

6.3.6 Human Resource Management

- Proper advertisements were given and 3 faculty members were selected and appointed in place of faculty members who left the institute during the year.

6.3.7 Faculty and Staff recruitment

- Faculty and staff recruitments are done as per the rules and regulations of the Bharati Vidyapeeth Deemed University and INC norms & UGC regulations.

6.3.8   Industry Interaction / Collaboration

NMMC hospital Vashi.   Tata hospital,   KEM hospital,   Wadia children & maternity hospital,   Seven hills corporate hospital

6.3.9   Admission of Students

- Admission of students are made as per INC and University norms.

6.4 Welfare schemes for

Teaching	Yes
Non teaching	Yes
Students	Yes

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done   Yes √   No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	-	-	-	-
Administrative	Yes	Dudheria and Co.	Yes	Bharati Bhavan, Pune

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

For UG Programmes   Yes √   No -

For PG Programmes   Yes NA   No NA

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

Examinations are conducted as per the University norms

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

N.A.

6.11 Activities and support from the Alumni Association

- 'Alumni meet' are conducted every year.
- Alumnus were contacted for suggestions and feedback
- A portal for alumni association with account of alumni members.
- Alumni regarding teaching learning process and placement. etc.

- One alumina is member of IQAC team.

6.12 Activities and support from the Parent – Teacher Association

- Class coordinators inform the parents about the progress of their children quarterly in each academic year in written.
- Parents are always welcomed to discuss any problems of their children with teachers and principal.
- Parent- Teacher Association is formed, the meetings were conducted from time to time to discuss the students' performance in theory, clinical and other extracurricular activities every month and whenever necessary.
- Parents are sometimes called by the college authority for the students with any misconduct in discipline, rules and regulation of the college.

6.13 Development programmes for support staff

- Staff quarter
- Yearly picnic
- Involvement of staff in cultural programmes and recreational activities

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

- Proper disposal of garbage is done.
- Proper staff has been appointed for its maintenance.

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.

> Teachers and students both motivated in teaching learning process.
>
> Teachers gained new knowledge of interactive teaching learning methods as per their responses.

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

> The plan of action conceived during the beginning of the academic year has been Successfully initiated and completed accordingly.

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

> - Written objectives, guidelines and clinical instructions given &explained well in advance before clinical experience.
>
> - Interactive teaching methodology-In this methodology teaching is enhanced and used in two way. Interactive methods like: Group discussion, one minute talk, Think pair share etc..

7.4 Contribution to environmental awareness / protection

> Institute organizes awareness campaign every year for the spreading awareness among the nearby people residing in neighboring areas regarding environment sanitation and its Protection from the various types of pollutions. Also conduct field visit in sewage plant and water purification.

7.5 Whether environmental audit was conducted?   Yes [ ]   No [√]

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

STRENGTHS:
Experience and qualified teaching faculty
Education at a low cost
A good infrastructure
Nationally recognized for providing high quality education

WEAKNESS:
Lack of research programmes
Lack of land for outdoor sports activities
Own vehicle for transport

OPPORTUNITIES:
Strategic alliances and partnerships with Hospitals, NGOs and agencies.
Funded research project

THREATS:
Competitions and growth of education institutions
Student intake

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

- Research projects - Educational and Social research project will be taken into the consideration.
- To increase no. of faculty enrollment for P.hd.
- Two workshops will be organized next year.
- MSc. Nursing programme.
- Quality assurance related seminar by IQAC cell.
- Funded Research projects - Institute will try to get funded research projects from the related agencies.
- Conduct campus recruitment of nursing students in India and aboard for placement
- Collaborate with private hospital to depute interns for working experience and develop skills.
- Community adoption.
- A lecture series on Nasocomial l infection will be organized next year.
- On line objective type test will be conducted for assessing the progress of students.

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
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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ANNEXURE –II
BHARATI VIDYAPEETH DEEMED UNIVERSITY COLLEGE OF NURSING
NAVI MUMBAI
IQAC ACTIVITIES 2013-14

SR. NO.	MONTH	ACTIVITIES
1	July	'Evaluation formats' for clinical subject to be prepared & implement.
2	August	Dietetic labs to be started for II & III year B.Sc. Nursing students.
3	September	'MPF concept'- Nutritious diet workshop for Mahila mandal groups
4	October	IQAC Third meeting
		Community project on common mental disorder
		World Mental health day
		IQAC Third meeting
5	November	Staff development program
		Community adoption
6	December	Community extension activities
		Community project on AIDS/ Substance abuse
		AIDS awareness Day
7	January	IQAC Fourth meeting
		State/ National level conference
		Community extension activities
		Community project on AIDS/ Substance abuse
8	February	Linkage with foreign universities- students placement